

**Annexure-I**  
**Govt. of Odisha**  
**OFFICE OF THE ASSISTANT DIRECTOR OF TEXTILES; BALASORE :**  
**At-Gudipada, PO-Sovarampur, Dist-Balasore PIN-756001**  
**Email Address:- adft.balasore@gmail.com**

**Quotation for hiring the vehicle**

Sealed quotation/Tenders are invited from interested reputed travels agencies/Tour operators or Private individuals for providing One no of Non-AC Tiago, Bolt & Celerio (Petrol) driven vehicle having sitting capacity not more than 4 including Driver . Which shall conform to the Term & condition (Annexure-II) for official use in the office of Asst. Director of Textiles Office on monthly rent basis.

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 contact carriage permit & proof of up to date Tax payment etc., which are mandatory for running the vehicle.
2. The Driver of the vehicle must have a valid License for driving for light transport passengers vehicle and should be sufficient 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/Cheque drawn in favour of the Asst. Director of Textiles, Balasore and submitted along with the tender as Security deposit . After completion of the tender process, the amount will be refunded to the unsuccessful bidders.
5. The monthly rate of hired charges be quoted separately in the general bid information ( Excluding fuel & Lubricants)
6. The vehicle must achieve a fuel efficiency of **17 KMs per litre..**
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-III)
8. **The quotation completed** in all respect should reach the undersigned **on or before 12.04.2022** by 4 PM and shall be opened on the next day at about **11.30 AM** in the presence of the bidders or their authorized representatives.

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9. The application form of quotation /Tender containing General bid information and terms & condition for Hiring of vehicles etc. will be available with Asst. Director of Textiles, Balasore of the Department/Head of Office on payment of Rs.100/- on all working day or can be download from Odisha Govt. Website [www.Odisha.gov.in](http://www.Odisha.gov.in) from the date of advertisement till to date 29.03.2022 in case the application form is downloaded from Govt. Website, the applicant shall furnished a **Demand Draft for an amount of Rs.100/-** (Rupees One hundred)only towards cost of application alongwith the application.

*MD*  
*28/3/22*

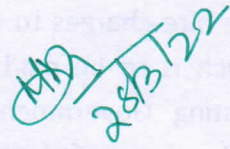
Seal & Signature of  
Quotation Tender Calling authority.  
**Assistant Director of Textiles**  
**Balasore**

**TERMS AND CONDITION FOR HIRING OF VEHICLES**

**The following Terms And conditions must be fulfilled by the successful bidder for providing a Vehicle on hire monthly rent basis.**

1. The hire vehicles, during the period of contact, shall have all necessary valid M.V documents such as Valid registration certificate, Insurance certificate, Fitness certificate valid contact carriage permit Proof of up to date Tax payment etc. and D L of Driver available all the times. The Department /Office hiring the vehicle shall not be responsible for any damaged /loss caused to hired vehicle s or loss of life / injury made to any person or damaged to any property on account of used of hired vehicle any manner whatsoever. The hirer shall be responsible for all such litigation.
2. The hire charges to be paid 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 existing Government norms. All the expenditure of the vehicle towards Repair, replacement of spare parts, Lubricating oil of Engine, Gear Box and differential Coolant, Tyres & Tube ,Battery etc. Will be borne by the bidder.
3. It shall be responsibility of the bidder to provide a good driver and the salary of the driver shall be borne by the Owner.
4. 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.
5. In case of the vehicle do not report regularly, the authority will be at liberty to reject the agreement and may engage vehicle from the other source.
6. The vehicle shall report for duty for **minimum of 25 days** in a month.
7. In case of emergency , the driver will have to report for duty as per the requirement of hirer. No extra payment shall be demanded.
8. Monthly hire charges and reimbursement s towards cost of Petrol (as per actual )and Lubricants ( as per Govt.norms) of selected bidder will be paid in the 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.

9. The vehicle shall not be more than 3 years old from the initial registration and also good running condition during the period of contact.
10. If the the services are found unsatisfactory the client shall give One month notice and terminate the agreement.
11. 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 the agreement.
12. If the bidder violets any of the terms of contact, Government shall forfeit the entire amount of Security deposit.



Signature of the  
Quotation/Tender calling Authority  
**Assistant Director of Textiles  
Balasore**

## Annexure-III

### GENERAL INFORMATION FOR HIRING VEHICLES

1. Registration of vehicle :
2. Type of Vehicle ( AC/ Non-AC) :
3. Year of Manufacture :
4. Model :-
5. Date of Registration :-
6. Name & address of the Owner of Vehicle :- \_\_\_\_\_  
\_\_\_\_\_
7. Fitness Certificate validity :-
8. Permit Validity :-
9. Insurance Validity :-
10. Name & address of the Driver :-
11. D.L.No & Validity of of ther DL of Driver:-
12. Propose hire charges of the Vehicle per month  
( Excluding Fuel Cost)
13. Rate of Fuel Consumption/Mileage per litre:-
14. Contact Number of the Quotationer/Tender :-  
Mobile No & Telephone No. \_\_\_\_\_, \_\_\_\_\_

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

Seal & Signature of the  
Quotationer/Tenderer