



OFFICE OF THE GENERAL MANAGER,
DISTRICT INDUSTRIES CENTRE, SAMBALPUR

JAIL ROAD, BHUTAPARA CHOWK, SAMBALPUR-768001,

Email :-<ricsam@od.gov.in>

No 1679 /DIC, SBP /Date 16/10/2025

QUOTATION CALL NOTICE

Sealed quotations are invited from the interested local Travel Agencies/ Tour Operators or individual (vehicle owners) for providing one number of petrol driven A.C vehicle(BS-VI) model Dzire/Brezza/Grant Vitara / Amaze having sitting capacity not more than 05 including driver, which shall conform the term and condition (Annexure –A) for official use in the Office of General Manager, District Industries Centre, Sambalpur on monthly rent basis.

1. The vehicle must be in roadworthy condition shall not be more than 3 years old from the date of initial registration and must have valid Registration Certificate, Insurance Certificate, Fitness Certificate, Pollution Certificate, Valid Contract Carriage Permit , proof of upto date tax payment etc mandatory for plying of vehicle.
2. The Driver of the vehicle must have a valid Driving license for driving light transport passenger vehicle and should be sufficiently experienced in driving transport/passenger vehicle.
3. The Driver should be well behaved gentle and obedient in nature.
4. A sum of Rs. 5000/- shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the General Manager, DIC, Sambalpur and submitted along with the tender as EMD. After completion of tender process, EMD shall be refunded to unsuccessful bidders.
5. The service provider shall have a valid GST registration to participate in the tendering.
6. The Service provider, participating in the bidding process under the jurisdiction of Municipal Corporations, shall be registered on GeM platform.
7. The monthly rate of hire charge, including GST be quoted separately and excluding fuel.
8. The vehicle must achieve a fuel efficiency of 17 KM per liters.
9. The details of the make and year of manufacture of the vehicle, registration no, mileage KM covered per liter and name of the Driver, Driving license No. and period of validity should be specifically provided in the general bid information to be furnished with the Quotation/ Tender (Annexure-B) as prescribed by the Finance Deptt.
10. Sealed Quotations should be submitted after completion in all respects by Regd. Post / Speed post to the office of the General Manager, DIC , Sambalpur which should reach this office on or before the scheduled date & time. The last date for receipt of sealed quotations through Regd. Post/ Speed post to the Office of the General Manger, District Industries Centre, Sambalpur is on or before **dt 30.10.2025 up to 5.00 P.M.** and superscribing "**Hiring of the vehicle for DIC, Sambalpur**" on the cover of the envelope containing the quotation.
11. The application form of quotation/ tender containing General Bid information & Terms and conditions for hiring of vehicle etc will be available in the office of the undersigned notice board as well as downloaded from Odisha Govt. Website <http://Sambalpur.odisha.gov.in> from 17.10.2025

Contd.P/2....

- 12 The sealed quotations will be opened on **31.10.2025 at 11.30 AM** by the undersigned in this office in presence of all quotationers or their authorized representative and members of Purchase committee constituted for the purpose.
13. The quotation received after due date and time & incomplete in any manner will be rejected. The General Manager, District Industries Centre, Sambalpur will not liable for postal delay or other lapses if any.
- 14 The relevant documents should be duly self attested by the Quotationer
- 15 The finalization of Quotationer of tender shall be based on the L-1 rate.
- 16 The District Industries Centre, Sambalpur shall not be responsible for accidental opening of the covers that are not properly superscribed and sealed before the time notified for opening of quotations.
- 17 The quotation paper must be accompanied with all relevant documents as mentioned above along with terms & condition for hiring of vehicle and General Bid information (Annexure- A & B)
- 18 The authority reserves the right to cancel the Quotation without assigning any reason thereof.

General Manager,
DIC, Sambalpur.

*General Manager
Dist. Industries Centre*

Memo No. 1680 /Date 16/10/2025
Copy to Office Notice Board for wide publicity

Copy along with copy of the Quotation Call Notice forwarded to the **DeGM, OSWAN, Collectorate, Sambalpur** for information with a request to upload the **Quotation Call Notice** in the **District Website** for wide publicity.

General Manager,
DIC, Sambalpur.

