

Government of Odisha
OFFICE OF THE ASSISTANT DIRECTOR OF TEXTILES, ATHAGARH
AT/PO-Athagarh, Dist.-Cuttack, Pin -754029, Telephone No.-06723-220214
email-adtexathagarh@gmail.com

QUOTATION/TENDER CALL NOTICE FOR HIRING OF VEHICLE

No. 405 /AD Tex, Dated. 20.01.2026

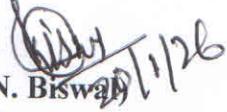
Sealed quotations are invited from interested reputed Travel Agencies/ Tour Operators or Private Individuals for providing one No. of **BS VI emission compliant driven vehicle of Tiago/Bolt/ Celerio or other vehicle in the same range (Petrol)** type having sitting capacity not more than 5(five) including driver, which shall conform to the following Terms and condition as per **Annexure-I** for official use in the office of Asst. Director of Textiles, Athagarh on monthly rent basis.

- 1) The Service Provider shall have a valid GST registration to participate in the tendering.
- 2) The service provider, participating in the bidding process under the jurisdiction of Municipal Corporations, shall be registered under GeM platform.
- 3) 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, Pollution Certificate, Valid Contract Carriage Permit, Proof of up to date Tax & GST Payment etc.** which are mandatory for plying of vehicle.
- 4) The Driver of the vehicle must have possess a valid **Driving License for driving of light transport passenger vehicle** and should be sufficiently experienced in driving of transport/ passenger vehicle.
- 5) The Driver should be **well behaved, gentle and obedient** in nature.
- 6) A sum of **Rs. 5000/-** shall be deposited by the intending Bidders in shape of **Account Payee Bank Draft** drawn in favour of **Assistant Director of Textiles, Athagarh** and submitted along with the tender as EMD. After completion of tender process, EMD shall be refunded to unsuccessful bidders.
- 7) The monthly rate of hire charge, excluding GST be quoted separately in the general bid information **(excluding Fuel)**.
- 8) The vehicle must achieve a fuel efficiency of **minimum 17 K.Ms** per liter.
- 9) The details of the **Make and Year of Manufacture of the Vehicle, Registration No., Mileage (KMs covered per liter), Insurance 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 as per **Annexure-II**.
- 10) The Quotation completed in all respect should reach the undersigned on or before **dt. 03.02.2026** by **2.00 P.M** and shall be opened on the same day at **4.00 PM** in presence of the bidders or their authorized representatives.
- 11) The application form of Quotation / Tender containing **General Bid Information and Term and Conditions** for Hiring of Vehicles etc. will be available in the office of Assistant Director of Textiles, Athagarh within office hours from **Dated- 20.01.2026 to Dated- 03.02.2026** can be downloaded from the website: **https://www.textiles.odisha.gov.in & www.Cuttack.odisha.gov.in.**

The authority reserves the right to accept or reject any or all the offers without assigning any reason thereof.

Complete address for submission of bids

The Assistant Director of Textiles, Athagarh
At/Po-Athagarh, Dist.-Cuttack
Pin -754029


(J.P.N. Biswas)
Assistant Director of Textiles
Athagarh

TERM AND CONDITIONS FOR HIRING OF VEHICLES.

The following term and conditions must be fulfilled by the 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, Pollution 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.
2. 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 damage to any property on account of use of hired vehicle any manner whatsoever. The hirer shall responsible for all such litigation.
3. The hire charges to be paid for monthly basis is final but does not include cost of petrol, 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 the responsibility 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 vehicles 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 per 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 than 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 termination of agreement.

13. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.
14. The hired vehicle cannot be used for any private/ commercial purpose beyond office hours or during holiday.
15. The agreement will be executed as per Office Memorandum No-15836/F /Dated- 27.05.2025 of the Finance Department, Government of Odisha.
16. Log book, Kilometer reading and POL shall be recorded in the relevant columns as per the prescribed format and verified regularly by an authorized officer before releasing payment.
18. The hiring may be discontinued immediately, when the vehicles are no longer required for offices.


(J.P.N. Biswal)
Assistant Director of Textiles
Athagarh

Annexure-III**GENERAL INFORMATION FOR HIRING VEHICLES**

Sl No	Particulars	
1	Name of the Service Provider	
2	Complete Address	
3	GST Number	
4	GeM Registration Number	
5	Bank Account and IFSC Code	
6	Registration No. of Vehicle	
7	Year of Manufacture	
8	Make and 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	D.L No & Validity of the D.L of the Driver	
17	Contact number of the Service Provider	
18	Contact number of the Driver	
19	Proposed hire charge of the vehicle per month excluding fuel cost	
20	Rate of fuel consumption/Mileage per litre	

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

Seal & Signature of the Tenderer