

## OFFICE OF THE DEPUTY DIRECTOR OF TEXTILES, CUTTACK

At-Jobra Canal Road, PO- College Square, Dist- Cuttack, Odisha-753003,

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### Quotation / Tender Call Notice

**Notice No. 1103      Dated. 18.03.2021.**

Sealed quotation/ Tenders are invited from interested reputed Travel Agencies/ Tour Operators or private individuals for providing one no. of Non AC Petrol driven vehicles of Tiago/Bolt/Celerio having sitting capacity of 5 (five) including driver, which shall conform to the Terms and condition as Annexure-II with following norms for official use in the office of the Deputy Director of Textiles, Cuttack.

- 1) The vehicle must be in Road worthy 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, valid contract carriage permit, proof of up to date Tax payment & GST Certificate etc. which are mandatory for plying of vehicle.
- 2) The Driver of the vehicle possess a valid commercial Driving License shall be deployed by the agency
- 3) The Driver should be well behavior, 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 Deputy Director of Textiles, Cuttack, and submitted along with the tender as security deposit . After completion of tender process, the amount will be refunded to unsuccessful bidders.
- 5) The monthly rate of hire charge (exclusive of all Taxes GSTN) be quoted separately in the general bid information (excluding fuel and lubricants)
- 6) The vehicle must achieve a fuel efficiency of 17 Kms per liter.
- 7) The details of the make and year of manufacture of the vehicle Registration No., Mileage (Kms covered per litre) and name of the Driver with Driving license No. and period of validity should be specifically provided in the general bid information to be furnished with the Quotation / Tender (Annexure-I)
- 8) The Quotation completed in all respect should reach the undersigned on or before Dt.07.04.2021 by 3.00 P.M by Courier/Speed post/Registered post only and shall be open on the same day at 4 PM in presence of the bidders or their authorized representatives who are willing. .
- 9) The application form of quotation / tender containing general bid information and term and conditions for hiring of vehicles etc. will be available with office of the Deputy Director of Textiles, Cuttack on payment of Rs.100/-(Rupees one hundred )only within office hours from Dt.19.03.2021 to Dt.07.04.2021.
- 10) The undersigned reserves the right to cancel the notice and all quotations without assigning any reason there-of
- 11) The agreement will be executed as per the Government of Odisha in Finance Deptt. Office Memorandum No-30464/F Dtd. 06.09.2019
- 12) The application form along with the detail of term and condition for hiring of vehicle is available in official website [cuttacknic.in](http://cuttacknic.in).

Sd/Indramani Kandi  
Deputy Director of Textiles  
Cuttack

TERM AND CONDITIONS FOR HIRING OF VEHICLES.

The following term and conditions must 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 M.V documents such as :- Valid Registration Certificate, Insurance Certificate, Fitness Certificate, Valid Contract Carriage Permit, proof of up to date tax payment etc. and D.L. of the Driver available all the times. The Department/Office hiring the vehicles shall not be responsible for any damage/loss caused to hired vehicles or loss of life/injury made to any person or damages to any property on account of use of hired vehicles any manner whatsoever. The hirer shall responsible for all such litigation.
2. The hire charges to be paid for monthly basis is final but does not include cost of Petrol, which is to be paid separately basing on actual consumption and lubricants as per 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.
3. The Agency shall take comprehensive insurance cover with third party unlimited liability risk of the vehicles detailed for the user department/Office requirement. User shall not be liable for any damages whatsoever to public property and /or any third person due to any accident arising out of and in the course of deployment of service provider's vehicle.
4. The Agency shall be solely responsible for any claims by any third party and/or employees of user department/office travelling in the vehicle for any injuries caused by the driver of the vehicle whether by accident or otherwise.
5. The user department/office will in no way be responsible for violation of traffic rules and/or infringement of any other law for the time being in force, either by the driver of the vehicle or by the service provider. The driver as well as Agency shall comply with relevant rules and regulations of Motor Vehicles Act and Rules applicable at present or in future during the tenure of the contract and as may be enforced from time to time for which user department/office would not be held liable/responsible in any manner whatsoever. Onus of compliance of all the applicable Laws/Acts/Rules including those under Motor Vehicle Acts/Rules shall rest with the Agency only and user/user department/office will not be liable in any manner.
6. The Agency shall be responsible for ensuring compliance with the provisions related to Labour Law and especially Minimum Wages Act Payment of Wages Act, PF, ESI Act, Payment of Bonus Act, Contract Labour (R&A) Act, Workmen Compensation Act. Etc as applicable from time to time. The employees of the Agency shall not be deemed to be employees of the user department/office and hence the compliance of the applicable acts laws will be the sole responsibility of the Agency
7. It shall be the responsibility of the bidder to provide a good driver and the salary of the driver shall be borne by the bidder.
8. In case of breakdown for reasons whatsoever the replacement of a vehicle of the same or better model shall be provided by the owner of the vehicle/bidder.
9. In case of the vehicle do not report regularly, the authority will be at liberty to reject the agreement and may engage vehicle from other source.
10. The vehicles shall report for duty for minimum of 25 days in a month.
11. In case of emergency, the driver will have to report for duty as per the requirement of hirer. No extra payment shall be demanded.

