

**DISTRICT SKILL DEVELOPMENT CUM EMPLOYMENT  
OFFICE, JHARSUGUDA**

email Id: distemployment\_jsg@gov.in , deo\_ empjsg@yahoo.in  
Phone No.06645-291437

No. 894 / DSD-cum-EO, Jharsuguda Dated 08/08/2024

To,  
The District e-Governance Manager  
Jharsuguda

Sub: - Uploading of "quotation call notice "in the district portal of Jharsuguda-regd.

Madam,

Inviting a kind reference to the subject cited above, you are requested to upload the quotation call notice for hiring of vehicle for the O/o District Skill Development-cum-Employment Office, Jharsuguda in the district portal of Jharsuguda district (<https://jharsuguda.odisha.gov.in/>) for wide publicity.

This is for favour of your kind information and necessary action.

Yours faithfully,

Encl: - As above

  
District Skill Development  
District Skill Development  
-Cum-Employment Officer  
cum- Employment officer  
Jharsuguda  
08.08.24

Memo No. 895 (2) / DSD-cum-EO, Jharsuguda Dated 08/08/2024

Copy to:-

1. The Director of Skill Development-cum-Employment, Odisha, Bhubaneswar for favour of kind information.
2. The Collector & District Magistrate, Jharsuguda for favour of kind information.

  
District Skill Development  
Cum-Employment Officer  
District Skill Development  
cum- Employment officer  
Jharsuguda  
08.08.24

**DISTRICT SKILL DEVELOPMENT CUM EMPLOYMENT OFFICE**  
**JHARSUGUDA**

E-mail ID: distemployment\_jsg@gov.in, deo\_empjsg@yahoo.in,

Phone No.06645-291437

No. 886 / DSD-cum-EO, Jharsuguda Dated 08/08/2024

**QUOTATION CALL NOTICE**

Sealed quotations are invited from the intending genuine firms/Travel Agencies or private individuals having genuine statutory documents i.e. GST/PAN/AADHAR any other statutory certificate and similar experience for supply of one number of Petrol vehicle (**Model-Ertiga/Tiago/bolt/Celerio/120/Dezire**) for official work of the District Skill Development-cum-Employment Office, Jharsuguda. The terms and conditions, quotation paper for submission of quotation and detailed specifications are as mentioned below. Sealed quotation should reach to the District Skill Development-cum-Employment Office, Jharsuguda by dated **20.08.2024** at **05.30 P.M.** positively through **Speed Post/Courier/Register Post/by hand**, which will be opened by the selection committee on dated **21.08.2024** at **11 A.M.** in presence of the quotationers or their authorized representatives in the Office chamber of the District Skill Development-cum-Employment Office, Jharsuguda. The quotation should be super scribed on the top of the envelop as **"APPLICATION FORM FOR SUPPLY OF VEHICLE TO THE DISTRICT SKILL DEVELOPMENT-CUM-EMPLOYMENT OFFICE, JHARSUGUDA -2024-25"** along with mobile number on the envelop for contact.

  
District Skill Development  
cum-Employment officer  
Jharsuguda

Memo No. 887 (5) / DSD-cum-EO, Jharsuguda Dated 08/08/2024

Copy submitted to:-

1. The Director of Skill Development-cum-Employment, Odisha, Bhubaneswar for favour of kind information.
2. The Collector & District Magistrate, Jharsuguda for favour of kind information.
3. The Dy. Director of Skill Development-cum-Employment, (NZ), Sambalpur for favour of kind information.
4. The Regional Transport Officer, Jharsuguda for favour of kind information.
5. All members of the selection committee for favour of kind information.

  
District Skill Development  
cum-Employment officer  
Jharsuguda

**Standard Bidding Document**

**Government of Odisha**

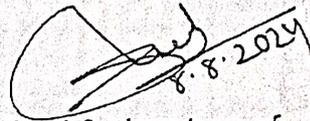
**DISTRICT SKILL DEVELOPMENT-CUM-EMPLOYMENT OFFICE, JHARSUGUDA**

**Quotation Tender Call Notice**

Sealed quotations / tenders are invited from interested reputed Travel Agencies/Tour Operators or private individuals for providing one number of Petrol Vehicle (Model-Ertiga/Tiago/Bolt/Celerio/120/Dezire) having sitting capacity Not more than six including driver, which shall conform to the Terms and Conditions (Annexure- II) for official use in District Skill Development-cum-Employment Office, Jharsuguda on monthly rent basis:

- 1) 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, etc. (Copy of documents to be attached) which are mandatory for plying of Vehicle.
- 2) 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.
- 3) The Driver should be well behaved, gentle and obedient in nature.
- 4) The Vehicle must be commercial one.
- 5) The monthly rate of hire charge be quoted separately in the general bid Information (excluding fuel and lubricants).
- 6) The Vehicle must achieve a fuel efficiency of 17 Kms per litre.
- 7) The details of the make and year of manufacture of the vehicle, Registration no., mileage (kms covered per litre) and name of the Driver With Driving License No. and period of validity should be specifically provided in the general bid information to be furnished with the Quotation/Tender (Annexure-III).

- 8) The Quotation completed in all respect should reach the undersigned on Or before 20.08.2024 by 05.30 P.M. and shall be opened on 21.08.2024 at 11 A.M.in presence of the bidders or their authorized representatives.
- 9) The application form of quotation / tender containing General Bid Information & Terms and conditions for Hiring of Vehicles etc. will be Available with District Skill Development-cum-Employment Office, Jharsuguda on payment of Rs.100/- from 08.08.2024 to 20.08.2024 or can be downloaded from Jharsuguda District Website [www.jharsuguda.odisha.gov.in](http://www.jharsuguda.odisha.gov.in) In case the application form is downloaded from Govt. website, the applicant shall furnish a Demand Draft for an amount Rs. 100/- (Rupees One Hundred) Only towards the cost of application along with the application.



Seal & signature of  
Quotation/Tender calling Authority  
District Skill Development  
Designation  
cum- Employment officer  
Jharsuguda

**Annexure - II****TERMS & CONDITIONS FOR HIRING OF VEHICLES**

The following terms and conditions must be fulfilled by the successful bidder for providing a vehicle on hire on monthly rent 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 etc. and D.L. of the driver available all the times. 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.
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 and lubricants 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.
3. 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.
4. In case of breakdown for reasons whatsoever the replacement of a vehicle of the same or better model shall be provided by the owner of the vehicle/bidder.
5. 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.
6. The vehicles shall report for duty for minimum of 25 days in a month.
7. In case of emergency, the driver will have to report for duty as per the requirement of hirer. No extra payment shall be demanded.
8. Monthly hire charges and reimbursements towards cost of diesel (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 by the service provider and no advance payment will be made.

9. 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.
10. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
11. 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.
12. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.

**Signature of  
Quotation/Tender Calling Authority**

**Annexure - III****GENERAL INFORMATION FOR HIRING VEHICLES**

- 1) Registration No. of Vehicle : -
- 2) Type of Vehicle (AC/Non-AC): -
- 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 : -
- 9) Insurance validity : -
- 10) Name / Address of the Driver : -
- 11) D.L. No. & Validity of the D.L. of the Driver-
- 12) Proposed hire Charge of the vehicle per month  
excluding fuel cost:
- 13) Rate of fuel consumption / Mileage per litre:-
- 14) Contact Number of the Service provider (Tenderer/Quotationer)  
Mobile ..... Telephone.....

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

**Seal & Signature of the  
Quotationer/Tenderer**