

**DIRECTORATE OF EXPORT PROMOTION AND MARKETING, ODISHA,
RAPTANI BHAWAN, 1ST FLOOR, NAYAPALLI, BHUBANESWAR-751015.**

No.IX-EMET-03/2023- 1212 /EPM, Dt. 13.03.2024

TENDER CALL NOTICE

Sealed quotations are invited from reputed travel agencies / tour operators or private individuals for providing (a).One No of Honda City / Ciaz / Maruti Ertiga or Similar Model Vehicle (b) One No of Tiago / Bolt / Celerio (Petrol) similar model vehicle for official use in the Directorate of Export Promotion and Marketing, Odisha, Bhubaneswar. The details of terms and conditions of tender and tender documents can be downloaded from the website of the Directorate of Export Promotion & Marketing from dt. 14.03.2024. The last date of submission of tender is dt.20.03.2024 at 5.00 P.M. and the same will be opened on dt.21.03.2024 at.12.00 P.M.

For details visit Directorate of Export Promotion & Marketing web site www.depmoisha.nic.in.


DIRECTOR

Memo No. 1213 dt. 13.03.2024

Copy forwarded to the Director, I&PR Department, Bhubaneswar for information & necessary action. He is requested to publish the same in two leading odia / a local English daily news paper for wide circulation and submit the bill in triplicate to this office for drawal of amount in their favour.


DIRECTOR

Memo No. 1214 /EPM., dt. 13.03.2024

Copy forwarded to the Establishment Officer / Office notice board for information and necessary action.


DIRECTOR

**DIRECTORATE OF EXPORT PROMOTION AND MARKETING, ODISHA,
RAPTANI BHAWAN, 1ST FLOOR, NAYAPALLI, BHUBANESWAR-751015,**

No. IX-EMET- 03/2023- 1215 /EPM, Dt. 13.03.2024

Quotation / Tender Call Notice

Sealed quotations / tenders are invited from the reputed Travel Agencies / Tour Operators or private individuals for providing (a).One No of Honda City / Ciaz / Maruti Ertiga or Similar Model Vehicle (b) One No of Tiago / Bolt / Celerio (Petrol) similar model vehicle for official use in the Directorate of Export Promotion and Marketing on monthly rent basis as per the terms and conditions as at Annexure-I.

- (1) 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, proof of up to date tax payment etc. which are mandatory for plying of vehicle.
- (2) 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.
- (3) The Driver should be well behaved, gentle and 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 the Director EP&M and submit along with the tender as security deposit after completion of tender process. The amount will be refunded to the unsuccessful bidders.
- (5) The bidder who will download the tender document from the website are required to submit another Demand Draft of Rs.100/- towards cost of tender paper in respect of each application. The bidder shall quote the rate in the format as per Annexure –II for each vehicle separately.
- (6) The monthly rate of hire charge is quoted separately in the general bid information (including fuel and lubricants).
- (7) The vehicle must achieve fuel efficiency as per 12 km/per liter and 17 km/ per liter fixed by the Government vehicles as mentioned at (a) and (b) respectively.

- (8) The details of the make and year of manufacture of the vehicle, registration 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 genera bid information to be furnished with the Quotation (Annexure-III).
- (9) The quotation completed in all respect should be submitted to this Directorate through SPEED POST only on or before dt.20.03.2024 by 5.00 P.M. and shall be opened on dt.21.03.2024 at 12.00 P.M. in presence of the bidders or their authorized representatives.
- (10) The application form of quotation / tender containing General Bid Information & Terms and conditions for Hiring of Vehicles etc. will be available with Director, EP&M from dt.14.03.2024 to dt.20.03.2024 or can be downloaded from EP&M. Website www.depmodisha.nic.in from dt. 15.03.2023 to dt. 20.03.2024 by 5.00 P.M


DIRECTOR

Memo No. 1216 /EPM, Dt.13.03.2024

Copy forwarded to Director of Industries, Odisha, Cuttack / M.D. OSIC, Madhupatna, Cuttack / M.D. OSFC, OMP Square, Cuttack / Secretary KVIC, Bhubaneswar / Senior Scientific Officer, Testing Laboratory, Cuttack / Director Handicraft and Cottage Industries, Bhubaneswar for information and display of the quotation notice in their Notice Board for public information.


DIRECTOR

Memo No. 1217 /EPM, Dt.13.03.2024

Copy forwarded to the Senior Information Officer., NIC, Odisha, Bhubaneswar for information & necessary action


DIRECTOR

Memo No. 1218 /EPM, Dt.13.03.2024

Copy forwarded to Deputy Director (Marketing) for information. He is directed to hoist this in DEP&M website by dt.15.03.2024 for wide publication.


DIRECTOR

Annexure-I.

TERMS AND 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 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, proof of up to date tax payment 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 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 and lubricants 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.
3. It shall be 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 a vehicle of the same or better model shall be provided by the owner of the vehicle /bidder.
5. In case, the vehicle do 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. As and when required, the driver will have to report for duty on holiday. No extra payment shall be demanded.
8. The driver of the vehicle will have to maintain the Log book as per the prescribed format of the Grant and obtain signature of the officer using the vehicle on each and every entry.

(Contd....P/2)

= 2 =

9. Monthly hire charges and reimbursement towards cost of diesel (as per actual) and lubricants (as per Govt. norms) of selected bidder will be paid in every succeeding month, as far as possible within fifteen days of the submission of bills along with the copy of Log book by the service provider subject to availability of funds and no advance payment will be made.

10. The vehicle shall not be more than 3 years old from the initial registration/purchase 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 give 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.

The bidder should have valid requisition under GST Act.



Signature of

Quotation/Tender Calling Authority.

Annexure - II**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) Insurance validity : -
- 10) Name / Address of the Driver : -
- 11) D.L. No. & Validity of the D.L. of the Driver-
- 12) Proposed hire Charge of the vehicle per month
excluding fuel cost:
- 13) Rate of fuel consumption / Mileage per litre:-
- 14) Contact Number 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**