*General Manager
Dist. Industries Centre
Sambalpur*

Memo No. 1681 /Date 16/10/2025

Copy along with the copy of the Quotation Call Notice forwarded to the ADM, Sambalpur / PD, DRDA, Sambalpur / Sub- Collector, Sambalpur / RTO Sambalpur ./Joint Commissioner, CT& GSTR Sambalpur-I Circle / Dy. Director of Skill Development-cum- Employment Sambalpur/Assistant Director, Handicraft, Sambalpur. / DIPRO, Sambalpur/ CDMO, Sambalpur / DSWO, Sambalpur / DWO, Sambalpur/ DPC, SSA, Sambalpur for kind information with request to display it in their notice Board for wide publicity.

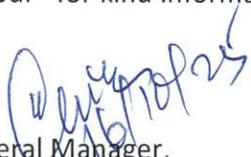
General Manager,
DIC, Sambalpur.

*General Manager
Dist. Industries Centre
Sambalpur*

Contd....P/3.....

Memo No. 1682 /Date 16/10/2025

Copy submitted to the Collector & District Magistrate, Sambalpur for kind information.


General Manager,
DIC, Sambalpur
General Manager
Dist. Industries Centre
Sambalpur

Memo No. 1683 /Date 16/10/2025

Copy submitted to the Director of Industries, Odisha, Cuttack for kind information.


General Manager,
DIC, Sambalpur
General Manager
Dist. Industries Centre
Sambalpur

Contd...P/4

TERMS & CONDITION FOR HIRING OF VEHICLE

The following terms and conditions must be fulfilled by the successful bidder for providing a vehicle on hire on monthly rent basis :-

1. The hired vehicles, during period of contract, shall have all necessary valid MV documents such as Valid Registration Certificate, Insurance Certificate, Pollution Certificate, Fitness Certificate, Valid Contract Carriage Permit, proof of up - to date tax payment etc and D.L of the driver available at the times/ Aadhar Card of the Owner (All relevant documents should be duly self attested by the Quotationer)
2. The Department/ Office hiring the vehicle shall not be responsible for any damage/ loss caused to hired vehicles or loss of life/ injury made to any person or damage to any property on account of use of hired vehicle any manner whatsoever. The hirer shall be responsible for all such litigation.
3. The hire charges to be paid for monthly basis is final but does not include cost of fuel which is to be paid separately as per existing Government norms. All the expenditure of the vehicle towards repair, replacement of spare parts, Lubricating Oil of Engine, Gear Box & differential Coolant, Tyres & tubes, Battery etc. will be borne by the bidder.
4. It shall be responsible of the bidder to provide a good driver and the remuneration of the driver shall be borne by the service provider.
5. In case of breakdown for reasons whatsoever the replacement of a vehicle of the same or better model shall be provided by the service provider.
6. In case of the vehicle do not report regularly, the authority will be at liberty to terminate the agreement without prior notice.
7. The vehicle shall report for duty for minimum of 25 days in a month.
8. In case of emergency, the driver will have to report for duty as per the requirement No. extra payment shall be made.
9. Monthly hire charges and reimbursements towards cost of fuel (as per norm) will be paid in every succeeding month, as par as possible within fifteen days of the submission of bills by the service provider and no advance payment will be made.
10. The Vehicle shall not be more then 3 years old from the initial registration and also in good running condition during the period of contract.
11. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
12. In case the service provider intends to withdraw the services of his vehicle and terminate the agreement, it shall be mandatory upon him to grant one month notice before such withdrawal of service and terminate of agreement.
13. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.



GM, DIC, Sambalpur.

Seal & Full Signature of
Quotationer

Annexure-B

GENERAL BID INFORMATION

SL No.	Particulars.	To be filled up by Bidder
1	Name of the Service Provider (IN CAPITAL LETTER)	
2	Complete Address	
3	GST Number.	
4	GeM Registration Number.	
5	Bank Account No. and IFSC Code..	
6	Registration No. of Vehicle.	
7	Year of Manufacture.	
8	Make & Model.	
9	Date of registration.	
10	Name & complete address of the owner of vehicle.	
11	Fitness Certificate validity.	
12	Pollution Certificate validity.	
13	Permit validity.	
14	Insurance validity.	
15	Name/ Address of the Driver .	
16	DL. No & Validity of the DL of the Driver.	
17	Contact Number of the Service provider. & Aadhar No.	
18	Contact number of Driver & Aadhar No.	
19	Proposed hire charge of the vehicle per month excluding fuel cost.	
20	Hire charges including GST & excluding GST	
21	Rate of fuel consumption/Mileage per liter.	

Certified that the information submitted above is true to the best of my knowledge and belief.

Encl :-

Seal & Full Signature of Quotationer/Tender

