

OFFICE OF THE CHIEF DISTRICT AGRICULTURE OFFICER CUM PROJECT
DIRECTOR, ATMA: KHORDHA

Address: New Bus Stand Road, Khordha-752055

Phone No-06755-221955, Mobile No-8280069311

Email: ddakhu.dag@nic.in

Letter No. 1310 /Agril.dt. 26.08.25

To

The District e Governance Manager (DeGM)
Khordha

Sub:

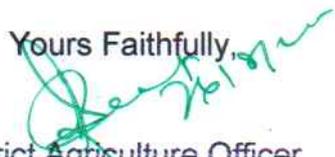
Floating of Quotation/Tender call notice for hiring of vehicle in the NIC
Portal, Khordha.

Sir,

With reference to the subject cited above, I am to request you to float
Quotation/Tender call notice in NIC website from Dt.26.08.2025 to Dt.09.09.2025 ,
upto 11.00 A.M for hiring of vehicle to be used in the office of the CDAO cum PD
ATMA, Khordha . The Quotation/Tender call notice along with terms and conditions
and General information format (Annexure-II & III) are enclosed herewith for
necessary uploading /floating in the website.

This is for your kind information and necessary action.

Yours Faithfully,


Chief District Agriculture Officer
Cum Project Director, ATMA, Khordha

Memo No 1311

Date 26.08.25

Copy submitted to the PA to Collector and District Magistrate cum Chairman ATMA,
Khordha for favour of Kind information of the authorities.


Chief District Agriculture Officer
Cum Project Director, ATMA, Khordha

**OFFICE OF THE CHIEF DISTRICT AGRICULTURE OFFICER CUM PROJECT
DIRECTOR, ATMA: KHORDHA**

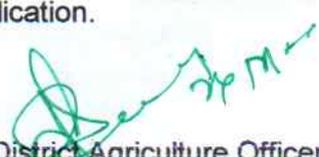
Address: New Bus Stand Road, Khordha-752055
Phone No-06755-221955, Mobile No-8280069311
Email: ddakhu.dag@nic.in

Notice No. 1305 /Agril.dt. 26.08.25

Quotation/Tender call Notice

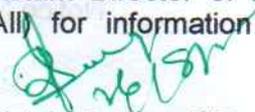
Sealed quotations/tenders are invited from interested reputed travel Agencies/Tour Operators or private individuals for providing 1 no of Non AC/AC petrol driven/ ecofriendly vehicle Bolero having sitting capacity not more than seven including driver, which shall confirm to the term and conditions (**Annexure-II**) for official use in the office of the Chief District Agriculture Officer cum Project Director ATMA, Khordha on monthly rent basis.

1. The vehicle must be in the 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, valid contract carriage permit, proof of up to date tax payment etc which are mandatory for providing the vehicle.
2. 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.
3. The driver should be well behaved, gentle and obedient in nature, should not have any criminal records and should provide clearance from the police station concerned.
4. A sum of **Rs 5000/-** shall be deposited by the intending bidders in shape of Account payee Bank Draft drawn in favour of "ATMA Khordha" and submitted alongwith the tender as **Security Deposit**. After competition of tender process, the amount will be refunded to unsuccessful bidders.
5. The monthly rate of hiring charge be quoted separately in the general bid information (excluding fuel and lubricants).
6. The vehicle must achieve a fuel efficiency not less than 10 KMs per litre.
7. The detail of the make and year of manufacture of the vehicle, registration No, Mileage (Kms covered per litre) and name of the driver with driving license No and period of validity should be specifically provided in the general bid information to be furnished with the quotation/Tender (**Annexure-III**)
8. The **quotation completed in all respect should reach the undersigned on or before 09.09.2025 by 11.00 A.M and shall be opened on the same day at 3.30 PM** in the presence of bidders or their authorized representatives.
9. The application form of the quotation/ tender containing general Bid information and term conditions for hiring of vehicle etc. will be available with the Accounts section ATMA scheme, O/o-CDAO cum PD ATMA, Khordha on payment of Rs 100/- from Dt 26.08.2025 to 09.09.2025 or can be downloaded from the NIC portal Khordha, website: [http:// khordha.odisha.gov.in](http://khordha.odisha.gov.in) from Dt 26.08.2025 to 09.09.2025. In case the application form is downloaded from the 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.


Chief District Agriculture Officer
Cum Project Director, ATMA, Khordha

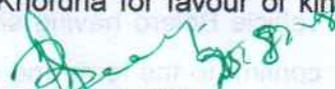
Memo No 1306 Agril/Dt. 26.08.25

Copy forwarded to the Chief District veterinary Officer, Khordha/District Fisheries Officer Khordha/Project Director Watershed, Khordha/Assistant Director of Horticulture Khordha & Bhubaneswar, Agriculture District officer (All) for information and wide publication.


Chief District Agriculture Officer
Cum Project Director, ATMA, Khordha

Memo No 1307 Agril/Dt. 26.08.25

Copy submitted to the Collector cum Chairman, ATMA, Khordha for favour of kind information.


Chief District Agriculture Officer
Cum Project Director, ATMA, Khordha

Copy to Notice Board

Chief District Agriculture Officer
Cum Project Director, ATMA, Khordha

TERMS & CONDITIONS FOR HIRING OF VEHICLES

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, Fitness Certificate, Valid Contract Carriage Permit, proof of upto date tax payment etc and DL of the driver available all the times. 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 owner of the vehicle shall be responsible for all such litigation.
2. Undertaking for supply of desired vehicle from the bidder will be entertained /accepted, if all the bidders have given the undertaking to supply the vehicle within a stipulated time to be decided by the tender committee. But preference will be given to the bidders having desired vehicle ready with him. In that case if one or more than such bidder having vehicle will apply, then only their case will be considered/accepted, in spite of the price quoted in the financial bid by the bidders not having vehicle. However necessary negotiation of pricing may be insisted.
3. The hired 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 lubricants as per existing Government norms. All the expenditure of the vehicle towards repair, replacement of spare parts, lubricating the 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 the 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 and may engage vehicle from other source.
7. In case of emergency, the driver will have to report for duty as per the requirement of hirer. No extra payment shall be demanded.
8. 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 15 days of the submission of bills by the service provider and no advance payment will be made.
9. 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.
10. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
11. In case of 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 the agreement.
12. If the bidder violates any of the terms of contract, Govt shall forfeit the entire amount of security deposit.


 Chief District Agriculture Officer
 cum Project Director ATMA, Khordha

GENERAL INFORMATION FOR HIRING VEHICLE

1. Registration No of the Vehicle :-
2. Type of Vehicle (AC/Non-AC) :-
3. Year of Manufacture :-
4. Model:-
5. Date of Registration:-
6. Name and 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 the Driver:-
12. Proposed hire charges of the vehicle per month excluding fuel cost:-
13. Rate of Fuel consumption/Mileage per litre:-
14. Contact No of the Service provider (Tenderer/Quotationer)

Mobile No _____ Telephone No _____

“Certified that the information submitted above is true to the best of my knowledge and belief.”

**Seal and Signature of the
Quotationer/Tenderer**