



**GOVERNMENT OF ODISHA  
DEPARTMENT OF WATER RESOURCES**

**OFFICE OF THE SUPERINTENDING ENGINEER  
ADDITIONAL SPILLWAY DIVISION, BURLA**

**QUOTATION DOCUMENT**

**QCN No.: 04/2024-25 Dated.05.07.2024**

**Name of Work:**

1. "Hiring of one private vehicle for official use of Superintending Engineer, Additional Spillway Division, Burla for the year 2024-25 (From 01.08.2024 to 31.03.2025)
2. "Hiring of one private vehicle for official use of Sub Divisional Officer, Additional Spillway Sub Division No.-I, Hirakud for the year 2024-25 (From 01.08.2024 to 31.03.2025)

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

Superintending Engineer  
Additional Spillway Division, Burla

**OFFICE OF THE SUPERINTENDING ENGINEER**  
**ADDITIONAL SPILLWAY DIVISION, BURLA-768017**  
**Phone No.: 0663-2430080**  
**'e' mail ID: [eeasdhirakud@gmail.com](mailto:eeasdhirakud@gmail.com)**  
\*\*\*\*\*

No.756

/Dated : 0 5 . 0 7 . 2 0 2 4

**SHORT QUOTATION CALL NOTICE No. 04/2024-25**

Sealed Quotations are invited from interested reputed Travel agencies/ Tour operators/ Private individuals having valid GST and PAN Card for providing one number of AC diesel/ petrol driven vehicle BS-VI compliant (**TUV 300/ Bolero/Sumo Gold/ Ertiga or equivalent model**) having seating capacity not less than five including Driver (which shall confirm to the terms & conditions of the quotation call notice) for official use of the following offices for inspection of the official work on monthly rent basis.

Sl. No.	Name of the Work	Type of vehicle	Fuel Used	Required No.
1	Hiring of one private vehicle for official use of Superintending Engineer, Additional Spillway Division, Burla for the year 2024-25 (From 01.08.2024 to 31.03.2025)	TUV 300/ Bolero/ SumoGold/ Ertiga or equivalent model	Diesel/ Petrol	01 (One)
2	Hiring of one private vehicle for official use of Sub Divisional Officer, Additional Spillway Sub Division No.-I, Hirakud for the year 2024-25 (From 01.08.2024 to 31.03.2025)	TUV 300/ Bolero/ SumoGold/ Ertiga or equivalent model	Diesel/ Petrol	01 (One)

Cost of Quotation Document (Non-refundable)	Sale of Quotation Document		Last Date to Drop of Quotation	Opening of Quotation
	From	To		
Rs.1000/-(One thousand) (Cash/DDB by hand) per each work	06.07.2024	15.07.2024	15.07.2024	16.07.2024
Rs. 1000/-(One thousand)(DD) (In case of download of document) per each work	At 10.00 AM	Up to 5.00PM	Up to 05.00 PM	At 11.00 AM

- The details are available in office of the Superintending Engineer, Additional Spillway Division, Burla during office hours and also in the websites <https://dowr.odisha.gov.in>, <https://odisha.gov.in>, <https://sambalpur.nic.in> and [degcsam.od@nic.in](mailto:degcsam.od@nic.in).
- The Quotation Document may be purchased by hand from office of the Superintending Engineer, Additional Spillway Division, Burla on any working day during office hours (except Govt. Holidays) on deposit of cost of tender document as indicated in the above table in shape of cash/ account payee Demand Draft (Non-refundable) from any Nationalized Bank drawn in favour of Superintending Engineer, Additional Spillway Division, Burla.
- The Quotation Document can also be downloaded from the Govt. Web sites <https://dowrodisha.gov.in> or <https://sambalpur.nic.in> However, the cost of Quotation document as indicated in the above table must be deposited with the Quotation documents in shape of account payee Demand Draft from any Nationalized Bank drawn in favour of Superintending Engineer, Additional Spillway 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.
- The Quotation will be received and opened in the office of the **Superintending Engineer, Additional Spillway Division, Burla**, as per the date and time indicated in the above table 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 Post/Courier/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, 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.5600/-** (Rupees Five Thousand six hundred) only in shape of N.S.C./Post Office Saving Bank Account/Post Office Time Deposit Account/KVP/ Unconditional and Irrevocable Bank Guarantee (BG) pledged in favour of **Superintending Engineer, Additional Spillway Division, Burla**, in the standard format from any Nationalized/Scheduled Commercial Bank located anywhere in the country with Branches at Bhubaneswar with facility of authentication & encashment at Burla/ Sambalpur branch, otherwise the quotation will be rejected. After completion of quotation process, the security deposit will be refunded to the un-successful 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 **10 kilometres** per litre for Diesel vehicle and **12 kilometres** per litre for Petrol vehicle.
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 or 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 fixed 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**  
**Additional Spillway Division,**  
**Burla**

