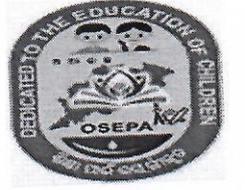




ସମଗ୍ର ଶିକ୍ଷା  
समग्र शिक्षा  
Samagra Shiksha



**DISTRICT PROJECT OFFICE,**  
**SAMAGRA SHIKSHA, KORAPUT, ODISHA, PIN-764020**  
E-Mail - [dpckoraputssa.opepa@nic.in](mailto:dpckoraputssa.opepa@nic.in)

Letter No: 2268/Accts /24

File No:- I-Accts-66/24

Date: 16 /08/2024

**QUOTATION CALL NOTICE FOR HIRING OF VEHICLES**

Sealed quotations are invited from registered travel agencies/ Vehicle Owners for hiring of commercial light vehicles on a monthly basis. Details regarding eligibility criteria, term & conditions and the formats for submission of tender are mentioned in the tender document which only can be downloaded from the District Website: [www.koraput.odisha.gov.in](http://www.koraput.odisha.gov.in) and official OSEPA website: [www.opepa.nic.in](http://www.opepa.nic.in). Interested agencies or individuals may submit their tenders by Speed / Registered Post addressing to District Project Coordinator, Samagra Shiksha, Shiksha Sadan, Koraput-764020, Odisha superscripted as "QUOTATION FOR HIRING OF VEHICLE ON MONTHLY BASIS". The tenders should reach the office of the undersigned by the last date 31/08/2024 (up to 05.00 PM) which will be opened at 11.00 AM on 02/09/2024.

  
District Project Coordinator,  
Samagra Shiksha, Koraput

Date: 16 /08/2024

Memo No: 2269 /24

Copy along with soft copy of the Tender Bid Document forwarded to District Manager, e-Governance Cell, Collectorate, Koraput with a request to upload the Tender Call Notice in the district official website for wide publication.

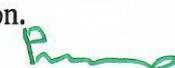
  
District Project Coordinator,  
Samagra Shiksha, Koraput

Date: 16 /08/2024

Memo No: 2270 /24

Copy to office Notice Board.

Copy forwarded to all District Level Officers of Koraput District for information. They are requested to float the same in the office notice board for wide publication.

  
District Project Coordinator,  
Samagra Shiksha, Koraput

Date: 16 /08/2024

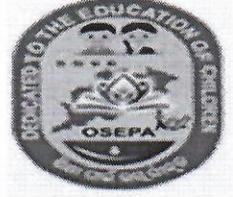
Memo No: 2271 /24

Copy submitted to the State Project Director, OSEPA, Bhubaneswar for favour of kind information and necessary action with a request for publication of the Tender in the OSEPA website.

  
District Project Coordinator,  
Samagra Shiksha, Koraput



ସମଗ୍ର ଶିକ୍ଷା  
समग्र शिक्षा  
Samagra Shiksha



**DISTRICT PROJECT OFFICE,  
SAMAGRA SHIKSHA, KORAPUT, ODISHA, PIN-764020**

**E-Mail – dpckoraputssa.opepa@nic.in**

**TENDER DOCUMENTS FOR HIRING OF VEHICLES ON MONTHLY BASIS  
AT DISTRICT PROJECT OFFICE, SAMAGRA SHIKSHA, KORAPUT.**

**(To be received through Registered Post / Speed Post only)**

**Important Dates:**

Starting Date of download of Bid	17/08/2024
Last date of download of tender bid	31 /08/2024
Last date of submission of bids	31/08/2024 (till 5.00 PM)
Date of opening Tender	02 /09/2024 (at 11.00 AM)

**Address:**

**DISTRICT PROJECT OFFICE, SAMAGRA SHIKSHA, KORAPUT.  
AT:- SHIKSHA SADAN, COLLECTORATE CAMPUS,  
PO/DIST: KORAPUT, ODISHA, PIN-764020.**

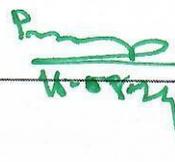
**Standard Bidding Document**

**Government of Odisha, S & ME Department, SS, Koraput**

**Quotation / Tender Call Notice**

Sealed quotations/tenders are invited from interested reputed Travel Agencies / Tour Operators or private individuals for hiring of 1 (One) No. of Non AC / AC diesel commercial light diesel vehicle having sitting capacity not more than 7 (seven), which shall conform to the **terms and conditions (Annexure-II)** for official use of District Project Office, Samagra Shiksha, Koraput on monthly rental basis for the year 2024-2025.

