



ଜିଲ୍ଲା ଦକ୍ଷତା ବିକାଶ ତଥା ନିଯୋଜନ କାର୍ଯ୍ୟାଳୟ, କୋରାପୁଟ

DISTRICT SKILL DEVELOPMENT cum EMPLOYMENT OFFICE, KORAPUT

Contact no.06852-296347

Email: - deo\_korapat@rediffmail.com / deekorapat@gmail.com



No 267 /DSDE(O), Korapat

Dated the 03.04.25

### 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 having sitting capacity of not more than five, including the driver on monthly hiring basis for the FY 2025-26 to be engaged at District Skill Development cum Employment Office, Korapat 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 Skill Development cum Employment Office, Korapat on any working day by paying ₹200/- (Rupees Two Hundred) only.
2. The details of the tender containing terms and conditions can also be downloaded from official district portal i.e. [www.korapat.odisha.gov.in](http://www.korapat.odisha.gov.in) (from tender section). 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 ₹200/- (Rupees Two Hundred) only in favour of District Skill Development cum Employment Officer, Korapat payable at Korapat and submit the draft along with the tender in a sealed envelope. Any tender received with 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 Skill Development cum Employment Officer, District Skill Development cum Employment Office, Korapat** & 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 **16<sup>th</sup> April 2025** (till 12: 00 Noon) through Speed Post or Registered Post or Courier Services only. Any tender received after the stipulated time will be rejected.
5. The tender will open on the same day at 04:30 P.M in the office chamber of the **CDO-cum-EO, ZP, Korapat** in the presence of the bidder/tenderer/ quotationers/ their authorized representatives (if any).
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. Each Page of bid document should be self attested by the bidder/tenderer/ quotationer.  
The sealed envelope is to be addressed as – “Quotation for providing vehicle on monthly rental basis to District Skill Development cum Employment Office, Korapat”  
To - “**The District Skill Development cum Employment Officer, District Skill Development cum Employment Office, Main Road, Korapat - 764020**”.
11. The District Skill Development cum Employment Officer, Korapat 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 service provider shall have a valid OGST registration showing their eligibility to participate in the tendering and tender passenger vehicle service to the office.
3. The vehicle **shall not be more than 3 years old** from the date of initial registration as on the date of publication of advertisement and must be in road worthy condition during the period of contract and must have valid Registration Certificate, Insurance Certificates, Fitness Certificate, valid Contract Carriage Permit, Pollution clearance certificate, proof of up to date tax payment etc. and D.L of the driver for driving light transport passenger vehicle available all the times, which are mandatory for plying of vehicle.
4. The bidder shall have to submit the bids in the format given at **Annexure -I** with copy of all supporting documents. The formats and documents to be submitted are mentioned in the tender document. The bidder should submit their bid in one cover envelop super scribed as "Quotation for providing vehicle on monthly rental basis to District Skill Development cum Employment Office, Koraput." The tenders should be addressed to

**The District Skill Development cum Employment Officer,  
District Skill Development cum Employment Office, Main Road, Koraput - 764020**

5. The monthly rate of hire charges shall be quoted separately at Sl no. 10 in the **Annexure-I**.
6. 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 lubricants as per existing Government norms. All the expenditure of the vehicle towards repair, replacement of spare parts, Lubricating oil or Engine, Gear Box and differential Coolant, Tyres and Tubes, Battery, all payments to drivers i.e. salary, fooding, and overtime(if any) and all the taxes of the vehicle etc. will be borne by the bidder..
7. 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 with the log book by the service provider and no advance payment will be made. Payment of bills will be made on availability of funds from the Directorate of Skill Development cum Employment, Odisha, Bhubaneswar.
8. 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 Service Provider shall be responsible for all such litigation.
9. In case absence of the regular driver or the breakdown of vehicle for reasons whatsoever the replacement of a vehicle of the same or better model shall be provided by the owner of the vehicle/ bidder. In case of the vehicle do not report regularly, the authority will be at liberty to reject the agreement and may engage vehicle from other source.
10. The period of hiring shall initially be for the first six months of this Financial Year i.e. from **April 2025 to September 2025** 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 Skill Development cum Employment, Skill Development & Technical Education department, Government of Odisha.
11. The vehicles shall report for duty for minimum of 25 days in a month.
12. 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.
13. 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.
14. There will be an agreement between the authority and party for availing services for **Six months** and either party can discontinue the service with fifteen days prior written intimation to the other party.
15. 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
16. It is the sole discretion of the District Skill Development cum 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.

17. **Arbitration:** District Skill Development cum Employment Officer, Koraput and the selected service provider 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 Skill Development cum Employment, Odisha whose decision will be final and binding on both parties.
18. 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, 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. Photocopy of Annual GST return (GSTR-9) or Copy of last 3 filed monthly GST returns (GSTR-1)
4. 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 Skill Development cum Employment Officer, Koraput shall award the contract to the bidder whose quotation shall be determined to be substantially and technically responsive as well as financially remunerative and lowest.
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 Skill Development cum 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 Skill Development cum Employment Office, Koraput. The last date of submission of offers is **16.04.2025 up to 12:00 Noon** and sealed quotations shall be opened on the same day i.e. on **16.04.2025 at 04:30 P.M** in presence of the tender committee members, bidders or their authorised representative. The quotations received after the schedule date and time shall not be entertained in any circumstances.

**CDO-CUM-EO, ZP CUM CHAIRPERSON OF THE SELECTION COMMITTEE  
KORAPUT**

Memo No. 268<sup>(5)</sup> / DSDEO, Koraput

Dated the 03.04.25

### **Copy forwarded to:**

1. To all members of the tender selection committee for information.
2. The Director of Skill Development cum Employment & CEO, OSDA, Bhubanswar for favour of kind information.
3. The District e-Governance Officer, Koraput with a request to publish this quotation call notice in the district portal ([www.koraput.odisha.gov.in](http://www.koraput.odisha.gov.in)) for the information of the willing quotationers.
4. The local vehicle/Cab owners association Koraput/ Jeypore.
5. The office notice board/ Skill Development cum Employment sub-office, Jeypore for information of the public.

**DISTRICT SKILL DEVELOPMENT cum EMPLOYMENT OFFICER  
KORAPUT**

Annexure –I

**“HIRING OF VEHICLE ON MONTHLY BASIS FOR DISTRICT SKILL DEVELOPMENT CUM  
EMPLOYMENT OFFICE, KORAPUT”**

1.	<b>Name of the Bidder/quotationer/Service Provider</b>		
2.	<b>Status of the Bidder/quotationer/ Service Provider (Individual/ Tour operators/ Travel agents/ firms)</b>		
3.	<b>Detail Address with Contact No. of the Bidder/ quotationer/ Service Provider</b>		
4.	<b>GST Registration Details (Proof to be attached)</b>		
5.	<b>PAN Details (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 Certificate valid up to</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 in Rs. (Excluding fuel Cost)</b>		
11.	<b>GST Rate</b>		
12.	<b>Rate of Fuel consumption in KM/L.</b>		
13.	<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: