

OFFICE OF THE PROJECT DIRECTOR, WATERSHEDS, GANJAM , BERHAMPUR
QUOTATION CALL NOTICE

No. 3625 Dated. 21/11/25

As per provisions outlined in the Office Memorandum No. 15836/F.,FIN-COD-MV-0004-2018, Dtd. 27.05.2025 of Government of Odisha Finance Department Sealed quotations/tenders are invited from interested reputed Travel Agencies/ Tour Operators/ Private individuals for providing one nos. of AC Petrol/Diesel driven vehicle having sitting capacity 7(seven) nos. including driver(preferably Bolero), which shall conform to the Terms & Conditions (Annexure –A) for official use in o/o Project Director, Watersheds, Ganjam, Berhampur on monthly rent basis:

- 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 Municipal Corporations, shall be registered on GeM platform.
- 3) 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, Pollution 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) The engagement and employment of Drivers and payment of wages to them as per existing provisions of various labour laws and regulation is the sole responsibility of the Travel Agency and any breach of such laws or regulations shall be deemed to be breach of this contract.
- 7) A sum of Rs.5000/- shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the **Project Director, Watersheds, Ganjam, Berhampur** and submitted along with the tender as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders.
- 8) The monthly rate of hire charge be quoted separately in the general bid information(Excluding fuel and lubricants).
- 9) The vehicle must achieve a fuel efficiency of 10 K.M per Litre.
- 10) The details of the make and year of manufacture of the vehicle , registration no. , mileage (KM covered per litre) and name of the Driver, Driving License No. and period of validity should be specifically provided in the general bid information to be furnished with Quotation/Tender(Annexure-B).
- 11) The Quotation completed in all respect should reach the undersigned on or before 05.12.2025 by 1.00 P.M and shall be opened on the same day at 3.00 P.M in presence of the bidders or their authorised representatives.
- 12) The application form of quotation containing General Bid Information & Terms and conditions for Hiring of Vehicles etc. will be available in Annexure-B or can be downloaded from Odisha Govt. Website www.odisha.gov.in .


Project Director, Watersheds,
Ganjam, Berhampur

P.T.O

Memo No. 3626

Dated 21/11/25

Copy along with Quotation Call Notice to all Local offices of Berhampur for information and necessary with a request to display the notice in their office notice board for wide publication.

 21-11-25

Project Director, Watersheds,
Ganjam, Berhampur

Memo No. 3627

Dated 21/11/25

Copy submitted to the Collector, Ganjam, Chatrapur, Zilla Parishad, Ganjam, Chatrapur, with request to display this Call Notice in their office notice board for wide publication.

 21-11-25

Project Director, Watersheds,
Ganjam, Berhampur

Memo No. 3628

Dated 21/11/25

Copy in duplicate and one soft copy forwarded to the Deputy Director, Information and Public Relation Department, Odisha, Bhubaneswar for information with a request to arrange for publication of this tender once in two leading Odia daily Newspaper latest by Advertisement Manager may kindly be requested to communicate the copies of the advertisement to this office immediately after Publication for record and reference at this end.

 21-11-25

Project Director, Watersheds,
Ganjam, Berhampur

Memo No. 3629

Dated 21/11/25

Copy along with soft copy submitted to the DIO, District Informatics Centre, Ganjam with request for floating the quotation in Ganjam District NIC Website for wide circulation.

 21-11-25

Project Director, Watersheds,
Ganjam, Berhampur

Memo No. 3630

Dated 21/11/25

Copy submitted to the Directorate, Soil Conservation and Watershed Development, Odisha, Bhubaneswar for favour information and necessary action.

 21-11-25

Project Director, Watersheds,
Ganjam, Berhampur

Memo No. 3631

Dated 21/11/25

Copy to Notice Board.

 21-11-25

Project Director, Watersheds,
Ganjam, Berhampur

Terms and Conditions

The following terms and conditions must be fulfilled by the successful bidder for providing a vehicle on hire on monthly rent basis.

The hired vehicles, during period of contract, shall have all necessary valid MV documents such as valid Registration Certificate, Insurance Certificate, Pollution 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.

- 1) This 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 damages 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 fuel, which is to be paid separately basing on actual consumption and 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 the responsibility of the bidder to provide a good driver and the remuneration 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 of the vehicle do not report regularly, the authority will be at liberty to terminate the agreement without prior notice.
- 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 . No extra payment shall be demanded.
- 8) Monthly hire charges and reimbursements towards cost of fuel (as per actual) and lubricants(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 by the service provider and no advance 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 period of contract.
- 10) If the services are found to be unsatisfactory , the client shall give one month notice and terminate the agreement.
- 11) In case the 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.
- 12) If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.

 21-11-25

Project Director, Watersheds,
Ganjam, Berhampur