

**OFFICE OF THE ACCOUNTANT GENERAL  
(GENERAL & SOCIAL SECTOR AUDIT)  
ODISHA, BHUBANESWAR.**

No.OM-I(G&SSA)/04/36/ 186

Date: 15.11.2018

**QUOTATION CALL NOTICE**

Sealed quotations are invited from registered travel agencies having valid GST registration based at Bhubaneswar only, for **engagement of inspection vehicles (one swift Dzire Diesel for day to day official duty for a period of one year** or till the next quotation is finalized by the Office of the Accountant General (G&SSA), Odisha, Bhubaneswar. The sealed quotation should reach the Sr. DAG (Admn), of O/o the Accountant General (G&SSA), Odisha, Bhubaneswar duly superscripted as “**Quotation for supply of inspection vehicles**” on or before 2.00 PM of **26.11.2018**. Quotation received after the scheduled date and time will not be entertained. The terms and conditions on engagement can be obtained from the OM-I (G&SSA) Section during the Office hours from 11.00 AM to 3.00 PM by **23.11.2018**. Quotations will be opened at **4.00 PM** on **26.11.2018**.

Sd/-  
Sr. Audit Officer/OM-I

## **TERMS AND CONDITIONS.**

### **(INSPECTION VEHICLE FOR DAY TO DAY OFFICIAL DUTY)**

1. The vehicle must have commercial registration. (To be attached with quotation)
2. The vehicle must have a driver with valid professional driving license. (To be attached with quotation) & the salary of the driver
3. The vehicles must be of good condition. On demand, driver should produce the Registration Certificate of the vehicle engaged.
4. The vehicle shall report to duty all day including Saturday, Sunday & Holiday. Duty hour will be 09 AM to 07 PM.
5. The drivers of the vehicles of the travel agency are required to pay the incidental expenses like parking fee, toll tax, and entry fees etc, during their duty period and the same may be claimed for reimbursement along with the bills.
6. In case the vehicle is detained enroute due to mechanical problem or some other reason, the agency shall replace the vehicle immediately.
7. The Accountant General (G&SSA) reserves the right to engage parallel agency as and when required.
8. The Accountant General (G&SSA) reserves the right to terminate the contract at any point of time if the service of the driver as well as the vehicle found unsatisfactory.
9. The vehicle Log book should be maintained properly and submitted along with the monthly bill for processing of payment.
10. Bills should be submitted within 1<sup>st</sup> week of the following month for payment.
11. Deployed vehicles shall have properly cleaned interiors and exteriors. Suitable air freshener and if required air purifiers shall be installed within vehicle.
12. The vehicle(s) provided by the service provider shall have valid Registration Certificate, full comprehensive insurance to cover third party and occupants, fitness certificate, PUC, permit etc and any other relevant permits/licenses essentially required by the RTO and any other statutory bodies for commercial operations, and must be revalidated before the expiry of the due date during the tenure of the contract period.
13. All vehicles shall be equipped with an emergency medical kit and a fire extinguisher.

**Sd/-**  
**Sr. Audit Officer/OM-I**