1. The vehicle must be Road Worthy condition, shall not be more than 3 ( Three ) years old from the date of initial registration and must have valid Registration Certificate, Insurance, Fitness Certificate, Valid Contract Carriage Permit, Proof of up to date tax payment, PAN Card, GSTIN etc. which are mandatory for plying of vehicle.
2. **The vehicle will be driven by the office driver.**
3. A Sum of Rs. 5,000/- (Rupees Five Thousand) only shall be deposited by the intending bidders in shape of Account payee Bank Draft / Demand Draft drawn in favour of **District Project Coordinator, Samagra Shiksha, Koraput** payable at Koraput and submit along with the tender as Earnest Money Deposit (EMD). After completion of tender process, the amount will be refunded to unsuccessful bidders. **The EMD of successful bidder will retain and will be refundable without interest after successful completion of the agreement period.**
4. The monthly rate of hire charge is to be quoted separately in the general bid information (excluding fuel & lubricants) within Rs. 20,000/- ceiling limit.
5. The vehicle must achieve a fuel efficiency of 17(seventeen) KMs per liter / **Actual Mileage** of the vehicle.
6. The details of the make and year of manufacture of the vehicle, registration no., mileage (KMs covered per liter) should be specifically provided in the **general bid information to be furnished with the Quotation/Tender (Annexure-III).**
7. The quotation completed in all respect should reach the undersigned on or before **31/08/2024 by 05:00PM** and shall be opened on the **following day i.e. on 02/09/2024 at 11:00 AM** in presence of Tender Committee Members and the bidders or their authorized representatives in the office chamber of District Project Coordinator, Samagra Shiksha, Koraput.



8. The application form of quotation / tender containing General Bid information & Terms & conditions for Hiring of Vehicles etc. can only be downloaded from the District website: <https://koraput.odisha.gov.in/> & the official website: [www.opepa.nic.in](http://www.opepa.nic.in) and shall furnish a demand draft of Rs. 100 /- Rupees (One Hundred) only drawn in favour of **District Project Coordinator, Samagra Shiksha, Koraput** payable at Koraput towards cost of bid documents (Non-refundable). The quotations received after due date and time shall not be entertained for evaluation of quotation.
9. After the quotation is finalized the successful Bidder shall have to produce the vehicle for physical verification within one day.
10. The vehicle should not belong to any employee of Govt. organization.
11. The vehicle shall remain at the disposal of the **District Project Coordinator, Samagra Shiksha, Koraput.**
12. Payment will be made after submission of log book of vehicle duly certified by the officer using the vehicle along with the prescribed bill.
13. Necessary income tax and GST (if applicable) will be deducted from the bill as per rules.