12. The Agency shall be personally responsible for any theft, misconduct and/or disobedience on the part of drivers so provided by him.
13. During the contract period, if the vehicle is seized or detained or requisitioned by Police / Motor Vehicle Authority or any other authorities for whatsoever reasons that will be at the service provider's risk. Also, alternate vehicle of similar or higher category will be provided by Agency without any extra charges.
14. The mileage count will start from the location of pickup and no extra kilometers from the garage to the pickup point will be provided. The mileage count will also terminate at the dropping point and not up to the garage.
15. Monthly hire charges and reimbursements towards cost of fuel (petrol) (as per actual) and lubricants (as per Govt. norms) of selected bidder will be paid in every succeeding month, as per as possible within fifteen days of the submission of bills by the service provider and no advance payment will be made.
16. The vehicle shall not be more than three years old from the initial registration and also in good running condition during the period of contract.
17. If the service is found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
18. 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 termination of agreement.
19. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.
20. The hired vehicle cannot be used for any private/ commercial purpose beyond office hours or during holiday.
21. The model service provider Agreement is attached at Annexure –A. Hiring shall be subject to the following ceilings of usage:-
22. Vehicle used by officers of the grade of Head of Department and above up to maximum of **2000 Kms.** in a month.
23. In case of variation exceeding 20% of distance run the concurrence of Administrative Deptt. shall be taken.
24. Log book shall be maintained for the hired vehicles as in case of Govt. Vehicles. Kilometer reading and POL drawn shall be necessarily recorded in relevant columns and verified regularly by an authorized officer before making payment.
25. GST registration and registration are compulsory for any Service provider to provide hired vehicles to Govt. Offices through or through open bidding.
26. The hiring may be discontinued immediately, when the vehicles are no longer required for officer.
27. Sanction for hiring of vehicles for one-time periodic requirement on case to case basis shall be accorded by concerned Administrative Deptt.

