

OFFICE OF THE ASSISTANT DIRECTOR OF TEXTILES, KORAPUT

Near Special Circuit House, Koraput e.mail id-adtkpt@gmail.com ph.06852 296218

Letter No. 1556 /Date.21.07.2025

1. The Officer-in-charge, NIC, Koraput
- ✓ 2. The C.E.O, SADHAC, Bhubaneswar

Sub: - Uploading the details advertisement for hiring of private vehicles for official use by the office under state Govt.

Sir,

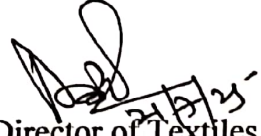
With reference to the subject cited above, I am to enclose herewith the matter (both in soft & hard copy) to upload in your official website from Dt.21.07.2025 to Dt.04.08.2025 for ready reference of the Travel Agencies/Tour operators or private individuals for submission of quotation towards hiring of private vehicles.

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

Yours faithfully

Encl:-1..Information to be uploaded

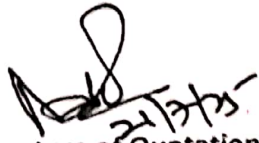
- a. Details Advertisement
- b. Term & condition of vehicle,
- c. Application form of General BID Information


Asst. Director of Textiles,
Koraput

Detail Advertisement for Hiring of Private vehicle
Government of Odisha
OFFICE OF THE ASST. DIRECTOR OF TEXTILES, KORAPUT
At/ PO-Koraput, Dist.-Koraput, Pin -764020 Telephone No.-06852296218
email-adtkpt@gmail.com
Quotation for hiring of vehicle

Sealed quotation/Tenders are invited from interested reputed Travel Agencies/Tour operators or private individuals for providing one no. of petrol driven (like Tiago/Bolt/Celerio) vehicle having seating capacity not more than five including driver for official use in office of the Asst. Director of Textiles, Koraput on monthly rent basis.

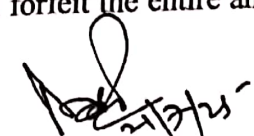
1. The vehicle must be road worthy condition shall not be more than 3 years old from the date of initial registration & must have valid registration certificate, Insurance certificate, fitness certificate, valid contract carriage permit, valid GST registration certificate, valid Gem registration certificate, Proof of up-to-date tax payment etc. which are mandatory for plying of vehicle. Vehicle older than 7 years should be replaced by new vehicle by the service provider. The Vehicle should be BS-VI emission compliant.
2. The driver of the vehicle must have valid driving license for driving light transport passenger vehicle & should be sufficiently experienced in driving transport passenger vehicle
3. The driver should be well behaved, gentle & obedient in nature.
4. A sum of Rs.5000/- shall be deposited by the intending bidders in shape of account payee bank draft drawn in favour of Asst. Director of Textiles, Koraput & submitted along with the tender as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders.
5. The monthly rate of hire charge be quoted separately in general bid information (excluding fuel, lubricants & GST).
6. The vehicle must achieve a fuel efficiency of minimum 17kms per litre.
7. The details of the make & the year of manufacture of the vehicle registration number, Mileage (kms cover per litre), Name of the driver with driving license no. & period of validity, GST Registration certificate & Gem Registration Certificate should be specifically provided in the general bid information to be furnished with the quotation/tender (Annexure-B).
8. The quotation completed in all respect may submit in a sealed envelope supplier scribing on the top of the envelope as "tender for hiring of private vehicle" should reach the undersigned by post / by hand on or before Dt.04.08.2025 by 5.00 P.M & shall be opened on dt.06.08.2025 at 11A.M. in presence of the bidders or their authorized representatives.
9. The application form of quotation/Tender containing general bid information & terms and condition for hiring of vehicle etc. will be available with office the Asst. Director of Textiles, Koraput in office hours from 21.07.2025 to Dt.04.08.2025. or can be downloaded from website www.koraput.nic.in & www.eadhaodisha.org from in case the application form is downloaded from Govt. website the applicants.


Seal & signature of Quotation
/Tender Calling Authority Designation

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, pollution 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 damages 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 and does not include cost of fuel (Diesel/Petrol) which is to be paid separately basing on actual consumption and lubricants as per existing Govt. norms. All the expenditure of the vehicle towards repair, replacement of spare parts, lubricating of oil of engine, Gear box and differential Coolant, Tyre & 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 salary of the driver shall be borne by the owner.
5. In case of breakdown for reasons whatsoever the replacement of vehicle of the same or better model shall be provided by the owner of the vehicle/ bidder.
6. In case of the vehicle do not report regularly. The authority will be at liberty to terminate the agreement without prior notices.
7. The vehicle 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 requirement no extra payment shall be made.
9. Monthly hire charges and reimbursement towards cost of fuel (as per norm) will be paid in every succeeding month, as far as possible within 15 days of the submission of the 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. Vehicles older than 7 years should be replaced by new vehicle by service provider.
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 the vehicle and terminate the agreement, it shall be mandatory upon him for grant one-month notice before such withdrawal of service and termination of the agreement.
13. If the bidder violates any of the terms of contract Govt. shall forfeit the entire amount of security deposit.


Signature of
Quotation/ Tender Calling
Authority with Designation

**APPLICATION FORM FOR
GENERAL BID INFORMATION FOR HIRING VEHICLE**

1. Name & Complete Address of the service provider: -
2. GST No.: -
3. GEM Registration No.: -
4. Registration Number of the Vehicle: -
5. Type of Vehicle (AC/ Non-AC): -
6. Year of Manufacture: -
7. Model: -
8. Date of Registration: -
9. Fitness Certificate validity: -
10. Permit Validity: -
11. Insurance Validity: -
12. Last Pollution Certificate: -
13. Name/ Address of the Driver: -
14. D.L. No. & Validity of the D.L. of the Driver: -
15. Proposed hire charge of the vehicle per month: -
excluding fuel cost.
16. Rate of fuel consumption / Mileage per litre: -
17. Contact No. 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

