



**ସହକାରୀ ଦିଗେକ ରେଶମଶିଳ୍ପକ କାର୍ଯ୍ୟାଳୟ , କେନ୍ଦୁଝର**  
**OFFICE OF THE ASSISTANT DIRECTOR SERICULTURE, KEONJHAR**  
Park Lane , Near New District Judge Court , Keonjhar 758001  
E-Mail:- [adskeonjhar@yahoo.com](mailto:adskeonjhar@yahoo.com) [ads-keonjhar@gov.in](mailto:ads-keonjhar@gov.in)

**QUOTATION CALL NOTICE**

No. 1025 / Date 17.06.25

Sealed quotation are invited from interested reputed Travel Agencies/Tour Operators or private individuals for hiring one AC Petrol Driven Commercial vehicle having sitting capacity not more than ten including driver which shall confirm to the Terms and Condition (Annexure-A) for official use of the Assistant Director Sericulture, Keonjhar on monthly rent basis vehicles for smooth management of office and field work.

1. The service provider shall have a valid GST registration to participate in the tendering.
2. 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 Update tax payment etc. which are mandatory for playing of vehicle.
3. 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.
4. The Driver should be well behaved, gentle and obedient in nature.
5. A sum of **Rs.5000/-** shall be deposited by the intending bidders in shape of account payee bank draft in favor of the **Assistant Director Sericulture, Keonjhar** and submitted along with the quotation as EMD. After completion of tender process, EMD shall be refunded to unsuccessful bidders without interest.
6. The monthly rate of hire charge, excluding GST be quoted separately, excluding fuel and lubricants.
7. The vehicle must achieve a fuel efficiency of **17kms/ Ltr (petrol)**.The monthly hire charge of vehicle is maximum of Rs.24,000/-(Rupees twenty-four thousand )only.
8. The details of the make and year manufacture of the vehicle, registration no, mileage (kms cover per liter) and name of the Driver, Driving License No. and period of validity should be specifically provided in the general information to be furnished with the Quotation (Annexure-B).
9. The Quotation completed in all respect should reach the undersigned **on or before 08.07.2025 by 5.00 PM** and shall be opened on the same next day at **11.00 am on dated-09.07.2025** before the tender selection committee in presence of the bidders or their authorized representatives. The sealed envelope should super-scribing **“QUOTATION FOR VEHICLE ON HIRING BASIS”**

10. The application form of quotation/tender containing general bid information and term and conditions for hiring of vehicles etc. will be available with the Asst. Director of Sericulture, Keonjhar on payment of Rs. 500/- on all working day or can be downloaded from the website <https://kendujhar.odisha.gov.in> the applicant shall furnish a demand draft of an amount Rs.500/-(rupees five hundred) only towards cost of application fee.

11. The undersigned reserve to right to accept or reject or negotiate the quotation.

*Null*  
17/6/25  
Assistant Director of Sericulture,  
Keonjhar

**OFFICE ADDRESS**

**Assistant Director of Sericulture, Keonjhar**  
**Park Lane , P.O:- Keonjhar**  
**Dist- Keonjhar, Odisha, Pin -758001**  
**E-Mail:- [adskeonjhar@yahoo.com](mailto:adskeonjhar@yahoo.com)**

**Memo No** 1026 /**Date** 17.06.25

Copy submitted to the District e-Governance Manager, Collectorate, Keonjhar for kind information & request to upload at wed site for wide publication.

*Null*  
17/6/25  
Assistant Director of Sericulture,  
Keonjhar

**Memo No** 1027 /**Date** 17.06.25

Copy submitted to the Deputy Director Sericulture, Keonjhar for favour of kind information.

*Null*  
17/6/25  
Assistant Director of Sericulture,  
Keonjhar

**Memo No.** 1028 /**Date** 17-06-25

Copy submitted to the Director of Textiles & Handloom, Odisha, Bhubaneswar for kind information.

*Null*  
17/6/25  
Assistant Director of Sericulture,  
Keonjhar

**Memo No** 1029 /**Date** 17-06-25

Copy to Notice Board for wide Publication.

*Null*  
17/6/25  
Assistant Director of Sericulture,  
Keonjhar

**TERMS AND CONDITIONS**

The following terms and conditions must be fulfilled by the successful bidders for providing a vehicle on hire on monthly rent basis.

1. The successful bidder has to enter in to an agreement with the hirer for providing the vehicle with certain agreeable terms and conditions as laid down in the Finance Department Memorandum No.15836 dtd.27.05.2025.
2. The hired vehicle during period of contract, shall have all necessary valid MV documents such as:-Valid Registration Certificate, Insurance Certificate, Fitness Certificate, Valid Carriage Permit, proof of up to date tax payment and other certificate like pollution free etc. and D.L. of the Driver available all the times.
3. 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.
4. The hired charges to be paid for monthly basis is the final but does not include cost of petrol, which is to be paid separately basis on actual consumption of lubricants as per existing Govt. norms. All the expenditure of the vehicle towards repair replacement of spare parts, lubricants oil of Engine, Gear box & differential Coolant Tires & Tubes, Battery etc. will be borne by the bidder.
5. 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.
6. In case of the breakdown for reasons whatever, the replacement of a vehicle of the same or better model shall be provided by the owner of the vehicle /bidder.
7. In case of the vehicle do not report regularly, the authority will be at liberty to reject the agreement and may engage vehicle from outer sources.
8. The vehicle shall report for duty for minimum of 25 days in a month & shall report for duty every day at 10.00 A.M. after duty, the vehicle will be parked at owner's risk.
9. In case of emergency, the driver will have to report for duty as per the requirement. No extra payment shall be made.
10. Monthly hire charges will be paid in every succeeding month, as far as possible within fifteen days of the succeeding month and no advance payment will be made.
11. 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.
12. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
13. In case of the service provider intends to withdraw the services of his/her 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.
14. If the bidder violates any of the contracts, the office shall forfeit the entire amount of security deposit.
15. The hirer of the vehicle reserves the right to add or delete any condition, if it is felt necessary during the time of execution of agreement.

  
Assistant Director of Sericulture,  
Keonjhar

**GENERAL INFORMATION**

1	Name of the Service Provider	
2	Complete Address	
3	GST Number	
4	Gem Registration Number	
5	Bank Account No.& 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 free Certificate	
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 Driver	
19	Proposed hire Charges of the vehicle per month excluding fuel cost	
20	Rate of fuel consumption/Mileage per litre	

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

**Signature of Quotationer**