



**GOVERNMENT OF ODISHA  
DEPARTMENT OF WATER RESOURCES**

**OFFICE OF THE EXECUTIVE ENGINEER  
ADDITIONAL SPILLWAY MECHANICAL DIVISION**

**QUOTATION DOCUMENT**

**QCN No. : ASWMD/12/2020-21 Dated.26.11.2020**

**Name of Work:**

**“Hiring of one private vehicle with commercial Registration and having valid Contract Carriage Permit for official use by the Executive Engineer, Additional Spillway Mechanical Division, Hirakud for inspection of the project work & official work from 11.12.2020 to 31.03.2021”**

(This Quotation Document contains **08** sheets including this cover page)

**Executive Engineer  
Additional Spillway Mechanical Division  
Hirakud**

**OFFICE OF THE EXECUTIVE ENGINEER  
ADDITIONAL SPILLWAY MECHANICAL DIVISION,  
HIRAKUD, DIST- SAMBALPUR, ODISHA, PIN- 768016.  
(CAMP OFFICE-BURLA)**

(Email ID: [eeaswmd@gmail.com](mailto:eeaswmd@gmail.com))

**QUOTATION CALL NOTICE No. ASWMD/12/2020-21 Dated: 26.11.2020**

Name of the Work: Hiring of one private vehicle with commercial Registration and having valid Contract Carriage Permit for official use by the Executive Engineer, Additional Spillway Mechanical Division, Hirakud for inspection of the project work & official work from 11.12.2020 to 31.03.2021.

Sealed Quotations are invited from interested reputed Travel agencies/ Tour operators/ Private individuals having valid GST and GeM registration number, Income Tax clearance certificate, PAN Card etc. for providing one number of Non-AC/AC diesel driven vehicle or BS-IV compliant petrol vehicle (TUV 300/ Bolero/ Sumo Gold/ Ertiga) having seating capacity not more than Ten including Driver (which shall conform to the terms & conditions of the quotation call notice) for official use of the Executive Engineer, Additional Spillway Mechanical Division, Hirakud for inspection of the project work & official work on monthly rent basis.

Sl. No.	Name of Work	Type of vehicle	Fuel Used	Required No.
1	Hiring of one Private Vehicle with commercial Registration and having valid Contract Carriage Permit for official use by the Executive Engineer, Additional Spillway Mechanical Division, Hirakud for inspection of the project work & official work from 11.12.2020 to 31.03.2021.	TUV 300/Bolero/ Sumo Gold/ Ertiga	Diesel/ Petrol	01 (One)

Cost of Quotation Document (Non-refundable)	Sale of Quotation Document		Drop of Quotation	Opening of Quotation
	From	To		
Rs.100/-(One Hundred) (Cash/DD By hand) Rs.100/-(One Hundred)(DD) (In case of download of document)	02.12.2020 At 10.00AM	09.12.2020 Upto 5.30PM	10.12.2020 Upto 11.00AM	<b>10.12.2020 At 11.30 AM</b>

1. The details are available in office of the Executive Engineer, Additional Spillway Mechanical Division, Hirakud as well as Camp Office at Burla (at office building of the Chief Engineer & Basin Manager, UMB, Burla) during office hours and also in the websites <http://dowrodisha.gov.in>, <http://odisha.gov.in> and <https://sambalpur.nic.in>.

2. The Quotation Document may be purchased by hand from **Camp Office** (at office building of the Chief Engineer & Basin Manager, UMB, Burla) of the Executive Engineer, Additional Spillway Mechanical Division, at Burla on any working day during office hours (except Govt. Holidays) on deposit of cost of tender document as indicated in the table above in shape of cash/ account payee Demand Draft/ account payee Banker's Cheque (Non-refundable) from any Nationalised Bank drawn in favour of the Executive Engineer, Additional Spillway Mechanical Division, Hirakud.

