



**GOVERNMENT OF ODISHA  
DEPARTMENT OF WATER RESOURCES**

**OFFICE OF THE SUPERINTENDING ENGINEER  
MAIN DAM DIVISION, BURLA**

**QUOTATION DOCUMENT**

**QCN No. : MDD-12/2021-22 Dated 23.09.2021**

**Name of Work:**

**“Hiring of one private vehicle for official use of  
Chief Engineer & Basin Manager, Mahanadi Basin, Burla for the year 2021-22  
(From 11.10.2021 to 31.03.2022)**

(This Quotation Document contains **09** sheets including this cover page)

**Superintending Engineer  
Main Dam Division, Burla**

**OFFICE OF THE SUPERINTENDING ENGINEER,  
MAIN DAM DIVISION, BURLA  
AT/PO – BURLA, DIST.SAMBALPUR (ODISHA) 768017  
Email Id : [semaindamdivn@gmail.com](mailto:semaindamdivn@gmail.com)**

No.MDD/ 10233

/Dated : 23.09.2021

**QUOTATION CALL NOTICE No. MDD-12 /2021-22 Dated:**

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 / Diesel) vehicle (**Scorpio / Creta / Mahindra Marazzo**) and ( **TUV 300 / Bolero / Sumo Gold / Ertiga** ) having seating capacity not more than Ten including Driver (which shall confirm to the terms & conditions of the quotation call notice) for official use of the **Chief Engineer & Basin Manager, Mahanadi Basin, Burla/ Asst. Executive Engineer, Right Bank Sub-Division, Burla / Asst. Executive Engineer, Left Bank Sub-Division, Hirakud** for inspection of the official work on monthly rent basis.

Sl. No.	Name of Work	Type of vehicle	Fuel Used	Required No.
1	Hiring of one private vehicle for official use of <b>Chief Engineer &amp; Basin Manager, Mahanadi Basin, Burla</b> for the year 2021-22 <b>(For the period from 11.10.2021 to 31.03.2022)</b>	Scorpio / Creta / Mahindra Marazzo	Diese // Petrol	01 (One)
2	Hiring of one private vehicle for official use of <b>Asst. Executive Engineer, Right Bank Sub-Division, Burla</b> for the year 2021-22 <b>(For the period from 11.10.2021 to 31.03. 2022)</b>	TUV 300 / Bolero / Sumo Gold / Ertiga	Diesel/ Petrol	01 (One)
3	Hiring of one private vehicle for official use of <b>Asst. Executive Engineer, Left Bank Sub-Division, Hirakud</b> for the year 2021-22 <b>(For the period from 11.10.2021 to 31.03.2022)</b>	TUV 300 / Bolero / Sumo Gold / Ertiga	Diesel/ Petrol	01 (One)

Cost of Quotation Document (Non-refundable)	Sale & dropping of Quotation Document		Drop of Quotation last date	Opening of Quotation
	From	To		
Rs.100/-(One Hundred) (Cash/DD By hand)	28.09.2021	07.10.2021	08.10.2021	<b>08.10.2021</b>
Rs.100/-(One Hundred)(DD) (In case of download of document)	At 10.00 AM	Upto 5.00 PM	Upto 11.00 AM	<b>At 11.30 AM</b>

1. The details are available in office of the **Superintending Engineer, Main Dam Division, Burla** as well during office hours and also in the websites <http://dowrodisha.gov.in> , [http:// odisha.gov.in](http://odisha.gov.in) and <https://sambalpur.nic.in> .

2. The Quotation Document may be purchased by hand from office of the Superintending Engineer, Main Dam Division, 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 (Non-refundable) from any Nationalised Bank drawn in favour of **the Superintending Engineer, Main Dam Division, Burla.**

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 Superintending Engineer, Main Dam Division, Burla**, 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 office of the **Superintending Engineer, Main Dam Division, 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. 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/Post 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, pollution under control certificate etc. which are mandatory for supplying 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 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 Superintending Engineer, Main Dam Division, Burla**, otherwise, the quotation will be rejected. After completion of quotation process, the amount will be refunded to the unsuccessful bidders.
9. The monthly rate / per day 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 **17 kilometres** per liter.(Annexur-III)
10. The details of the month 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. GST to be deducted as per prevailing rates time to time as applicable.
12. An affidavit should be furnished by the bidders that the information and documents provided by him / her are correct and Genuine
13. The quotations received in incomplete shape or after the schedule date and time shall be summarily rejected.
14. The Quotation Calling Authority reserves the absolute right to accept or reject any or all Quotations without assigning any reason thereof.

Sd/-  
Superintending Engineer,  
Main Dam Division,Burla

Memo No: 10234 (3)

/Dated: 23.09.2021

Copy submitted to the Engineer-in-Chief, Water Resources, Odisha, Secha Sadan, Bhubaneswar / Chief Engineer & Basin Manager, Mahanadi Basin, Burla / Additional Chief Engineer, Hirakud Head works & Additional Spillway ,Burla for favour of kind information.

Sd/-  
Superintending Engineer

Memo No: 10235 (WE)

/Dated: 23.09.2021

Copy along with Soft Copy & 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 **28.09.2021**. The soft copy of the notice also sent through Mail Id: [iprsec.or@nic.in](mailto:iprsec.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.

