



# DISTRICT EMPLOYMENT EXCHANGE, KORAPUT

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No. 689 /DEEx, Koraput

Dated the 30-10-2023

## SHORT QUOTATION CALL NOTICE

Sealed Quotations are invited from any Individuals/ Tour operators/ Travel agents/ Firms for supply of one commercial Tiago/Bolt/Celerio class vehicle on monthly hiring basis for to be engaged at District Employment Exchange, Koraput as per the terms and conditions laid down below.

### HOW TO APPLY

1. The details regarding bidding format, terms and conditions may be obtained in person from the District Employment Exchange, Koraput on any working day by paying ₹100/- (Rupees One Hundred) only.
2. The details of the tender containing terms and conditions can also be downloaded from official district portal i.e. [www.koraput.nic.in/notice\\_category/tenders/](http://www.koraput.nic.in/notice_category/tenders/). In case the tender with application form is downloaded from the above website, the bidder/tenderer/ quotationers/applicant has to furnish a Demand Draft for an amount of ₹100/- (Rupees One Hundred) only in favour of District Employment Officer, Koraput payable at Koraput and submit the draft along with the tender in a sealed envelope. Any tender received without the tender paper cost will be rejected.
3. A sum of ₹5,000/- (Rupees Five Thousand) only shall be deposited by the intending bidders in shape of account payee Bank draft drawn in favour of **The District Employment Officer, District Employment Exchange, Koraput &** shall be submitted along with the tender as Security Deposit. After completion of the tender process, the amount will be refunded to unsuccessful bidders.
4. The tenders should reach the office of the undersigned by **7<sup>th</sup> November 2023** (till 12: 00 Noon) through Speed Post or Registered Post or Courier Services or by hand. Any tender received after the stipulated time will be rejected.
5. The tender will open on the same day at 04:00 P.M at the office chamber of the undersigned in the presence of the bidder/tenderer/ quotationers/ their authorized representatives.
6. The undersigned is not responsible for any kind of postal delay and reserves all rights to cancel any or all the tenders at any stage of selection finalization process without assigning any reasons thereof.
7. Hiring cost would not exceed the limit of ₹20,000/- as specified by Government Of Odisha (Finance Department) and the vehicle should achieve minimum average mileage of **17 KM per Litre** for District level offices vide Order No. 30464/F Dt 06.09.2019 & Order No. 33326/F Dt 27.09.2019
8. The quotation should be submitted in **one sealed envelope**.
9. Each bidder/tenderer/ quotationer shall submit only one price quotation.
10. The sealed envelope is to be addressed to  
**"The District Employment Officer,  
District Employment Exchange, Main Road, Koraput - 764020"**.
11. The District Employment Officer, Koraput reserves the right of acceptance or rejection of any or all quotations received without assigning any reasons thereof.
12. Any typographical error may be exempted.

**TERMS AND CONDITIONS**

1. Any private individuals/ Tour operators/ Travel agents/ firms can participate in the tender process.
2. The vehicle **shall not be more than 3 years old** from the initial registration as on the date of publication of advertisement and must be in good running condition during the period of contract.
3. The bidder/tenderer/ quotationer shall have to submit the bids in the format given at **Annexure –I** with copy of supporting documents. The formats and documents to be submitted are mentioned in the tender document. The bidder/tenderer/ quotationer should submit their bid in one cover envelop super scribed as “Tender for hiring of vehicles for District Employment Exchange, Koraput.” The tenders should be addressed to  

**The District Employment Officer,  
District Employment Exchange, Main Road, Koraput - 764020**
4. The monthly rate of hire charges shall be quoted separately in the price bid **including all taxes**, charges of the driver (Excluding Fuel Cost).
5. Maintenance, Salary of the driver and all the taxes of the vehicle will be borne by the owner.
6. The fuel cost initially will be borne by the tenderer and shall be reimbursed as per actual the prevailing price of fuel (day to day basis) by the office through submission of bills.
7. The period of contract shall initially be for remaining months of this Financial Year i.e. from **November 2023 to March 2024** with effect from the date of signing of contract and further it can be extended subject to satisfactory performance and as per the orders/guidelines/instructions of Director of Employment, Skill Development & Technical Education department, Government of Odisha.
8. In case of vehicle on a monthly basis, the monthly rate for providing the vehicle is excluding of the cost of fuel but inclusive of cost of tyres & tubes, consumables, all major maintenance work with spares and all payments to drivers i.e. salary, fooding, and overtime(if any).
9. The vehicle will remain with the office during office hours, beyond office hours on all working days. The agency/individual shall also have to provide the vehicle in Sundays as well as other public holidays as and when required by the authority to meet any emergency.
10. The hiring charges will be deducted per day basis if the service is not provided by the party. The driver should report with the vehicle at 10:00 A.M on every working day to the concerned officer.
11. No advance payment is payable by the authority to the party. The billing will be done on monthly basis (Monthly hiring charges + Reimbursement of fuel cost) and it should be submitted by the party within **fifteen days** of the following month upon submission of bills with the log book. Payment of bills will be made on availability of funds from the Directorate of Employment, Odisha, Bhubaneswar.
12. No compromise will be made with respect of punctuality, cleanliness, obedience, promptness and behaviour of the driver.
13. Owner must make alternative arrangements if regular driver is absent or the vehicle become off road.
14. During the course of engagement of the vehicle, if any accident occurs either to the vehicle or to the third party, authority will not be responsible for any liability arising out of such accident.
15. There will be an agreement between the authority and party for availing services for **five months** and either party can discontinue the service with fifteen days prior written intimation to the other party.
16. The contract will also be terminated in case of the following reasons –
  - a. If the behaviour of the driver is not proper
  - b. Any attempt to tamper the log book
  - c. In case of the vehicle do not report regularly
  - d. In case the driver of the vehicle is found to be convicted
17. It is the sole discretion of the District Employment Officer, Koraput to extend the period of the contract order beyond agreement period or terminate the contract prematurely on the ground of unsatisfactory services, disobedience of orders, negligence in duty and unruly behaviour of drivers if noticed in duty.
18. Arbitration: District Employment Officer, Koraput and the selected agency / individual will make every effort to resolve amicably by direct negotiations, any disagreement of dispute arising between them under or in connection with the work assigned, in case of their failure to resolve the matter, the same will be referred to the Director of Employment, Odisha whose decision will be final and binding on both parties.
19. All legal disputes are subject to the jurisdiction of Koraput courts only.