3. The Quotation Document can also be downloaded from the Govt. Web sites <https://dowrodisha.gov.in> or <https://odisha.gov.in> or <https://sambalpur.nic.in>. However, the cost of Quotation document as indicated in the table above must be deposited with the Quotation documents in shape of account payee Demand Draft from any Nationalised Bank drawn in favour of the Executive Engineer, Additional Spillway Mechanical Division, Hirakud, otherwise, the Quotation will be rejected. The Quotation Calling Authority will not be responsible for missing of any pages, while downloading the Quotation document.

4. The Quotation will be received and opened in the **Camp Office** ( office of the Chief Engineer & Basin Manager, UMB, Burla) of Executive Engineer, Additional Spillway Mechanical Division at Burla, as per the date and time indicated in the table above in the presence of the Quotationers or their authorized representatives, if so they desire. The Quotationer can send the Quotation alongwith other documents through Regd. Post/ Speed Post or in person but the Quotation Calling Authority will not be responsible for delay. If the last date of purchase of the Quotation document/ date of receipt of Quotation and date of opening of Quotation happens to be a holiday, then the date will be deferred to the next working day, however, the time and venue shall remain unaltered.

5. Quotation through Fax/Telex/Telegram/e-mail will not be accepted.

6. 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, Comprehensive Insurance Certificate, Fitness Certificate, valid Contract Carriage Permit, Proof of up to date tax payment etc. which are mandatory for plying of vehicle.

7. 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 and should be well behaved, gentle and obedient in nature.

8. The Quotation must be accompanied with Security Deposit of **Rs.5000/-** (Rupees Five Thousand) only in shape of Deposit Receipt from Nationalised Bank/ NSC/ KVP duly pledged in favour of **the Executive Engineer, Additional Spillway Mechanical Division, Hirakud**, otherwise, the quotation will be rejected. After completion of quotation process, the amount will be refunded to the un-successful bidders.

9. The monthly rate of hire charges should be quoted separately in the enclosed general information for hiring vehicle format by the intending Quotationer (excluding fuel, lubricants and GST) and the vehicle must achieve a fuel efficiency of not less than 10 kilometers per litre.

10. 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 in the quotation.

11. The quotations received in incomplete shape or after the schedule date and time shall be summarily rejected. The Quotation Calling Authority reserves the absolute right to accept or reject any or all Quotations without assigning any reason thereof.

Sd/-  
Executive Engineer  
Additional Spillway Mechanical Division  
Hirakud

Memo No: ASWMD/ 680(3)(WE)

/Dated:26/11/2020

Copy along with hard copy of Quotation Call Notice submitted to the Engineer-in-Chief, Water Resources, Odisha, Secha Sadan, Bhubaneswar / Chief Engineer & Basin Manager, Upper Mahanadi Basin, Burla / Superintending Engineer, Hirakud Dam Circle, Burla for favour of kind information.

Sd/-  
Executive Engineer

End: Quotation Call Notice

Memo No: ASWMD/ 681(WE)

/Dated:26/11/2020

Copy along with Soft Copy (Compact Disc) one No. & hard copy of Paper Publication Notice submitted to the Deputy Director-cum-Deputy Secretary (Advertisement), Information & Public Relation Department, Office of the Director of Public Relation, Govt. of Odisha, Bhubaneswar for kind information and necessary publication in most widely circulated two odia dailies on or before 02.12.2020. The soft copy of the notice also sent through Mail Id: [jprsec.or@nic.in](mailto:jprsec.or@nic.in) / [jpr.advt@gmail.com](mailto:jpr.advt@gmail.com). Action may please be taken to consume minimum possible space for the publication. The advertising agencies may kindly be requested to send complimentary copies of the publication to the undersigned for necessary reference.

End: 1. Quotation Call Notice - Hard & soft copies (compact Disc.)

2. Short version of the paper publication Notice

Memo No: ASWMD/ 682(WE)

/Dated:26/11/2020

Copy along with Soft Copy (Compact Disc) one No. & hard copy of Quotation Call Notice submitted to the Director, Monitoring and Evaluation, Office of the Engineer-in-Chief, Water Resources, Odisha, Secha Sadan, Bhubaneswar for favour of kind information with a request for posting of Quotation Call Notice on DOWR website [www.dowrodisha.gov.in](http://www.dowrodisha.gov.in) by 02.12.2020. The soft copy of the notice also sent through Mail Id: [ddms-eicvr.od@nic.in](mailto:ddms-eicvr.od@nic.in).