Signature of  
Tender Calling authority

Signature of  
Quotation/ Bidder

**Service Provider Agreement**

- 1 This Agreement is made on this \_\_\_\_day of \_\_\_\_ (month \_\_\_\_year on the orders of Government of Odisha by and between the “Principal” \_\_\_\_O/o the Deputy Director of Textiles, Cuttack and Service Provider “ Name having its registrar office (details address) herein offer called agency which expression shall unless excluded by or repugnant to the context be deemed to include its successors and assigns herein after described as 2<sup>nd</sup> party.
- 2 Whereas the Principal is desires of engaging the Agency to provide vehicle on hiring basis and the Agency is agreed to provide the Vehicle as its service provider with the term and condition mentioned hereinafter.
- 3 Whereas the Agency is the owner of a make and model of motor vehicle of the following description : Registration No. \_\_\_\_\_ Model \_\_\_\_\_: Chassis No. \_\_\_\_\_ Engine No. \_\_\_\_\_ Color \_\_\_\_\_: Year of Manufacture \_\_\_\_\_
- 4 Whereas the Service Provider having PAN NO. \_\_\_\_\_ and GST No. \_\_\_\_\_ which are valid on this date.
- 5 RENTAL  
The motor vehicle is hereby hired for one year at the rate of \_\_\_\_\_ per month (excluding GST) payable monthly and the mileage of the vehicle which will be governed as per the Finance Deptt. O.M.No. \_\_\_\_\_ dated \_\_\_\_\_ the contract will be renewed subject to satisfaction of the Principal.
- 6 The Agency shall only provide vehicle which have the comprehensive insurance
- 7 Agency to ensure that all maintenance work related to assigned vehicle shall be carried out in off duty hours.
- 8 Agency shall ensure that the vehicle should be parked at the place as advised by the principal and should be available when not in duty .
- 9 Driver that possess a valid commercial driving license shall be deployed by the agency
- 10 The driver in no case shall report to duty in an inebriated state or consume alcohol while on duty. In such event user department shall have full right to terminate the contract with immediate effect.
- 11 Driver must be provided a working mobile phone and contact number be provided to user department.
- 12 The driver shall be reachable at all times during duty hours.
- 13 Gossiping with the guests and using mobile phone during driving is not allowed .In case of urgency , driver should park the vehicle with permission from the user and talk in the mobile to the minimum duration.

## **GENERAL INFORMATION FOR HIRING VEHICLES**

- 1 Registration No. of Vehicle :-
  - 2 Type of Vehicle (AC/Non AC.) :-
  - 3 Year of Manufacture :-
  - 4 Model :-
  - 5 Date of Registration :-
  - 6 Name & complete address of the Owner of Vehicle :-
  - 7 Fitness Certificate Validity :-
  - 8 Permit Validity :-
  - 9 Proof of up to date Tax paid with validity :-
  - 10 Insurance Validity :-
  - 11 Pollution under Control Certificate :-
  - 12 Name /Address of the Driver :-
  - 13 D.L. No. & Validity of the D.L. of Driver :-
  - 14 (a) Proposed hire charges of the vehicle per month  
(Excluding cost of fuel & lubricants) :-
  - (b) Proposed hire charges of the vehicle per day  
((Excluding cost of fuel & lubricants) :-
  - 15 Rate of fuel consumption / mileage per litre :-
  - 16 Fuel used (Petrol/ Diesel) :-
  - 17 Contact details of the Service provider (Quotationer)  
Mobile No.\_\_\_\_\_Telephone No.\_\_\_\_\_E-mail ID\_\_\_\_\_
  - 18 Contact details of the Driver  
Mobile No.\_\_\_\_\_Telephone No.\_\_\_\_\_E-Mail ID\_\_\_\_\_
- Certificate that the information submitted above is true to the best of my knowledge and belief.

Seal & Signature of the Quotationer

**Security Deposit & Document Deposit Particulars**

**(DETAILS OF SECURITY DEPOSIT & DOCUMENTS SUBMITTED ALONG WITH  
QUOTATION)**

1. Security Deposit amount Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) only.  
(In shape of Deposit Receipt from Nationalized Bank/NSC/KVP duly pledged in  
favour of the Deputy Director of Textiles, Cuttack)

Pledged date \_\_\_\_\_ valid up to \_\_\_\_\_

Bank /Post Office \_\_\_\_\_

Branch \_\_\_\_\_

2. GST Clearance Certificate

3 Pan Card

4 GeM Registration

5 For the cost of Quotation documents

Money Receipt No. \_\_\_\_\_ -Dated \_\_\_\_\_ Issued Bu \_\_\_\_\_

Demand Draft No. \_\_\_\_\_ Dated \_\_\_\_\_ Issued By \_\_\_\_\_

Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) only

Signature of the Quotationer  
(Date, full name, Designation & Seal)

Sd/-  
Deputy Director of Textiles  
Cuttack