



**ODISHA KHADI AND VILLAGE INDUSTRIES BOARD,
KHARAVELANAGAR, UNIT-III, BHUBANESWAR**
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XL-VI-VEH-01/25 No. 1460 /OK&VIB
Bhubaneswar, Dated 10th, April, 2025

QUOTATION CALL NOTICE

Sealed quotations are invited from interested reputed Travel Agencies / Tour operators / Private Individuals for providing two Swift Dezire or similar model vehicle and one pool vehicle (Tiago/Bolt/Celerio etc) for official use throughout State by the Odisha Khadi & Village Industries Board on monthly rent basis. The general conditions for engagement of vehicle as follows:

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 Bhubaneswar Municipal Corporations, shall be registered on GeM platform.
3. The vehicle must be in road worthy condition, shall not be more than 03 years old from the date of initial registration and must have valid Registration Certificate, Insurance Certificate, Fitness Certificate, Pollution Under Control Certificate, valid Contract Carriage permit, proof of up-to-date tax payment etc. 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 Secretary, Odisha Khadi & Village Industries Board, Bhubaneswar and submit along with the tender as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders.
7. The monthly rate of hire charge be quoted separately in the general bid information (excluding fuel and lubricants).

8. The vehicle must achieve a fuel efficiency of 17 K.M per litre.
9. The details of the make and year of manufacture of the vehicle, Registration Certificate No, mileage (kms covered per liter) 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-B).
10. The Quotation/Tender completed in all respects should reach the undersigned on or before **30.04.2025 by 3.00 P.M.** and shall be opened before a committee comprising of the FA & CAO, Asst. Secretary and OSD on the same day at 04.00 P.M. in presence of the bidders or their authorized representatives.
11. The application form / quotation / tender containing General Bid Information & Terms and Conditions for Hiring of Vehicles etc. will be available in the office of Odisha Khadi & Village Industries Board on payment of Rs.1,000/- (Rupees one thousand) only from 15.04.2025 to 30.04.2025 or can be downloaded from Odisha Khadi & Village Industries Board, Bhubaneswar Website- (www.odishakhadi.in) from 15.04.2025 to 30.04.2025. In case the application form is downloaded from OK&VI Board website, the applicant shall furnish a Demand Draft for an amount of Rs.1,000/- (Rupees one thousand) only towards the cost of application along with the application payable to Secretary, Odisha Khadi & Village Industries Board, Kharvel Nagar, Bhubaneswar.

Memo No. 1461 /dt. 10/04/2025

A. Mishra
Secretary 10/4/25

Copy to the Additional Secretary to Govt., MSME Deptt., Govt. of Odisha, Kharvel Nagar, Bhubaneswar/ Director of Industries, Odisha, Cuttack/ General Manager, DIC, Bhubaneswar / Director of EP & M, Bhubaneswar / State Director, Khadi & V.I. Commission, Udyogpuri, Bhubaneswar for information & necessary action with a request to display call notice in their notice Board for wide Publicity.

Memo No. 1462 /dt. 10/04/2025

A. Mishra
Secretary 10/4/25

Copy forwarded to the OIC, (Accts. / Computer) with a request to upload the Tender Call Notice in the website of Odisha Khadi & Village Industries Board.

A. Mishra
Secretary 10/4/25

TERMS AND CONDITIONS FOR HIRING OF VEHICLE

The following terms and condition must be fulfilled by the successful bidder for providing three number vehicles on hire on monthly rent basis.

1. The hired vehicles, during period of contract / hiring, 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 etc and D.L. of the driver available all the times. The Odisha Khadi & V. I. Board hiring the vehicle shall not be responsible for any damage / loss caused to hired vehicle 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 as per existing Government norms. All the expenditure of the vehicle towards repair, replacement of spare parts, Lubricants oil of /engine, Gear Box and differential Coolant, Tyres and 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 vehicle of the same or better model shall be provided by the owner of the vehicle / bidder.
5. In case the vehicle does not report regularly, the authority will be at liberty to reject the agreement and may engage vehicle from other source.
6. The vehicle 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 Petrol (as per actual) (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 of the service provider and no advance e 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 service are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
11. In case service provider intends to withdraw the services of his vehicle and terminate the agreement, it shall be mandatory upon him to give one month notice before such withdrawal of service and termination of agreement.
12. If the bidder violates any of the terms of contract, Odisha Khadi & V. I. Board shall forfeit the entire amount of security deposit.
13. GST registration and G e M registration are compulsory for any service provider to provide hired vehicles to Government Offices through Gem or through open bidding.

GENERAL INFORMATION

Sl. No.	Particulars	
1	Name of the Service Provider	
2	Complete Address	
3	OGST 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	Proposed hire charge of the vehicle per month excluding fuel cost.	
18	Rate of fuel consumption / Mileage per litre	
19	Contact Number of the Service Provider (Tender/ Quotationer)	
20	Contact number of Driver	

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

Seal & Signature of
Quotationer / Tenderer