

**DISTRICT SKILL DEVELOPMENT-CUM-EMPLOYMENT OFFICE,
BALASORE**

At- Rajabagicha, Post- Balasore, Dist.- Balasore, E-mail- dsdeobalasore2024@gmail.com

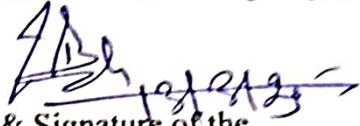
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Notice No 393/DSDEO, Balasore, Date 13-Mar-2025

QUOTATION/ TENDER CALL NOTICE

Sealed quotations/ tender is invited from interested reputed travel agencies/tour operators or private individuals for providing 01 (One) number of AC or Non-AC Petrol/diesel driven vehicle preferably Tiago/Bolt/Celerio or any other model, which shall confirm to the terms & conditions (Annexure-I) for official use in the District Skill Development-Cum-Employment Office, Balasore on monthly rent basis:

1. The vehicle should not be more than 3 years old from the date of initial registration and must be in the road worthy condition, must have valid registration certificate, insurance certificate, fitness certificate, valid contract carriage permit, proof of up-to-date tax payment etc. which are mandatory for hiring of vehicle.
2. The agency should have a valid GST Registration No. for participation in the bidding process.
3. The driver of the vehicle must have a valid LMV driving license & should be sufficiently experienced in driving in transport passenger vehicle.
4. The driver should be gentle & obedient in nature.
5. A sum of Rs.5,000/- shall be deposited by intending bidders in the shape account payee Bank Draft drawn in favour of District Skill Development-Cum-Employment Office, Balasore and submitted along with the tender as security deposit. After completion of the tender process the amount will be refunded to unsuccessful bidders
6. The monthly maximum hire charges excluding taxes will be Rs.20,000/-. Agencies can quote the monthly hire charges in the general bid information format (Excluding taxes, fuel & lubricants).
7. The vehicle must achieve a fuel efficiency of 17 K.M.s per Liter.
8. The details of the make & year of manufacture of the vehicle, registration number, mileage (kilometers covered per liter) & name of the driver with driving license number & period of validity should be specifically provided in the general bid information to be furnished with the quotation/tender (Annexure-II)
9. The quotation completed in all respect should reach the undersigned by hand or by post on or before 29st March 2025 by 01.00 PM and shall be opened on the same day at 04.00 PM in presence of the Bidders or their authorized representatives in the office chamber of the District Skill Development-Cum-Employment Officer, Balasore. The

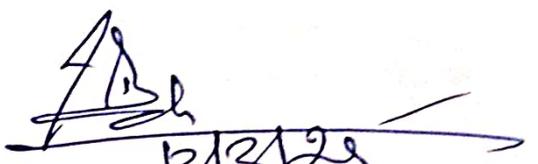
- Agencies want to submit the tender by hand, can drop the sealed tender in the tender box available in the office before the scheduled date & time.
10. If the service is found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
11. In case the service provider intends to withdrawn 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.
12. The application form of the quotation/tender containing general bid information & terms & conditions for hiring of vehicles etc. will be available with District Skill Development-Cum-Employment Officer, Balasore on payment of Rs.100/- towards tender paper cost up to 29.03.2025 by 01.00 PM. The travel agencies or individuals downloading the tender paper from District Website, <https://balasore.odisha.gov.in>, shall furnish a demand draft of Rs.100/- drawn in favour of District Skill Development-Cum-Employment Officer, Balasore along with the application towards cost of tender paper or can receive the money receipt by deposit of Rs.100/- at office of the undersigned before the tender submitting period.
13. The undersigned reserves the right to reject any or all quotation without assigning any reason thereof.


Seal & Signature of the
Quotation/Tender Calling Authority
District Skill Development
-Cum-Employment Officer,
Balasore
Date 13-Mar-2025

Memo No. 394 (2) /DSDEO, Balasore

Copy submitted to:-

1. The District e-Governance Manager, Balasore for kind information and requested to upload in District website for publicity.
2. The Collector & DM, Balasore / CDO-cum-E.O., Zilla Parishad, Balasore / Sub-Collector, Balasore / RTO, Balasore, Balasore / GM, DIC, Balasore / DLO, Balasore / DI & PRO, Balasore / E.O., Municipality, Balasore / Principal, Govt. Polytechnic, Balasore / Principal, Govt. TTI, Balasore for kind information with request to publish in the office notice board for wide circulation & information of general public.


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TERMS & CONDITIONS FOR HIRING OF VEHICLES

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:-

(a) Valid Registration Certificate, (b) Insurance Certificate, (c) Fitness Certificate, (d) Valid Contract Carriage Permit, (e) Proof of up-to-date Tax Payment etc. and (f) D.L. of the driver available all the times.

The Department/Office hiring the vehicle shall not be responsible for any damage/ loss caused to hired vehicles or loss or 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.

2. The hire charges as per the O.M. No.30464/F., Dt. 06.09.2019 of the Principal Secretary to Govt., Finance Department, Odisha, Bhubaneswar will be paid for monthly basis is final but does not include cost of Petrol, which is to be paid separately basing on actual consumption. All the expenditure of the vehicle towards repair, replacement of spare parts, Lubricating oil of Engine, Gear Box & differential Coolant, Tires & Tubes, Battery etc. will be borne by the bidder.

3. It shall be the 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.

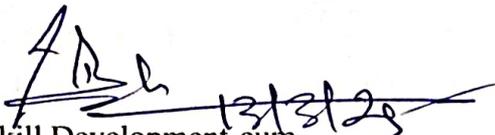
5. In case of the vehicle do not report regularly, the authority will be at liberty to reject the agreement and may engage vehicle from other source.

6. The vehicles 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 reimbursements towards cost of petrol (as per actual) 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.

9. If the bidder violates any of the terms of contract, the DSDEO, Balasore shall forfeit the entire amount of security deposit.


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GENERAL INFORMATION FOR HIRING VEHICLES

1. Name of the Service Provider :-
2. Complete Address :-
3. GST No. :-
4. PAN/TAN No. :-
5. Registration No. of Vehicle :-
6. Year of Manufacture :-
7. Make & Model :-
8. Date of Registration :-
9. Name & Complete Address
of the owner of vehicle :-
10. Fitness Certificate Validity :-
11. Pollution Certificate Validity :-
12. Permit Validity :-
13. Insurance Validity :-
14. Name / Address of the Driver :-
15. D.L. No. & Validity of the D.L.
of the Driver :-
16. Proposed hire Charge of the vehicle
per month excluding fuel cost :-
17. Rate of fuel consumption/Mileage per liter:-
18. Contact Number of the Service Provider
(Tenderer/Quotationer) :-
19. Contact No. of Driver :-

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

Date:-

Signature of the
Quotationer/Tenderer.