Encl: 1. Quotation Call Notice - soft copies  
2. Short version of the paper publication Notice

Sd/-  
Superintending Engineer

Memo No: 10236 (WE)

/Dated: 23.09.2021

Copy along with Soft Copy & hard copy of Quotation Call Notice and quotation documents 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 with quotation documents on DOWR website [www.dowrodisha.gov.in](http://www.dowrodisha.gov.in) by **28.09.2021**. The soft copy of the quotation call notice alongwith quotation documents also sent through Mail Id: [ddmis-eicwr.od@nic.in](mailto:ddmis-eicwr.od@nic.in).

Encl: 1) Quotation Call Notice - Soft copies  
and quotation documents.

Sd/-  
Superintending Engineer

Memo No: 10237 (WE)

/Dated: 23.09.2021

Copy along with Soft Copy & hard copy of Quotation Call Notice and quotation documents submitted to the Technical Head, State Portal Group, NIC, Odisha Secretariat, Bhubaneswar with a request for posting of Quotation Call Notice with quotation documents in Govt. website [www.odisha.gov.in](http://www.odisha.gov.in) by **28.09.2021**. The soft copy of the quotation call notice alongwith quotation documents also sent through Mail Id: [tendersorissa@gmail.com](mailto:tendersorissa@gmail.com).

Encl: 1) Quotation Call Notice - Soft copies (compact Disc.)  
and quotation documents.

Sd/-  
Superintending Engineer

Memo No: 10238 (2)

/Dated: 23.09.2021

Copy submitted to the Director, Printing, Stationary & Publication, Odisha, Cuttack for publication in Gazette / Deputy Director, National Informatics Centre, Bhubaneswar for favour of information.

Sd/-  
Superintending Engineer

Memo No: 10239 (WE)

/Dated: 23.09.2021

Copy along with Soft Copy & hard copy of Quotation Call Notice and quotation documents submitted to the Technical Director & District Informatics Officer, Sambalpur for information and necessary action with a request to display the quotation call notice with quotation documents in <http://sambalpur.nic.in> by **28.09.2021**. The soft copy of the quotation call notice alongwith quotation documents also sent through Mail Id: [orisam@nic.in](mailto:orisam@nic.in).

Encl: 1) Quotation Call Notice - Soft copies  
and quotation documents.

Sd/-  
Superintending Engineer

Memo No: 10240

/Dated: 23.09.2021

Copy submitted to the Collector, Sambalpur/ Superintendent of Police, Sambalpur for favour of kind information.

Sd/-  
Superintending Engineer

Memo No: 10241

/Dated: 23.09.2021

: Copy to the R.T.O., Sambalpur for information and necessary action.

Sd/-  
Superintending Engineer

Memo No: 10242 (4)

/Dated: 23.09.2021

Copy forwarded to the Executive Engineer, Additional Spillway Mechanical Division, Hirakud / Executive Engineer, Additional Spillway Division, Hirakud/ Executive Engineer, Burla Irrigation Division, Burla / Executive Engineer, Sambalpur Irrigation Division, Sambalpur for information and necessary action.

Sd/-  
Superintending Engineer

Memo No: 10243 (4)

/Dated: 23.09.2021

Copy to all Sub-Divisional Officers / D.A.O. / Cashier / Auditor of this Division for information and necessary action.

Sd/-  
Superintending Engineer

Memo No: 10244

/Dated: 23.09.2021

: Copy of Quotation Call Notice to the Notice Board of Division Office.

Sd/-  
Superintending 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, Insurance Certificate, Fitness Certificate, valid Contract Carriage Permit, Proof of up-to-date tax payment, Pollution under Control Certificate 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 in any manner what so ever. The bidder shall be responsible for all such litigations.
2. The hire charges to be paid for **monthly/ per day** basis is final, but does not include cost of diesel, which is to be paid separately basing on actual consumption, if supplied by the agency 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 & different 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 the salary of the driver shall be borne by the owner.
4. In case of break down 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 the liberty to reject the agreement and may engage vehicle from other source.
6. The vehicle shall report for duty for minimum 25 days in a month. The duty of the vehicle owner is to provide the vehicle every day without hindrances. If vehicle will not report for duty on any day the under signed will be forced to deduct proportionate hire charges for that day. The vehicle will be allowed for servicing or other repair works as per convenience of the officer.
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. Further as the works are in progress, vehicle may be required in the night shift also.
8. The vehicle may be required to be stationed at Bhubaneswar whenever necessary on Govt. Duty.
9. No advance payment against hire charges will be made **Monthly/ Per day** basis hire charges and reimbursements towards cost of diesel (as per actual) and lubricants (as per Govt. norms) of the selected bidder will be paid in every succeeding month, subject to production of bill in time and availability of fund.
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 be given one month notice before termination of contract.
12. In case 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. Any violation of the terms of contract shall lead to forfeiture of the entire amount of security deposit.
14. On satisfactory delivery of service, the authority reserves the right to extend the agreement period with willingness of the agency.

**Superintendin Engineer  
Main Dam Division, Burla**

**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 the 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. Contact details of the service provider (Quotation)  
Mobile\_\_\_\_\_Telephone\_\_\_\_\_Mail ID:\_\_\_\_\_

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

**Signature of the Bidder**

**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**



Sold for the work - on payment of Rs...../- (Rupees ..... ) only

Vide Money Receipt No..... Dt..... against

Cash / Demand Draft No..... Dt. .... payable at

Burla, Sambalpur.

**Superintending Engineer,  
Main Dam Division, Burla**

**Superintending Engineer,  
Main Dam Division, Burla**