**Memo No: 7 5 7 - 7 5 9**

/Dated:05.07.2024

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

Sd/-  
**Superintending Engineer**

**Memo No: 760**

/Dated:05.07.2024

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 **06.07.2024**. The soft copy of the notice also sent through Mail Id: [iprsec.or@nic.in](mailto:iprsec.or@nic.in) / [ipr.advt@gmail.com](mailto:ipr.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 - Hard & soft Copy
2. Short version of the paper publication Notice

Sd/-  
**Superintending Engineer**

**Memo No:761**

**/Dated:05.07.2024**

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.dowr.odisha.gov.in](http://www.dowr.odisha.gov.in) by **06.07.2024**. The soft copy of the quotation call notice along with quotation documents also sent through Mail Id: [ddmis-eicwr.od@nic.in](mailto:ddmis-eicwr.od@nic.in).

- Encl: 1) Quotation Call Notice - Soft copy & quotation documents  
2) Quotation call Notice - Hard copy.

Sd/-  
**Superintending Engineer**

**Memo No: 7 6 2**

**/Dated:05.07.2024**

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 **06.07.2024** The soft copy of the quotation call notice along with quotation documents also sent through Mail Id: [tendersorissa@gmail.com](mailto:tendersorissa@gmail.com).

- Encl: 1) Quotation Call Notice - Soft copy and quotation documents.  
2) Quotation call Notice - Hard copy.

Sd/-  
**Superintending Engineer**

**Memo No: 7 6 3 - 7 6 4**

**/Dated:05.07.2024**

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:765**

**/Dated:05.07.2024**

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 <https://sambalpur.nic.in> by **06.07.2024**. The soft copy of the quotation call notice along with quotation documents also sent through Mail Id: [orisam@nic.in](mailto:orisam@nic.in).

- Encl: 1) Quotation Call Notice - Soft copy and quotation documents.  
2) Quotation call Notice - Hard copy.

Sd/-  
**Superintending Engineer**

**Memo No: 7 6 6 - 7 6 7**

**/Dated:05.07.2024**

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

Sd/-  
**Superintending Engineer**

**Memo No:768**

**/Dated:05.07.2024**

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

Sd/-  
**Superintending Engineer**

**Memo No: 7 6 9 - 7 7 3**

**/Dated:05.07.2024**

Copy forwarded to the Superintending Engineer Main Dam Division Burla/ Superintending Engineer, Burla Irrigation Division, Burla / Superintending Engineer, Sambalpur Irrigation Division, Sambalpur/ Superintending Engineer, Additional Spillway Mechanical Division, Hirakud for information and wide publication of notice.

Sd/-  
**Superintending Engineer**

**Memo No:774-778**

**/Dated:05.07.2024**

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

Sd/-  
**Superintending Engineer**

**Memo No: 7 7 9**

**/Dated:05.07.2024**

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

Sd/-  
**Superintending Engineer**

ANNEXURE-A  
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.

Superintending Engineer  
Additional Spillway Division, Burla

**GENERAL INFORMATION FOR HIRING VEHICLES**

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	Contract Number of the Service Provider(Tenderer/Quotationer)	
20	Contact number of Driver	

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

Signature of the Quotationer/Tenderer

**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 Department. 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/Tenderer**



Sold for the work –

on payment of Rs...../- (Rupees ..... ) only

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

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

Burla, Burla.

**Superintending Engineer**  
**Additional Spillway Division, Burla**