

**ODISHA CO-OPERATIVE TASAR & SILK FEDERATION (SERIFED) LTD**

Sahid Nagar, Janpath,

Bhubaneswar-751007

No-V-08(17)/Serifed/23-24/ 2378

Tel : 2545852 / 2545586 (Off.)

email: serifedodisha@gmail.com

Date: 18.12.2023

**REQUIRESHIRING OF VEHICLE**

SERIFED an Apex Co-Operative Federation requires hiring of vehicle (Four wheeler) 5 sitter in monthly charges with driver subject to maximum of Rs. 20, 000.00 / month for office use with Govt. of Odisha in Finance Deptt. guide lines vide Letter No. 2924 dated 14.08.2023 within 15 days i.e. latest by 30.12.2023 up to 4.00 PM, for details, please visit the SERIFED website [www.serifedodisha.in](http://www.serifedodisha.in). The Authority reserves the rights to accept or reject any application without assigning reasons thereof.

Sd/-

MANAGING DIRECTOR

**ODISHA CO-OP. TASAR & SILK FEDERATION (SERIFED) LTD,  
BHUBANESWAR**

**Sahid Nagar,Janpath,Bhubaneswar,Tel:0674-  
2545852,2545586,Email:serifedodisha@gmail.com**

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Sealed quotationare invited from interested reputed Travel Agencies/Tour operators of private individuals for providing 1 (one) no. of vehicle (Four wheeler) having sitting capacity of 5(five) including driver, which shall confirm to the Terms & condition as (Annexure-II) with following norms for official use in the office of Odisha Co-Op. Tassar& Silk Federation (SERIFED) ,Bhubaneswar. This is subject to maximum of Rs. 20, 000.00 / month with Govt. of Odisha in Finance Deptt. guide lines vide Letter No. 2924 dated 14.08.2023 and submit within 15 days i.e. latest by 30.12.2023 up to 4.00 PM. For details, please visit the SERIFED website [www.serifedodisha.in](http://www.serifedodisha.in).The Authority reserve the rights to accept or reject any application without assigning reasons thereof.

- 1) The vehicle must be in Road worthy condition,shall not be more 3 years old from the date of initial registration and must have valid Registration certificate, Insurance certificate, Fitness certificate,valid contract carriage permit,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 & 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 from any Nationalized Bank drawn in favour of the **Odisha Co-Op. Tassar& Silk Federation (SERIFED) , Bhubaneswar**payable at **SBI, Sahidnagar Market Branch, Bhubaneswar** and submitted along with quotation as security deposit. After completion of the quotation process, the amount will be refunded to the unsuccessful bidders.
- 5) The monthly rate of hire charge (exclusive of all Taxes GSTN) to be quoted separately in the general bid information(excluding fuel & lubricants).
- 6) The vehicle must achieve a fuel efficiency of 17 Kms per liter.
- 7) 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 & period of validity should be specifically provided in the general bid information to be furnished with the quotation.(Annexure-III)

- 8) The Quotation completed in all respect should reach the undersigned on or before 30.12.2023 by 4.00 p.m& shall be opened on dt. 02.01.2024 by 4.30 p.m in presence of the bidders or their authorized representatives.
- 9) The application form of quotation containing general bid information & terms & conditions for hiring of vehicles etc, will be available with office of the SERIFED, Odisha ,Saheednagar,Bhubaneswar on payment of Rs.100/- (Rupees one hundred) only by cashsupported by Money Receipt within office hours. The application form along with the detail of term & condition for hiring of vehicle is available in official website of SERIFED [www.serifedodisha.in](http://www.serifedodisha.in). In case the application form is downloaded from Govt. website, the applicant shall furnish a Demand Draft for an amount of Rs. 100/- (Rupees one hundred) only towards the cost of application along with the application.
- 10) The undersigned reserves the right to cancel the notice and all quotations with assigning any reason thereof.
- 11) The agreement will be executed as per the Government of Odisha in Finance Deptt. Office Memorandum No-29819/F Dated. 30.11.2022.

Sd/-

MANAGING DIRECTOR

Memo No.2379/Date. 18.12.2023/

1. Copy forwarded to the Directorate of Textiles and Handlooms, Odisha, Bhubaneswar for display in Notice Board.
2. Copy to the Notice Board of SERIFED, Bhubaneswar and upload in SERIFED website.

Sd/-

MANAGING DIRECTOR

### **TERM AND CONDITIONS FOR HIRING OF VEHICLES.**

The following term and conditions must 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 up to date tax payment etc. and D.L. of the Driver available all the times. The Department/ Office hiring the vehicles 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 vehicles any manner whatsoever. The hirer shall responsible for all such litigation.
2. The hire charges to be paid for monthly basis is final but does not include cost of petrol/Diesel, which is to be paid separately basing on actual consumption and lubricants as per Government norms.
3. 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.
4. It shall be the responsibility of the bidder to provide a good driver and the salary of the driver shall be borne by the bidder.
5. 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.
6. In case of the vehicle do not report regularly, the authority will be at liberty to reject the agreement may engage vehicle from other source.
7. The vehicles shall report for duty for minimum of 25 days in a month.
8. In case of emergency, the driver will have to report for duty as per the requirements of hirer. No extra payment shall be demanded.
9. Monthly hire charges and reimbursement towards cost of petrol (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.
10. The driver of the vehicle should have the knowledge local language, local routes.
11. The vehicle shall not be more than three years old from the initial registration and also in good running condition during the period of contract.
12. The hired vehicle cannot be used for any private/ commercial purpose beyond office hours of during holiday.
13. The hiring may be discontinued immediately, when the vehicles are no longer required for officer.
14. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
15. 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 serviceand termination of agreement.
16. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.
17. The bidder of the representative should remain present at the time of the opening of the tender otherwise no complain shall be entertained. The right negotiates the rates with the undersigned if necessary.
18. The successful L1 bidder vehicle shall enter into agreement on non-judicial stamp paper with SERIFED, Bhubaneswar before agreement.
19. The undersigned reserved every right to accept or reject any or all of the quotation in full or part without assigning any reason thereof.

Sd/-

**MANAGING DIRECTOR, SERIFED**

**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 Driver	
12) Proposed hire charges of the vehicle per month excluding fuel cost	
13) Rate of fuel consumption / mileage per liter	
14) Contact details 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)**