### ELIGIBILITY CRITERIA

1. The vehicle must have valid Registration Certificate, Commercial permit (Contract Carriage Permit), Insurance Certificate, Fitness Certificate, Pollution clearance certificate and proof of up to date of tax payment which are mandatory (**Photo copies of all the documents are to be submitted along with the bid**). All original documents of the above mentioned permits/certificates have to be produced at the time of verification. Failure to produce original documents will lead to rejection of the tender.
2. The Driver of the vehicle must have a valid Driving Licence for driving light transport passenger vehicle (**Photo copy to be enclosed**). Original document to be produced at the time of verification.
3. The driver of the vehicle should have a clean track record without any history of conviction in the court of law.

### AWARD OF CONTRACT

1. The District Employment Officer, Koraput shall award the contract to the quotationer whose quotation shall be determined to be substantially and technically responsive as well as financially remunerative to the office.
2. Hiring cost would not exceed the limit of ₹20,000/- as specified by Government Of Odisha (Finance Department) and the vehicle should achieve minimum average mileage of **17 KM per Litre** for District level offices vide Order No. 30464/F Dt 06.09.2019 & Order No. 33326/F Dt 27.09.2019
3. The District Employment Officer, Koraput reserves the right of acceptance or rejection of any or all quotations received without assigning any reasons thereof.
4. The sealed quotation shall be received in the District Employment Exchange, Koraput. The last date of submission of offers is **07.11.2023 up to 12:00 Noon** and sealed quotations shall be opened on the same day at **04:00 P.M** in presence of the quotationer or their authorised representative. The quotations received after the schedule date and time shall not be entertained in any circumstances.

  
30/10/2023

**DISTRICT EMPLOYMENT OFFICER  
KORAPUT.**

Annexure –I

**“HIRING OF VEHICLE ON MONTHLY BASIS FOR DISTRICT EMPLOYMENT EXCHANGE,  
KORAPUT”**

1.	<b>Name of the Bidder/tenderer/ quotationer</b>		
2.	<b>Status of the Bidder/tenderer/ quotationer (Individual/ Tour operators/ Travel agents/ firms)</b>		
3.	<b>Detail Address with Contact No. of the Bidder/tenderer/ quotationer</b>		
4.	<b>Registration Certificate in case of Tour operators/ Travel agents/ firms (Proof to be attached)</b>		
5.	<b>Service Tax Registration (Proof to be attached)</b>		
6.	<b>Vehicle Details (All photocopies to be attached and originals to be produced at the time of bid opening)</b>	<b>Name of the Owner</b>	
		<b>Make &amp; Model of the Vehicle</b>	
		<b>Registration No.</b>	
		<b>Date of Registration</b>	
		<b>Permit Validity</b>	
		<b>Fitness Certificate Validity</b>	
		<b>Road tax clearance up to</b>	
		<b>Insurance valid up to</b>	
	<b>Pollution Standard (BS-IV/ BS - VI)</b>		
7.	<b>No. of vehicles available other than the bid vehicle</b>		
8.	<b>D.L. No &amp; Validity of the D.L. of the driver (Proof of Driving License to be attached)</b>		
9.	<b>Bank Account No. &amp; IFSC Code</b>		
10.	<b>Monthly Hire Rate including G.S.T in Rs. (Excluding fuel Cost)</b>		
11.	<b>Rate of Fuel consumption in KM/L.</b>		
12.	<b>Blacklisted by any Central/ State Government/ PSUs in India. (Yes/No)</b>		

(Note: Hiring cost would not exceed the limit of ₹20,000/- as specified by Government Of Odisha (Finance Department) and the vehicle should achieve minimum average mileage of 17 KM/L for District level offices vide Order No. 30464/F Dt 06.09.2019 & Order No. 33326/F Dt 27.09.2019.)

**Declaration**

I/We hereby certify that the terms and conditions given with the tender notice have been read carefully and acceptable to me/us and that the information furnished above are full and correct to the best of my/our knowledge. I/We understand that in case of any deviation/ false information in the above statement at any stage, me/our firm/agency will be blacklisted/ debarred and will not have any dealing with your organisation in future.

Date:  
Place:

Signature of the Quotationer  
Name:  
Address:  
Phone no: