



ଜିଲ୍ଲା ଦାକ୍ଷତା ବିକାଶ  
ଡିଆ ନିୟୋଜନ କାର୍ଯ୍ୟାଳୟ, ରାୟଗଡ଼ା  
DISTRICT SKILL DEVELOPMENT  
& EMPLOYMENT OFFICE,  
RAYAGADA

At- Collectorate Campus, Rayagada-765001  
E-mail: [deex\\_rayagada@yahoo.in](mailto:deex_rayagada@yahoo.in)

No. 1386 /DSDEO,Rayagada

Date. 11 / 12 / 2024

**SEALED QUOTATION/ TENDER CALL NOTICE**

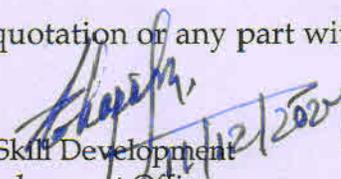
Sealed quotations are invited from interested Farms/Travel Agencies or private individuals for providing the following type of vehicle on monthly hiring basis for official use at the District Skill Development-cum--Employment Office, Rayagada towards supervision and monitoring of the Skill Development Training Programme & other related activities in the district.

Sl. No	Vehicle Make & Model (Will be used by District Level Officer)	Hiring Charges per month	Minimum Average Fuel Mileage	Unit Required
As per Finance Department O.M. No.22924/F Date 14.08.2023(Attached at Annexure-IV)				

The detail Terms and Conditions (Annexure-I) of the Tender along with Application Form (Annexure-II) are available in the district website <https://www.rayagada.nic.in> which may be downloaded by the interested parties. It can be obtained in person from office of District Employment Exchange, Rayagada also.

The Tender Papers along with all required documents from the interested Farms/Travel Agencies or private individuals should be filed in the office of the District Skill Development-cum-Employment Officer, Rayagada on or before **16.12.2024 by 1 P.M** or it may sent through registered post/speed post in the address of District Skill Development-cum-Employment Officer, Rayagada At- Under the campus of District Collectorate, Rayagada Pin-765001 in a sealed cover super scribed "Tender/Quotation for providing vehicle on hire basis". The Tender/Quotation received after scheduled date & time or in incomplete manner shall be summarily rejected. The Tender/quotation shall be opened on the same day i.e. 16.12.2024 at 3 P.M in presence of the committee members and bidders or their nominated representatives in the office chamber of the District Skill Development-cum-Employment Officer, Rayagada.

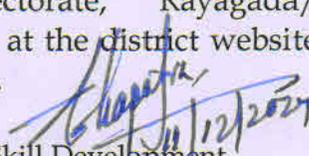
The undersigned reserves the every right to cancel/reject the quotation or any part without assigning any reason thereof.

  
District Skill Development  
cum Employment Officer,  
Rayagada

Date. 11 / 12 / 2024

Memo No. 1387 /DSDEO,Rayagada

Copy along with copy of the enclosure(ATC) submitted to the Notice Board of Collectorate, Rayagada/Zilla Parisada, Rayagada/DIPRO, Rayagada/Sub-Collectorate, Rayagada/Gunupur/Office Notice Board, Rayagada/Gunupur/ DIO, NIC to upload at the district website <https://www.rayagada.nic.in> for information and necessary wide publicity.

  
District Skill Development  
cum Employment Officer,  
Rayagada

Memo No. 1388 /DSDEO,Rayagada

Date. 11 / 12 / 2024

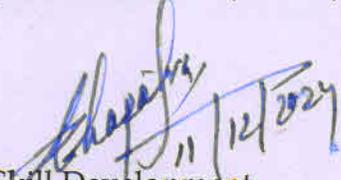
Copy submitted to the members Vehicle Tender opening and Selection Committee, Rayagada for kind information and necessary action.

  
District Skill Development  
cum Employment Officer,  
Rayagada

Memo No. 1389 /DSDEO,Rayagada

Date. 11 / 12 / 2024

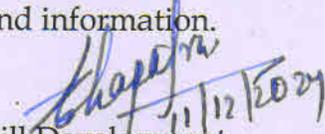
Copy submitted to the Director of Skill Development-cum-Employment cum CEO,OSDA, Odisha, Bhubaneswar for favour of kind information.

  
District Skill Development  
cum Employment Officer,  
Rayagada

Memo No. 1390 /DSDEO,Rayagada

Date. 11 / 12 / 2024

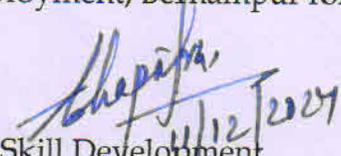
Copy submitted to the PA to the Collector, Rayagada for favour of kind information.

  
District Skill Development  
cum Employment Officer,  
Rayagada

Memo No. 1391 /DSDEO,Rayagada

Date. 11 / 12 / 2024

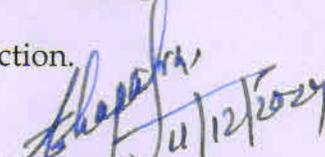
Copy submitted to the Dy. Director of Skill Development-cum-Employment, Berhampur for favour of kind information.

  
District Skill Development  
cum Employment Officer,  
Rayagada

Memo No. 1392 /DSDEO,Rayagada

Date. 11 / 12 / 2024

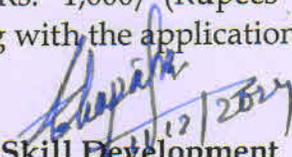
Copy to the Estt. Section/ vehicle file for information and necessary action.

  
District Skill Development  
cum Employment Officer,  
Rayagada

TERMS AND CONDITIONS:-

- (i) The vehicle must be on road worthy condition and should have a valid R.C, Insurance, fitness, pollution clearance & valid contract carriage permit. The driver of the vehicle should have a valid driving license for transport passenger vehicle & should be experienced one.
- (ii) The remuneration of the driver along with repair / maintenance charges and other operating costs including road taxes will be borne by the Farm/Travel Agency.
- (iii) The driver of the vehicle should have specific Mobile number and attend the call round the clock if required. No separate payment would be made for the same.
- (iv) The cost of fuel and hiring charges will be paid by the undersigned time to time on receipt of funds released by the Director of Skill Development-cum-Employment, Odisha, Bhubaneswar for the purpose.
- (v) The bidder should give willingness in writing that the agency is ready to send the vehicle to interior pockets of the district if required.
- (vi) The contract shall be valid for an initial period of one year starting from the date of issue of work order and the department may be extend the contract for one year more on the same term and conditions with subject to the services are found satisfactory.
- (vii) The legible & clear photo copies of all the documents should accompany the bid. The bid accompanied with illegible documents shall be summarily rejected.
- (viii) The vehicle to be deployed should be preferable not more than 3 years old and must have commercial license/registration. Preference will be given to bidders deploying new/latest vehicles.
- (ix) Zero based mileage i.e. mileage starting and ending at/from duty or drop off location shall be adopted for the purpose of calculating kilometers.
- (x) The disengagement of vehicle during the contract period, two months prior notice is required for both the office & service provider.
- (xi) The vehicle provided/ deployed under the agreement should not used for any other purpose.
- (xii) The tender shall ensure that the vehicle is always fully insured including insurance claim of the driver and all other passengers and all statutory dues/ taxes are paid in time and shall also comply with Motor Vehicle Acts/Rules/ Other statutory requirement. This office shall not be responsible for any of the aforesaid claims/ dues.
- (xiii) Monthly hire charges and reimbursements towards cost of POL (as per actual) of selected bidder will be paid in every succeeding month, as possible within fifteen days of the submission of bills by the service provider and Petrol Pump.
- (xiv) The tender quoting lowest rate will be declared as successful bidder.
- (xv) The District Skill Development-cum-Employment Officer, Rayagada reserves the right to reject all or any of the offers without assigning any reason thereof and the decision of this office shall be final and bidding.
- (xvi) The office hiring the vehicle shall not be responsible for any person damages to any property on account of use of hired vehicle any manner whatsoever.
- (xvii) The hirer shall be responsible for any vehicle bank finance issues. If such issues arise during engagement of the vehicle, the hirer will replace the same model or higher model to the District Skill Development cum Employment Officer, Rayagada at an earliest without any delay.

- (xviii) A sum of Rs. 5,000/- (Five Thousand) only shall be deposited by the intending bidders in shape of Bank Draft drawn in favour of the District Skill Development cum Employment Officer, Rayagada and submitted along with the tender as security deposit. After completion of tender process, the amount will be refunded to the unsuccessful bidders.
- (xix) If the bidder violates any of the terms of the contract, Government shall forfeit the entire amount of security deposit and pending hiring charges of the vehicle.
- (xx) In case the application form is downloaded from Govt. website, the applicant shall furnish a Demand Draft for an amount Rs. 1,000/- (Rupees One Thousand) only towards the cost of application along with the application.

  
District Skill Development  
cum Employment Officer,  
Rayagada

SEALED QUOTATION SUBMISSION FORMART

Name of the Quotationer/ Tenderer-

Performa-

Sl. No	Vehicle Make & Model (Will be used by District Level Officer)	Hiring Charges per month	Minimum Average Fuel Mileage Per K.M.
1	2	3	4

Seal & Signature of the  
Quotationer/ Tenderer with date

**APPLICATION FORM FOR PROVIDING VEHICLE ON HIRE BASIS DURING  
ENGAGEMENT AT DSDE, OFFICE, RAYAGADA**

1	Registration No. of the vehicle (Enclose copy of the RC 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 (Enclose copies of the documents of I.D & Address proof)		
7	Fitness Certificate validity (Enclose documentary proof)		
8	Permit validity (Enclose documentary proof)		
9	Insurance validity (Enclose documentary proof)		
10	Name/Address of the Driver (Enclose copies of document of I.D. & Address proof)		
11.	D.L. No. & Validity of the D.L. of the Driver (Enclose Photo copy of the D.L.)		
12	Proposed Hire charges of the vehicle per month excluding fuel cost in rupees.		
13	Rate of fuel consumption/ Mileage per liter		
14	GST/PAN Number of the Quotationer (Enclose documentary proof))		
15	Contact Number of the Service Provider (Tenderer/ Quotationer )	Mobile No.	Tele. No.

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

**Seal & Signature of the  
Quotationer/ Tenderer with date**