Sd/-  
Executive Engineer

End: Quotation Call Notice - Hard & soft copies (compact Disc.)

Memo No: ASWMD/ 683 (WE)

/Dated:26/11/2020

Copy along with Soft Copy (Compact Disc) one No. & hard copy of Quotation Call Notice submitted to the Technical Head, State Portal Group, NIC, Odisha Secretariat, Bhubaneswar with a request for posting of Quotation Call Notice in Govt. website [www.odisha.gov.in](http://www.odisha.gov.in) by 02.12.2020. The soft copy of the notice also sent through Mail Id: [tendersorissa@gmail.com](mailto:tendersorissa@gmail.com).

Sd/-  
Executive Engineer

End: Quotation Call Notice - Hard & soft copies (compact Disc.)

Memo No: ASWMD/ 684(2)(WE)

/Dated:26/11/2020

Copy along with hard copy of Quotation Call Notice submitted to the Director, Printing, Stationary & Publication, Odisha, Cuttack for publication in Gazette / Deputy Director, National Informatics Centre, Bhubaneswar for favour of information.

Sd/-

Executive Engineer

End: Quotation Call Notice - Hard copy

Memo No: ASWMD/ 685 (WE)

/Dated:26/11/2020

Copy along with Soft Copy (Compact Disc) one No. & hard copy of Quotation Call Notice submitted to the Technical Director & District Informatics Officer, Sambalpur for information and necessary action with a request to display the public notice in <http://sambalpur.nic.in> by 02.12.2020. The soft copy of the notice also sent through Mail Id: [orisam@nic.in](mailto:orisam@nic.in).

Sd/-

Executive Engineer

End: Quotation Call Notice - Hard & soft copies (compact Disc.)

Memo No: ASWMD/ 686(2)(WE)

/Dated:26/11/2020

Copy along with hard copy of Quotation Call Notice submitted to the Collector, Sambalpur/ Superintendent of Police, Sambalpur for favour of kind information.

Sd/-

Executive Engineer

End: Quotation Call Notice - Hard copy

Memo No: ASWMD/ 687 (WE)

/Dated:26/11/2020

: Copy along with hard copy of Quotation Call Notice to the R.T.O., Sambalpur for information and necessary action.

Sd/-

Executive Engineer

End: Quotation Call Notice - Hard copy

Memo No: ASWMD/ 688(4)(WE)

/Dated:26/11/2020

Copy along with hard copy of Quotation Call Notice forwarded to the Executive Engineer, Main Dam Division, Burla/ Executive Engineer, Additional Spillway Division, Hirakud/ Executive Engineer, Burla Irrigation Division, Burla / Executive Engineer, Sambalpur Irrigation Division, Sambalpur for information and necessary action.

Sd/-

Executive Engineer

End: Quotation Call Notice - Hard copy

Memo No: ASWMD/ 689(3)(WE)

/Dated:26/11/2020

Copy along with hard copy of Quotation Call Notice to the S.D.O/ Head Clerk/ D.A.O. of this Division for information and necessary action.

Sd/-

Executive Engineer

End: Quotation Call Notice - Hard copy

Memo No: ASWMD/ 690(2)

/Dated:26/11/2020

: Copy of Quotation Call Notice to the Notice Board of Division Office at Hirakud & Camp Office at Burla.

