

OFFICE OF THE DISTRICT SKILL DEVELOPMENT-CUM-EMPLOYMENT OFFICE,

MALKANGIRI

No. AB4 /DSDEO, Malkangiri Dated 18.06. /2025.

SHORT QUOTATION/TENDER CALL NOTICE

Sealed Quotations/Tender are invited from the interested reputed Travel Agencies/Tour Operators or private individuals for providing **01 (One) number** of Non AC/AC driven-**TIAGO/BOLT/CELERIO (Petrol) or Bolero Type vehicles having sitting capacity not more than six excluding driver**, which shall conform to the Terms and conditions (Annexure-II) for official use in **District Skill Development-cum-Employment Office, Malkangiri** on monthly rent basis @ **maximum Rs.20000/- (Rupees twenty thousand) only per month including driver's salary and vehicle mentainance & excluding fuel** In view of pollution being high through use of Diesel Vehicles, it is preferable to hire BS-VI compliant Petrol Vehicles.

The undersigned reserves the right to reject all or any of the tender without assigning any reason thereof.

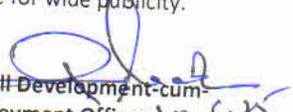
1. Administrative Departments shall hire vehicle for official use in substitution of existing Government vehicles after completion of the condemnation and scrapping of the vehicle in terms of guidelines issued by Commerce & Transport(Transport)Deptt. and as amended from time to time.
2. Hiring sought for, without condemnation of existing vehicles and hiring of vehicle for new offices or for entitled officers, will require prior concurrence of finance Department.
3. The procuring entity shall follow a transparent bidding process for selection of the Service Providers for hiring of vehicles, A standard model bidding document(MBD) is enclosed at Annexure-I for use of procuring entities. In view of pollution being high, it is preferable to hire BS-VI emission compliant Vehicles.
4. The hiring charges do not include fuel cost(Petrol/Diesel)which is to be paid selarately basing on actual consumption and as per norms.
5. The vehicles hired shall be in good condition and shall not be older than three years. Vehicles older than seven years should be replaced by new vehicles by the service provider.
6. The Service Providers will ensure that the vehicle is kept under optimum running condition and avoid accidents attributable to lack of maintenance/upkeep. The hired vehicles con not be used for any private/commercial purpose beyond office hours or during holidays.
7. The Service Provider Agreement is attached at Annexure-B.
8. Vehicles may also be hired through electronic platform such as Gem etc. by adhering to the aforesaid norms.The maximum hiring charges as indicated in column-3 of the table of para-4 shall not apply for the vehicle to be hired through electronic platform as the hiring charges of electronoc platform may be inclusive of fuel cost, lubricant etc.
9. Log Books shall be maintained as per the format at Annexure-III. Kilometre reading and POL drawn shall be necessarily recorded in relevant columns and verified regularly by the authorized officer before releading payment.
10. The service provider shall have a valid OGST registration to participate in the tendering.
11. The Service provider, participating in the bidding process under the jurisdiction of Municipal Corporations, shall be registered on GeM
12. The recurring expenditure involved in hiring of vehicles shall be met from the Budget sanctioned for respective officers under the object head of "Motor Vehicles".
13. Sanction for hiring of vehicles for noe-time sporadic requirement on case-to-case basis shall be accorded by concerned Administrative Department.
14. Providing of Driver with hire vehicle by the service provider is must though the Govt. driver is available in the office. Without driver the hire charges as finalized will not be paid.
15. A sum of Rs.5000/- shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the **Dist. Skill Development-cum- Employment Officer, Malkangiri** and submitted along with the tender as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders.
16. The Quotation completed in all respect should reach the undersigned on or before **Dtd-26.06.2025 by 3.30 P.M by Speed Post/Regd.Post**, during working day and shall be **opened on 26.06.2025 at 4.00 P.M.** in presence of the bidders or their authorized representatives.
17. The application form of quotation/tender containing General Bid Information & Terms and conditions for Hiring of Vehicles etc. will be available with **Dist. Skill Development-cum- Employment Officer, Malkangiri**
18. The eligible bidder shall commence the services from the date agreement and shall continue to provide the services for two year or as per the agreement made.
19. Other terms & conditions will be finalized at the time of Negotiation.


District Skill Development-cum-
Employment Officer, 18.6.25
Malkangiri
District Skill Development-cum-
Employment Officer,
Malkangiri

Memo No. 465 /DSDEO,

Date: 18.06.2025

Copy to Notice Board of this office/The Dy. Collector, Nizarat, Collectorate, Malkangiri / all BDOs, CPOs & Tahsildar, EO NACs with a request to affix the tender call notice in their notice board for its wide publicity/The District e-Governance Officer, Malkangiri for information with request to upload the tender call notice in District web site for wide publicity.


District Skill Development-cum-
Employment Officer, 18.6.25
Malkangiri
District Skill Development-cum-
Employment Officer,
Malkangiri

Terms & Conditions

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 all the times.
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 basing on actual consumption and 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 owner.
5. 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.
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 demanded.
9. Monthly hire charges and reimbursements towards cost of fuel (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.

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.


District Skill Development-cum-
Employment Officer, 13.6.25
Seal & Signature of

Quotation/Tender Calling Authority

Designation

Annexure-B**General Information**

Sl No	Particulars	
1	Name of the Service Provider	
2	Complete Address	
3	OGST 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	D.L. No. & Validity of the D.L. of the Driver	
17	Proposed hire Charge of the vehicle per month excluding fuel cost	
18	Rate of fuel consumption / Mileage per litre	
19	Contact Number of the Service provider (Tenderer/Quotationer)	
20	Contact number of Driver	

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

Seal & Signature of
Quotationer / Tenderer