

At-Kalimandir Pada, Po- Bhawanipatna, Dist.-Kalahandi, Pin-766001

Letter No 886 /DSDEO, Kalahandi.

Date: 24 / 10 / 2025

### **SHORT QUOTATION/ TENDER CALL NOTICE**

Sealed quotation/ tender are invited from interested reputed Travel Agencies/ Tour Operators/ Private individuals for providing 01 no of Tiago/ Bolt/ Celerio, etc (Petrol) vehicle including driver, which shall conform to the term and conditions(Annexure-II) for official use of District Skill Development-cum-Employment Officer, Kalahandi on monthly rent basis.

1. The service provider shall have a valid OGST registration to participate in the tendering.
2. The vehicle must be in Road Worthy condition, shall not be more than 3 years old from 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 vehicle.
3. 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.
4. The driver should be well behaved, gentle and obedient in nature.
5. The monthly rate of hire charge of the vehicle to be quoted separately in the general bid information (excluding fuel).
6. Maximum hire charges of vehicle will be Rs.20,000/-excluding taxes as per letter No.30464/F dt.06.09.2019 of Finance Department, Government of Odisha.
7. The vehicle must achieve a fuel efficiency of minimum average mileage of 17 (Seventeen) Kilometers per liter.
8. The details of the make and year of manufacture of the vehicle, registration number, mileage ( KM covered per liter) and name of the driver with valid Driving License No. and period of validity should be specifically provided in the general bid information to be furnished with the Quotation/Tender( Annexure-B)

9. The Quotation/Tender completed in all respect should reach the undersigned on or before 31.10.2025 by 10.00 AM through registered/speed post and shall be open on same day at 04.00 PM at the Office Chamber of the District Skill Development-cum-Employment Officer, Kalahandi in presence of the bidder or their authorized representative under the chairmanship of District Skill Development-cum-Employment Officer, Kalahandi.
10. The application form of Quotation/ Tender containing General Bid Information and Term & Condition for hiring of vehicle etc. will be available in the office of the District Skill Development-cum-Employment Officer, Kalahandi or can be downloaded from this District Website <https://kalahandi.odisha.gov.in/> from date 24.10.2025 to 31.10.2025.

 24.10.2025

Signature of Quotation/  
Tender Calling Authority

Memo No 887 /DSDEO, Kalahandi.

Date: 24/ 10 / 2025

1. Copy to the Collector & DM, Kalahandi/ the Sub-Collector, Bhawanipatna/Dharmagarh/ all Tahasildars/ all BDOs/ all District level Officer/ E.O Bhawanipatna Municipality/ E.O NAC Kesinga/Junagarh/Dharmagarh/ RTO, Kalahandi for information and necessary action. They are requested to display this notice in their Notice Board for wide publicity.
2. Copy to the D.I.O, N.I.C, Kalahandi for information and necessary action with request to host this notice in the district portal from 24.10.2025 to 31.10.2025.
3. Notice Board of this office.

 24.10.2025

Signature of Quotation/  
Tender Calling Authority

TERM AND CONDITIONS FOR HIRING OF VEHICLE

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

1. The hired vehicle during the period of contact shall have all necessary MV documents such as valid Registration Certificate, Insurance Certificate and valid DL of driver available all times. The tenderer must submit Xerox copies of the above said documents at the time of submitting the documents. The office hiring the vehicle shall not be responsible for any damage / loss caused to hired vehicle or loss of life / injury made to any person or damage to any property on account of use of hired vehicle in any manner whatsoever. The hirer shall be responsible for all such litigation.
2. The hire charges to be paid on a monthly basis which does not include the cost of fuel which is to be paid separately on a basis of actual consumption as per existing Govt. norms. All the expenditure of the vehicle towards repair, replacement of spare parts, Lubricant oil of Engine, Gear Box and differential Coolant, Tyres & Tubes, Battery etc. will be borne by the vehicle owner concerned.
3. It shall be the responsibility of the bidder to provide a good driver and the salary of the driver shall be borne by the owner.
4. In case of breakdown for reasons whatsoever the replacement of the vehicle of the same or better model shall be provided by the owner of the vehicle.
5. In case the vehicle does not report regularly, the authority will be at liberty to reject the agreement and may engage a vehicle from another source.
6. The vehicle shall report for duty for a minimum of 25 days in a month.
7. In case of emergency the driver will have to report for duty as per the requirement of the hirer. No extra payment shall be demanded.



8. Monthly charges and reimbursement towards cost of fuel (as per actual) and lubricants (as per Govt. norms) of the selected bidder will be paid in every succeeding month, as far as possible within fifteen days of submission of the bills by the service provider subject to availability of funds received from Directorate of Skill Development-cum-Employment Odisha, Bhubaneswar and no advance payment will be made.
9. The vehicle shall not be more than 3 years old from the initial registration and also be in good running condition during the 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. The undersigned reserves the right to accept or reject any other or all quotations without assigning any reason thereof.
13. If the bidder violates any of the terms of contract of the Government shall forfeit the entire amount of security deposit (if any).

 24.10.2025

Signature of Quotation/  
Tender Calling Authority

## ANNEXURE-B

GENERAL INFORMATION FOR HIRING VEHICLE

SL NO	PARTICULARS	
1	Name of the Service Provider	
2	Complete Address	
3	OGST Number	
4	GeM Registration Number(if any)	
5	Bank Account No & IFSC Code	
6	Registration Number of Vehicle	
7	Year of Manufacture	
8	Make & Mode	
9	Date of Registration	
10	Name and Complete Address of the owner of the vehicle	
11	Fitness Certificate Validity	
12	Pollution Certificate Validity	
13	Permit Validity	
14	Insurance Validity	
15	Name and Address of Driver	
16	D.L No & Validity of D.L. of Driver	
17	Proposed hire charge of vehicle per month excluding fuel cost	
18	Rate of fuel consumption/ Mileage per litre	
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  
Tenderer/Quotationer

