

DISTRICT SKILL DEVELOPMENT CUM EMPLOYMENT OFFICE
JHARSUGUDA

At-Badheimunda, Near L.N. College Gate, Po-Kalimandir Road, PIN-768201
e-mail Id: distemployment_jsg@gov.in, deo_ empjsg@yahoo.in
Phone No.06645-291437

No. 979 / DSD -cum-EO, Jharsuguda Dated 30/06/25

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-Tiago/bolt/Celerio/I20/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 **08.07.2025** at **05.30 P.M.** positively through **Speed Post/Courier/Register Post** which will be opened by the selection committee on dated **09.07.2025** at **11:00 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 FOR THE YEAR 2025-26**" along with mobile number on the envelop for contact.


District Skill Development
-cum-Employment Officer
Jharsuguda
Dated 30/06/25

Memo No. 980 / DSD-cum-EO, Jharsuguda Dated 30/06/25

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. All members of the selection committee for favour of kind information.


District Skill Development
-cum-Employment Officer
Jharsuguda
Dated 30/06/25

**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-Tiago/Bolt/Celerio/120/Dezire**) having sitting capacity not more than six including driver, which shall conform to the Terms and Conditions (**Annexure-A**) for official use in the District Skill Development-cum-Employment Office, Jharsuguda on monthly rent basis:

1. The Service provider shall have a valid GST registration to participate in the tendering.
2. The service provider, participating in the bidding process under the jurisdiction of Municipal Corporations, shall be registered on GeM platform.
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. which are 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.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, Jharsuguda and submitted along with the tender as EMD. After completion of tender process, EMD shall be refunded to unsuccessful bidders.
7. The monthly rate of hire charge, excluding GST be quoted separately, excluding fuel. It is to be noted here that the maximum monthly hiring charge exclusive of applicable taxes shall be limited as per Finance Department, Govt. of Odisha **Office memorandum No.15836/F, dated 27.05.2025.**
8. The Vehicle must achieve a fuel efficiency of **17 Kms per litter.**
9. The details of the make and year of manufacture of the vehicle, Registration no., mileage (kms covered per litter) 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 (**Annexure-B**).
10. The Quotation completed in all respect should reach the undersigned on or before **08.07.2025** by **05.30 P.M.** through **Speed Post/Courier/Register Post** to the **District Skill Development-cum Employment Office, Jharsuguda, At-Badheimunda, Near L.N. College Gate, Po-Kalimandir Road, Dist.-Jharsuguda, PIN-768201** and shall be opened on **09.07.2025** at **11:00 A.M.** in presence of the bidders or their authorized representatives.
11. The application form of quotation / tender containing General Bid Information & Terms and conditions for Hiring of Vehicles etc. will be available with the District Skill Development-cum Employment Office, Jharsuguda which can be obtained during office hour only or can be downloaded from Jharsuguda District website **<https://jharsuguda.odisha.gov.in/>** from **30.06.2025.**

The authority reserves the right to cancel the quotation without assigning any reason thereof.


District Skill Development
-cum-Employment Officer
Jharsuguda
**District Skill Development
-cum- Employment officer
Jharsuguda**

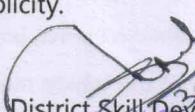
Memo No. 981 / DSD-cum-EO, Jharsuguda Dated 30/06/25

Copy submitted to all the District Level Officers of the Jharsuguda district with a request to display the quotation call notice in their respective office notice board for wide publicity.


30.6.2025
District Skill Development
cum-Employment Officer
Jharsuguda
Jharsuguda

Memo No. 982 / DSD-cum-EO, Jharsuguda Dated 30/06/25

Copy submitted to the DeGM, Jharsuguda for information and necessary action. She is requested to hoist the quotation call notice in the district website(<https://jharsuguda.odisha.gov.in/>) for wide publicity.


30.6.2025
District Skill Development
cum-Employment Officer
Jharsuguda
Jharsuguda

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.

Seal & Signature of
Quotation / Tender Calling Authority with Designation
District Skill Development
Sum- Employment officer
Jharsuguda

General Information

Sl No	Particulars	
1	Name of the Service Provider	
2	Complete Address	
3	GST Number	
4	GeM Registration Number	
5	Bank Account No and IFSC Code	
6	Registration No. of Vehicle	
7	Year of Manufacture	
8	Make & Model	
9	Date of registration	
10	Name & complete address of the owner of vehicle	
11	Fitness Certificate validity	
12	Pollution Certificate validity	
13	Permit validity	
14	Insurance validity	
15	Name / Address of the Driver	
16	D.L. No. & Validity of the D.L. of the Driver	
17	Contact Number of the Service provider	
18	Contact number of Driver	
19	Proposed hire Charge of the vehicle per month excluding fuel cost	
20	Rate of fuel consumption / Mileage per litre	

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

Seal & Signature of Tenderer