  
16.08.24  
**District Project Coordinator,  
Samagra Shiksha, Koraput**

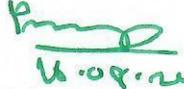
**TERMS & CONDITIONS FOR HIRING OF VEHICLES ON MONTHLY BASIS:**

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

- 1) The hired vehicles, during period of contract, shall have all necessary valid MV documents such as:- Valid Registration Certificate, Insurance Certificate, Fitness Certificate, valid Contract Carriage Permit, proof of up to date tax payment, GSTIN No. etc. The undersigned shall not be responsible for any damage/loss caused to hired vehicles or losses 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.
- 2) The hire charges to be paid for monthly basis is final but does not include cost of diesel, which is to be paid separately basing on actual consumption as per Govt. 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 solely borne by the owner.
- 3) **The vehicle will be driven by the driver of this office.**
- 4) In case of breakdown for the reasons whatsoever, the replacement of a vehicle of the same or better model shall be provided by the owner of the vehicle/bidder so as to avoid any inconvenience to the office.
- 5) In case of the vehicle do not report regularly, the authority will be at liberty to reject the agreement and may engage any vehicle form the other sources.
- 6) Monthly hire charges maximum to **Rs. 20,000/- (Rupees Twenty Thousand)** only as per OSEPA approved rate or the lowest price quoted as approved and reimbursement towards cost of diesel as per Govt. Norms i.e. **17 (seventeen) KMs per liter / Actual Millage** of the vehicle will be paid in every succeeding month, as far as possible within 15 (fifteen) days of submission of relevant bills and no advance payment will be made.
- 7) The vehicle shall not be more than 3 (three) years old from the initial registration and also in good running condition for the period of contract.
- 8) If the services are found to be unsatisfactory, the undersigned reserves every right to issue notice for terminate the agreement.
- 9) In case the service provider intends to withdraw the services of his vehicle and terminate the agreement, it shall be mandatory upon him to give one month notice before such withdrawal of service and termination of agreement
- 10) If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.
- 11) The bidder or the representative should remain present at the time of opening of the tender otherwise no compliant shall be entertained. The right to negotiate the rates with the undersigned if necessary.
- 12) The successful bidder of the vehicle shall enter into agreement on non-judicial stamp paper with **the District Project Coordinator, Samagra Shiksha Koraput** before execution of the engagement order.

  
15.10.24

- 13) The Check list given below must be verified thoroughly before submission of the quotation to avoid rejection of the tender due to non-submission of the required certificates and document.
- Valid Registration Certificate,
  - Insurance Certificate,
  - Fitness Certificate,
  - Road permit for Odisha .
  - Valid Contract Carriage Permit
  - Photo copy of PAN Card
  - GSTIN No.
  - Proof of up to date tax payment etc.
- 14) A Sum of **Rs.5,000/-**(Rupees Five Thousand) only towards Security Deposit shall be deposited by the intending bidders in shape of Account payee Bank Draft/Banker Cheque drawn in favour **District Project Coordinator, Samagra Shiksha**, payable at Koraput.
- 15) The application shall be downloaded from the District website <https://koraput.odisha.gov.in/> The applicant shall have to furnish a demand draft of **Rs. 100/-** Rupees (One Hundred) only drawn in favour of **District Project Coordinator, Samagra Shiksha, Koraput** payable at Koraput towards the cost of Tender Document along with application
- 16) The quotations shall be submitted to the **District Project Office, Samagra Shiksha, Shiksha Sadan, Collectorate Campus, AT/PO/Dist: Koraput, Pin-764020, Odisha** superscripted as **QUOTATION FOR HIRING OF VEHICLE ON MONTHLY BASIS** through **Registered / Speed post only** on or before **31/08/2024 by 05:00PM.** Quotations received after due date and time shall not be considered for evaluation of Tender.
- 17) Any other documents relates to the vehicle may be submitted along with the Tender.
- 18) The **District Project Coordinator, Samagra Shiksha, Koraput** reserves every right to accept or reject any or all of the quotations in full or in part without assigning any reason thereof, no intimation will be given to the bidders in this connection.

  
District Project Coordinator,  
Samagra Shiksha, Koraput

**Annexure-III**

**GENERAL INFORMATION FOR HIRING VEHICLE:**

- 1) Registration No. of Vehicle :-
- 2) Type of Vehicle(A/C/Non-A/C) :-
- 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(Odisha ) :-
- 9) Insurance Validity :-
- 10) GSTIN No. :-

11) Proposed hire charge of the vehicle per month excluding fuel cost.

Sl. No.	Type of Vehicle With AC & Non AC	Rate of Fuel Consumption / Mileage (Per Liter) (Not below 17(Seventeen) KMs Per Liter /Actual mileage of the vehicle	Monthly Rent (excluding POL/DOL the rate should be maximum to Rs. 20,000.00 as per approved rate of OSEPA, BBSR ) in Rs.
1	2	3	4
1			

12) Contact Number of the Bidder / Quotationer Mobile No. \_\_\_\_\_ Telephone No: \_\_\_\_\_

“I agree to abide by the terms and conditions for engagement of the vehicle and will also abide by any further terms and conditions that may be decided by the District Project Coordinator, Samagra Shiksha , Koraput. Certified that the information submitted above is true to the best of my knowledge and belief.”

**Signature of the  
Quotationer / Bidder**