Sd/-

Executive Engineer

## 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 M.V. documents such as valid Registration Certificate, Comprehensive Insurance Certificate, Fitness Certificate, valid Contract Carriage Permit, Proof of up-to-date tax payment, Pollution under Control Certificate etc. and valid D.L. of the driver available all the times which are mandatory for plying of vehicle. 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 in any manner whatsoever. The bidder shall be responsible for all such litigations.
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 at prevailing rates. All the expenditure of the vehicle towards repair, replacement of spare parts, Lubricating oil of engine, Gear Box & Differential Coolants, 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 borne the salary of the driver.
4. In case of break down for reasons whatsoever, the replacement of a vehicle of the same or better model shall be made by the owner of the vehicle/ bidder. In the event of delay in arrival beyond 15 minutes, user shall have right to hire other taxi services (which may or may not be of similar hired vehicle category) and the fare charges shall be charged to service provider. The vehicle will be allowed for servicing or other repair and maintenance works in off duty hours and as per convenience of the officer.
5. The hired vehicle shall report for duty for minimum 25 days in a month. In case of the vehicle do not report regularly, the authority will be at the liberty to cancel the agreement and may engage vehicle from other source.
6. In case of emergency, the driver will have to report for duty as per the requirement of hirer. No extra payment shall be demanded.
7. Monthly hire charges and reimbursements towards cost of diesel/petrol (as per actual) and lubricants (as per Govt. norms) of the selected bidder will be paid in every succeeding month, as far as possible within fifteen days of the submission of bills by the service provider (subject to availability of fund) by credit into the bank account of the Agency through EWCS/RTGS. No advance payment will be made.
8. The vehicle shall not be more than 3 years old from the initial registration and also in good running and road worthy condition during the period of contract.
9. If the services are found to be unsatisfactory, the client shall be given one month notice and terminate the agreement. In case service provider intends to withdraw the services of his vehicle and terminate the agreement, it shall be mandatory upon him to give three months notice before such withdrawal of service and termination of agreement.
10. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.
11. All original documents should be produced for verification and a set of self attested photo copies must be submitted by the successful bidder at the time of opening of the quotation.

Executive Engineer  
Additional Spillway Mechanical Division,  
Hirakud

**Security Deposit & Document Deposit Particulars**

(DETAILS OF SECURITY DEPOSIT & DOCUMENTS SUBMITTED ALONG WITH QUOTATION)

1. SD amount

Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) only

(In shape of Deposit Receipt from Nationalised Bank/ NSC/ KVP duly pledged in favour of the Executive Engineer, Additional Spillway Mechanical Division, Hirakud)

Pledge Date: \_\_\_\_\_ Valid upto: \_\_\_\_\_

Bank/Post Office: \_\_\_\_\_ Branch: \_\_\_\_\_

2. GST clearance certificate

3. PAN Card

4. GeM Registration

5. For the cost of Quotation documents

Money Receipt No. \_\_\_\_\_ Dated. \_\_\_\_\_ Issued By \_\_\_\_\_

Demand Draft No. \_\_\_\_\_ dated. \_\_\_\_\_ Issued By \_\_\_\_\_

Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) only.

Signature of the Quotationer  
(Date, full name, Designation & seal)

Executive Engineer  
Additional Spillway Mechanical Division  
Hirakud

**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. Proof of Up to date Tax paid with validity :
10. Insurance Validity :
11. Pollution under Control Certificate :
12. Name/Address of the Driver :
13. D.L. No. & Validity of the D.L. of Driver :
14. a) Proposed hire charges of the vehicle **per month** :  
(Excluding cost of fuel & lubricants)  
b) Proposed hire charges of the vehicle **per day** :  
(Excluding cost of fuel & lubricants)
15. Rate of fuel consumption/ mileage per litre :
16. Fuel used (Petrol/Diesel) :
17. Contact details of the Service provider (Quotationer)  
Mobile \_\_\_\_\_ Telephone \_\_\_\_\_ E-Mail ID: \_\_\_\_\_
18. Contact details of the Driver  
Mobile \_\_\_\_\_ Telephone \_\_\_\_\_ E-Mail ID: \_\_\_\_\_

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

Seal & Signature of the Quotationer

**CERTIFICATE OF NO-RELATIONSHIP**

I/ We hereby certify that I/ We am/ are not related to any officer of P.W.D. in the rank of Asst. Engineer and above and any officer of the rank of Asst. Secretary and above in the W/R Deptt. I/ We am/ are aware that if the facts subsequently proved to be false my/ our contract will be rescinded with forfeiture of Security Deposit and I/ We shall be liable to make good the loss or damage resulting from such cancellation.

Signature of the Quotationer