

ଓଡ଼ିଶା ଲଳିତ କଳା ଏକାଡେମୀ  
(ଓଡ଼ିଆ ଭାଷା, ସାହିତ୍ୟ ଓ ସଂସ୍କୃତି ବିଭାଗ, ଓଡ଼ିଶା ସରକାର)  
ସଂସ୍କୃତି ଭବନ, ମ୍ୟୁଜିୟମ୍ ପରିସର, ଭୁବନେଶ୍ୱର - ୭୫୧୦୧୪  
ଦୂରଭାଷ (୦୬୭୪)୨୪୩୧୬୧୧, ୨୪୩୧୬୧୨



**ODISHA LALIT KALA AKADEMI**

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No...489 .../OLKA

Date...15 ../.09 /2023

## Tender Notice

Sealed quotation / Tenders are invited from interested reputed Travel Agencies/ Tour Operators / Private individuals for providing one Nos. of Ac Petrol/ Diesel driven vehicles having sitting capacity not more than 5 including driver, which shall conform to the Terms & Conditions (Appendix – A&B) for official use in Odisha Lalit Kala Akademi Office on Monthly rent basis. The detail of Tender is available in the office website ([www.odishalalitkalaakademi.org](http://www.odishalalitkalaakademi.org))

Last date of Submission of Tender is 25.09.2023 up to 5.00 pm.  
The tender will be opened on 26.09.2023 at 3.00 pm.

**Secretary**

Memo No...../OLKA

Dated ...../...../2023.

Copy to Notice Board of Directorate of Odia Language, Literature & Culture / Bhasha Pratishthan/ State Archeology / Odisha Sahitya Akademi / Odisha Sangeeta Natak Akademi / Odisha Urdu Akademi for information of interested general travel agencies.

**Secretary**

# **Odisha Lalit Kala Akademi**

## **(Department of Odia Language, Literature & Culture)**

### **Model Bidding Document**

### **Quotation / Tender Call Notice**

Sealed quotation/tenders are invited from interested reputed Travel Agencies/ Tour Operators/ Private individuals for providing One nos. of AC Petrol/Diesel driven vehicles having sitting capacity not more than 5 including driver , which shall conform to the Terms and conditions ( Appendix – A) for official use in OLKA Office on monthly rent basis :

1. The service provider shall have a valid OGST 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. A sum of Rs. 5000 /- Shall be deposited by the intending bidders in shape of Account payee Bank Draft, drawn in favour of the Odisha Lalit Kala Akademi and submitted along with the tender as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders.
7. The monthly rate of hire charge be quoted separately in the general bid information (Excluding fuel and lubricants).
8. The Vehicle must achieve a fuel efficiency of 17 kM per liter.

9. The details of the make and year of manufacture of the vehicle, registration no, mileage (kM covered per liter ) 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 the Quotation / Tender ( Appendix- B).

10. The quotation completed in all respect should reach the undersigned on or before 25.09.2023 by 3.00 P.M. and shall be opened on the next day i.e 26.09.2023 at 4.00 P.M. in presence of the bidders or their authorized representatives.

11. The application form of quotation/ tender contain General Bid information & Terms and conditions for Hiring of Vehicles etc, will be available with [www.odishalalitkalaakademi.org](http://www.odishalalitkalaakademi.org) of the O.L.K.A Akademi of office on payment of Rs.1000/- from 15.09.2023 to 24.09.2023. or can be downloaded from Odisha Lalit Kala Akademi Website [www.odishalalitkalaakademi.org](http://www.odishalalitkalaakademi.org) from date 12.09.2023 to dt24.09.23 . In case the application form is downloaded from Odisha Lalit Kala Akademi website the applicant shall furnish a demand draft for an amount Rs. 100/- ( Rupees One Hundred ) only towards the cost of application along with the application in favor of secretary Odisha Lalit Kala Akademi.



Seal & Signature of  
Quotation / Tender Calling Authority

Secretary  
Designation

## **Terms & Conditions**

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 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.

2. 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 any manner whatsoever. The hirer shall be responsible for all such litigation.

3. 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.

4. 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.

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 terminate the agreement without prior notice.

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 requirement. No extra payment shall be demanded.

9. 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.

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 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 grant 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.

Seal & Signature of  
Quotation/Tender Calling Authority

Designation

**General Information**

<b>SI No</b>	<b>Particulars</b>
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 litter
19	Contact 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.”

Seal & Signature of  
Quotation / Tenderer