

Adv No. 2669

Date: 16/06/2026

**Tender Call Notice for Daily and Monthly Basis Hiring of Vehicle**

Sealed tenders as per the prescribed format is invited from Agencies/ Individuals for hiring/ 2 nos. of Vehicle (1 no. of Ertiga & 1 no. of Bolero Neo) Minimum 5 seated or 7 seated with A/C for hiring by this office for 1 year on Monthly Rental Basis.

Sealed tenders as per the prescribed format is invited from Agencies for hiring of vehicle (Scorpio/ Innova/Marrazzo/ Ertiga/ Balero plus/ Neo / Dzure/ Indigo etc. Minimum 5 seated or 7 seated with A/C & Non- A/C for hiring by this office as and when required on daily basis.

The detail terms and conditions may be downloaded from the website: [www.kalahandi.odisha.gov.in](http://www.kalahandi.odisha.gov.in) and applied to the office of the undersigned. The tenders (Superscripted tender for \_\_\_\_\_). through Regd.Post/Speed Post/couriers only on or before **07.07.2026 (till 01:00 PM)** to the **Office of the CDM & PHO, Kalahandi PinCode-766001**. The tenders will be opened on **08.07.2026 11:30 AM**. The undersigned reserves the right to reject or cancelled any or all the tenders without assigning any reason thereof.

  
CDM & PHO, Kalahandi

Memo No 2670

Date 16/06/2026

Copy to Notice Board of CDM & PHO, Kalahandi

  
CDM & PHO, Kalahandi

Memo No 2671

Date 16/06/2026

Copy Submitted to the Director, ADV, I & PR department, Odisha for information and necessary action. He is requested to publish the above advertisement in two circulations daily odia newspaper in sambalpur Edition for wider circulation and submit the bill for payment in I & PR rate.

  
CDM & PHO, Kalahandi

Memo No 2672

Date 16/06/2026

Copy to District E-Governance Manager, Collectorate, Kalahandi for information and necessary action. He is requested to upload the tender documents on dated 16-06-2026 in the district websites and the same should be available till dated 07-07-2026 up to 01.00PM (Soft copy enclosed).

  
CDM & PHO, Kalahandi

Memo No 2673

Date 16/06/26

Copy Submitted to Collector & District Magistrate, Kalahandi for favour of kind information.

  
CDM & PHO, Kalahandi

**Hiring of Multi Utility Vehicles (A/C & Non-A/C) on Daily and Monthly Hiring Basis.**  
**Detail Terms and Conditions**

**INSTRUCTIONS TO BIDDERS**

**Scope:** Interested bidders fulfilling the eligibility criteria may submit their bid directly to this office.

**Eligibility Criteria:** Any private individual's/ Tour operators / Travel Agency / Society /Firm can participate in the tender process.

**Packing, Sealing and Marking of Bid:**

The sealed envelope containing the Annexure-I, Photocopy of the required documents & Annexure-II should clearly be super scribed with the following:

Tender for "Hiring of Vehicle for O/O CDM&PHO as and when required" (The bidder should clearly mention which the proposal is submitted). The bidder's Name & address shall be mentioned in the left-hand corner of the envelope.

**TERMS OF REFERENCE**

1. All the major and minor repair for the vehicle shall be made by the vehicle owner/travelling agency himself.
2. The vehicle must be available and need to report by requisition on holidays & including off hours as desired by the office.
3. The Department/ Office hiring the vehicle shall not be responsible for any Damage/ loss cause 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.
4. In case the vehicle is called in night or holiday, no extra charge will be paid.
5. The vehicle should be preferably within 3 years but not more than 5 years old from the time of purchase.
6. The hired vehicles, during period of contract, shall have all necessary valid MV documents such as: - Valid Registration Certificate, Insurance certificate, fitness Certificate, valid Contract Carriage Permit, proof of up-to-date tax payment, Pollution certificate etc. and D.L. of the driver available all the times and to be produce as and when required.
7. All necessary updated records must be having with the vehicle as per the latest MV act.
8. The Driver should have a clean track record without any history of conviction in the Court of law & Police verification certified of deployment Driver is mandatory.
9. All the vehicle engaged in the office should have taxi number
10. Separate Application is required to be submitted for Monthly Hiring and Daily Hiring.
11. Competitive Bidder/Agency or any representatives remain present during the opening of Tender.
12. Any Modification / alternation towards types of vehicle may be made by the committee.

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### Major Features of Contract

1. The contracts shall be initially for a Period of one year which may be extended another one-year subject to satisfactory performance assessed by appropriate authority.
2. Any private individual's/ Tour operators/ Transport Agency / Society /Firm can have applied for the tender process.
3. The Daily rate of hire charge is quoted separately in the price bid (excluding fuel).
4. The rate quoted by the agency as per the financial bid format as per annexure- II & III
5. The replacement of a vehicle of the same or better model shall be provided by the owner of the vehicle/ bidder.
6. Tender Paper cost Rs.2000/- (Rupees Two Thousand) only which is non-refundable in shape of DD drawn on any Nationalized Bank in favor of ZSS NON NHM, Kalahandi Payable at Bhawanipatna.

(ii) Tender must be accompanied by security Deposits of Rs. 6,000/- by way of Demand Draft (Must be submitted), drawn on any Nationalized Bank in favor of "**ZSS NON NHM, Kalahandi,**" Odisha Payable at Bhawanipatna. Tenders if not accompanied by security Deposit will not be considered. Security of unsuccessful tenders will be returned without interest on finalization of bid. Security of successful tender will be retained & will be refunded on successful completion of the job without interest. The payment will be made within 15 days of submission of claim and updated logbook of the vehicle during Claims.

1. The quoted amount (rate per day /rate per Month) includes the cost towards salary of driver, repair & maintenance of the vehicle.
2. The successful Bidder will submit all the vehicles related document to the Office during the contract. (for Vehicle engaged in Monthly Basis)
3. If the services are found to be unsatisfactory, the client shall give one-month notice and terminate the agreement. The Contract will also be terminated in case of following reasons; If the behavior of the Driver is not proper,
  - Any attempt to tamper the log book,
  - In case of the vehicle do not report regularly,
  - In case the driver of the vehicle is found to be convicted and drunken.
4. 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 to the undersigned before such withdrawal of service and termination of agreement.

**Technical Bid for Hiring of vehicle for O/O CDM&PHO, Kalahandi on Daily basis**

1	Name of the Bidder	
2	Address & Telephone/Mobile No.	
3	E-mail of the Contract person, if any	
4	ID proof of the Individual/Registration certificate of the Organization (Photocopy)	
5	GST REGISTRATION	
6	PAN	
7	Details of Vehicle(s) enclosed • SCORPIO • INNOVA • MARAZZO • ERTIGA • BOLERO PLUS • ZEST • INDIGO • DZIRE • BOLERO NEO OTHER	Mention the vehicle which to be provide on Daily basis
9	Declaration-I/We are not blacklisted by any Central/ State Government/Public Sector Undertaking in India. (To be furnished in non-judicial stamp paper of worthRs.20/-duly certified by Notary	
10	Demand Draft – 6000	DD No :
11	Demand Draft : 2000	DD No :

Yours faithfully,

(Signature of the Applicant)  
Name:

Designation:

Seal:

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## Annex-II

Financial Bid for Daily Hiring

Vehicle Details	Make & Model	Seating capacity	Variant (Diesel/ Petrol)	A/C	NON-A/C	Rent per day	Holding charges
Innova							
Marazzo/ Carren							
Scorpio							
Ertiga							
Bolero Plus							
D zire							
Zest							
Indigo							
Bolero Neo							
Bolero Maxx Pick up (Transportation)							
TATA ACE (Transportation)							
TATA Nexon							
KIA Careen							
KIA Seltos							
XL-6							
Others- 1							
Others-2							
Others-3							
Others-4							

**NB: DOL/ POL will be issued @ 10 KM per ltr (Diesel) & 12 KM per ltr for Petrol Vehicle**

Date:

Place:

Signature

Name (Firm/Company/ Tour operator/Individual)

Seal



**Application form**

**Annex-III**

**Technical Bid for Monthly Basis Hiring of vehicle for O/O CDM&PHO, Kalahandi**

1	Name of the Bidder	
2	Address & Telephone/Mobile No.	
3	E-mail of the Contract person, if any	
4	ID proof of the Individual/Registration certificate of the Organization (Photocopy)	
5	GST REGISTRATION	
6	PAN	
7	Details of Vehicle(s) enclosed  • ERTIGA- 01  • BOLERO NEO- 01	Mention the vehicle which to be provide on Monthly basis
8	Details of Vehicle (s) enclosed (Only vehicle with Commercial registration shall be accepted)  • Date of Purchase- • Make & Model • Registration No.- • Insurance certificate • Fitness Certificate  Up to date tax payment Documentary evidence (photocopy) for all above details to be attached	
9	Declaration-I/We are not blacklisted by any Central/ State Government/Public Sector Undertaking in India. (To be furnished in non-judicial stamp paper of worthRs.20/- duly certified by Notary	
10	Demand Draft – 6000	DD No :
11	Demand Draft : 2000	DD No :

Yours faithfully,

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(Signature of the Applicant)

Name:

Designation:

Annex-IV

**Financial Bid for Monthly Hiring**

Vehicle Details	Make& Model	Seating capacity	Variant (Diesel/Petrol)	A/C	Monthly Hiring Charge
Ertiga					
Bolero Neo					

**NB: DOL/ POL will be issued @ 10 KM per ltr (Diesel) & 12 KM per ltr for Petrol Vehicle**

Date:

Place:

Signature

Name (Firm/Company/ Tour operator/Individual)

Seal

*Handwritten signature and date: 16/02/2024*

**DECLARATION FORM**

I/ We \_\_\_\_\_ having  
My / our \_\_\_\_\_ office at  
\_\_\_\_\_ do declare that I / We have carefully read all the terms  
& condition of tender of the \_\_\_\_\_, Odisha for the supply Vehicle for Daily &  
Monthly Rental Basis. The approved rate will remain valid for a period of one year from the  
date of approval. I will abide with all the terms and conditions set forth in the Tender Reference  
No. \_\_\_\_\_

I/ We do hereby declare I / We have not been de-recognized / black listed by any state  
Govt. / Union Territory/ Govt. of India / Govt. organization / Govt. Health Institutions for supply  
of Vehicle for Daily & Monthly Rental Basis.

I / We agree that the Tender Inviting authority can forfeit the Earnest Money Deposit  
and or Performance Security Deposit and Blacklisted me / us for a period of 3 years if, any  
information furnished by us proved to be false at the time of inspection/verification and not  
complying with the Tender terms & Conditions.

I/ We \_\_\_\_\_ do hereby declare that I / we will  
supply the Vehicle as per the terms & conditions in the Tender Reference  
No \_\_\_\_\_

Signature of the Agency/ Bidder:

Date:

Name & Address of the Firm:

**Affidavit before Executive Magistrate / Notary Public.**

To be Submitted in Rs. 20/- Non Judicial Stamp Paper.

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