



Government of Odisha

ଜିଲ୍ଲା ହସ୍ତଶିଳ୍ପ କାର୍ଯ୍ୟାଳୟ, କୋରାପୁଟ

DISTRICT HANDICRAFTS OFFICE, KORAPUT

Department of Handlooms, Textiles & Handicrafts, Govt of Odisha
At- Biswanagar, Jagdalpur-Jeypore Road (Near Kalia Petrol Pump), Pin -764004
Phone: 06854-233557 Email: adhkoraput@gmail.com

Letter No. 1157

Date: 09.12.2025

QUOTATION/TENDER CALL NOTICE

Sealed quotations are invited from interested reputed Travel Agencies / Tour Operators / Individuals for providing one (01) no. of vehicle for office use having sitting capacity not more than four (04) including the driver, which shall conform to the Terms and conditions (Annexure-A) for Official use in the **District Handicrafts Office, Koraput-Jeypore on monthly rent basis**, subject to following conditions:

1. New model of vehicle (Petrol Model) is required on hiring basis with hire charges per month excluding fuel cost. The minimum average milage is 17 K.M per litre. The vehicle should be BS-VI compliant petrol model with good condition and shall not be older than three years.
2. The service provider shall have a valid GST registration to participate in the tendering.
3. 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, Pollution Certificate, valid Contract Carriage Permit, proof of up-to-date tax payment etc. mandatory for plying of vehicle.
4. 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.
5. The Driver should be well behaved, gentle and obedient in nature.
6. A sum of Rs. 5000 shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the Assistant Director Handicrafts, Koraput and submitted along with the sealed quotation/tender as security deposit. After completion of tender process, the security deposit shall be refunded to unsuccessful bidders.
7. The monthly rate of hire charge, excluding GST be quoted separately, excluding fuel.
8. The details of the make and year of manufacture of the vehicle, registration no., mileage (kM covered per litre) and name of the Driver, Driving License No. and period of validity should be specifically provided in the general bid information to be furnished with the Quotation/Tender (Appendix-B).

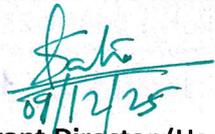
The Quotation completed in all respect should reach the undersigned on or before 15/01/2026 by 4.00 P.M. without fail and shall be opened on the same day at 5 P.M. in presence of the bidders or their authorized representatives. The undersigned reserves the rights to cancel the above notice and the quotation without assigning any reason thereof.


Assistant Director (Handicrafts),
Koraput Jeypore

Memo no. 1158 /

Date: 09.12.2025

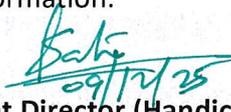
Copy to Notice Board/ DeGM, OSWAN, Koraput for information with a request to Make available in their advertisement in Koraput district website by 16.12.2025 under the heading Tender call for Hiring of Vehicle/ Copy submitted to Director of Handicrafts Odisha, Bhubaneswar for favour of information.


09/12/25
Assistant Director (Handicrafts),
Koraput Jeypore

Memo no. 1159 /

Date: 09.12.2025

Copy submitted to the Collector Koraput for kind information.


09/12/25
Assistant Director (Handicrafts),
Koraput Jeypore

Terms & Conditions

The following terms and conditions must be fulfilled by bidder:

1. The hired vehicles, during period of contract, shall have all necessary valid MV documents such as valid Registration Certificate, Insurance Certificate, Pollution 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.
2. 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.
3. The hire charges to be paid for monthly basis is final but does not include cost of fuel, which is to be paid separately 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.
4. It shall be the responsibility of the bidder to provide a good driver and the remuneration of the driver shall be borne by the service provider.
5. In case of breakdown for reasons whatsoever the replacement of a vehicle of the same or better model shall be provided by the service provider.
6. In case of the vehicle do not report regularly, the authority will be at liberty to terminate the agreement without prior notice.
7. The vehicles shall report for duty for minimum of 25 days in a month.
8. In case of emergency, the driver will have to report for duty as per the requirement. No extra payment shall be made.
9. Monthly hire charges and reimbursements towards cost of fuel (as per norm) will be paid in every succeeding month, as per as possible within fifteen days of the submission of bills by the service provider and no advance payment will be made.
10. 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.
11. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
12. 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 one month notice before such withdrawal of service and termination of agreement.
13. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.


09/12/25

**Assistant Director (Handicrafts),
Koraput Jeypore**

General Information

SI No	Particulars	
1	Name of the Service Provider	
2	Complete Address	
3	GST Number	
4	Bank Account Number	
5	IFSC Code	
6	Vehicle Registration No.	
7	Year of Manufacture	
8	Make and model	
9	Date of Registration	
10	Name and Complete Address of the Owner of the Vehicle	
11	Fitness certificate validity	
12	Pollution Certificate validity	
13	Permit validity	
14	Insurance validity	
15	Name and Address of the Driver	
16	DL No. & Validity of the DL of the Driver	
17	Contact No. of the Service Provider	
18	Contact No. of the Driver	
19	Proposed hire charge of the vehicle per month excluding fuel cost	
20	Milage per litre	

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

Seal and Signature of Tenderer