

**OFFICE OF THE ASST. DIRECTOR OF FACTORIES AND BOILERS, KEONJHAR ZONE,  
AT: BHALUKIPATALA, PO: - KEONJHAR, PIN: -758001, DIST: KEONJHAR.**

No. 463 / Dated, the 20.12.2024 Annexure - I

**Quotation/Tender Call Notice**

Sealed quotation/tenders are invited from interested reputed Travel Agencies/Tour Operators or private individuals for providing vehicles having sitting capacity not more than seven including driver, which shall conform to the Terms and conditions (Annexure- II) for official use of the Officers of Asst. Director of Factories and Boilers at Keonjhar Zone, 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 Contract Carriage Permit, Proof of up to tax payment etc. which are mandatory for plying of vehicle.
2. The Driver of the vehicle must have a valid Driving License for driving light transport passenger vehicle and should be sufficiently experienced in driving transport passenger vehicle.
3. The Driver should be well behaved, gentle and obedient in nature.
4. The monthly rate of hire charge be quoted separately in the general bid information (excluding fuel and lubricants)
5. The details of the make and year of manufacture of the vehicle, registration no. mileage (Kms covered per liter) 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)
6. The Quotation completed in all respect should reach the undersigned on or before **Dt. 26.12.2024 by 4.00 pm** and shall be opened on the same day at **5.00 pm** in presence of the bidders or their authorized representatives.
7. The bidders name & address shall be mentioned in the left and corner of the envelope.
8. The envelope shall be addressed to the Asst. Director of Factories and Boilers shall be dropped on the box kept near notice board of the office of the Asst. Director of Factories and Boilers in all office working hour i.e 10.00am to 5.30pm.
9. If the envelope is not sealed and marked as mentioned above, then the O/o the Asst. Director of Factories and Boilers, Keonjhar Zone , Keonjhar will assume no responsibility for the tender's misplacement or premature opening. Telex, cable or facsimile tenders will be rejected.
10. Contained of the tender submission: -  
The sealed evolved shall contain the following
  - a.) Annexure - III duly filled
  - b.) A demand draft of Rs. 5000/- in favor of Asst. Director of Factories & Boilers ,Keonjhar zone.
  - c.) Any other details the bidder like to include in the proposal

  
Asst. Director of Factories and Boilers, Keonjhar Zone

**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: - valid Registration Certificate, Insurances 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 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 hired shall be responsible for all such litigation.
2. The hiring charges to be paid for monthly basis in final but does not include cost of diesel, 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 & differential Coolant, Tyres & 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 insuring compliance with the provision related to labour law and especially minimum Act. P.F, ESI Act. payment of bonus Act, workman compassion Act. contract labor Act.etc.as applicable from time to time.
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 liberty to reject the agreement and may engage vehicle from other source.
6. The vehicles shall report for duty in all working days in a month as per the Govt. norms.
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 diesel (as per actual) and lubricants (as per Govt. Norms) of selected bidder will be paid in every succeeding month, as per 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 in good running condition during the period of contract.
10. If the services are found to be unsatisfactory, the client shall give three-months' 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 three-months' notice before such withdrawal of service and terminate of agreement.
12. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.
13. Driver shall update the log book in regular basis.

NB: - The bidder may follow Finance department of Govt. of Odisha office memorandum No. 30464 dated 06.09.2019 for reference

  
Asst. Director of Factories and Boilers, Keonjhar Zone

**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) Insurance validity: -
- 10) Name / Address of the Driver: -
- 11) D.L No. & Validity of the D.L of the Driver: -
- 12) Proposed hire Charges of the vehicle per month  
Excluding fuel cost: -
- 13) Rate of fuel consumption/Mileage per liter: -
- 14) Contact Number of the Service provider (Tender/Quotationer)  
Mobile \_\_\_\_\_ Telephone \_\_\_\_\_

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

Seal & Signature of the Quotationer/Tender