

GOVERNMENT OF ODISHA

OFFICE OF THE DISTRICT INFORMATION & PUBLIC RELATIONS OFFICER, BHUBANESWAR

Quotation/ Tender Call Notice

Sealed quotations /tenders are invited from interested reputed Travel Agencies/Tour Operator/Individuals for providing 1(One) vehicle having sitting capacity not more than 4 including driver (Preferably Tiago/Bolt/Celerio (Petrol)), which shall conform to the Term and conditions (Annexure-A) for official use in the Office of the District Information & Public Relations Officer, Bhubaneswar in monthly rent basis:

1. The service provider shall have a GST registration to participate in the tendering.
2. The service provider, participating in the bidding process under the jurisdiction of Municipal Corporation, shall 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 licence 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/- (Rupees Five Thousand) only shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the DI&PRO, Bhubaneswar and submitted along with the tender as EMD. After completion to tender process, EMD shall be refunded to unsuccessful bidders.
7. The monthly rate of hire charge, excluding GST be quoted separately, excluding fuel.
8. The vehicle must achieve a fuel efficiency of 17 KM per litre and the maximum monthly hire charges of the vehicle is 24000/-.
9. The details of the make and year of manufacture of the vehicle, registration no., mileage (KM covered per litre) and name of the driver, Driving Licence No. and period of validity should be specifically provided in the general bid information to be furnished with the Quotation/ Tender (Annexure-B).
10. The quotation completed in all respect should reach the undersigned on or before 09.01.2026 by 3:00 PM and shall be opened same day 4:00 P.M in presence of the bidders or their authorized representatives.

Jan 26/12/2025

06.12.2025

f. Collector

11.The application form of quotation /tender containing General Bid Information & Term and Conditions for Hiring of Vehicles etc. will be available with Khordha district website can be downloaded from www.khordha.odisha.gov.in from date 26.12.2025 to 09.01.2026.

12.In case of equal price quoting of more than one bidder, QCBS method shall be applied for selection of the tender in place of least cost methodology.

Jenir 26/12/2025
Seal & Signature of

Tender Calling Authority with Designation
District Information and
Public Relations Officer
BHUBANESWAR

Memo No. 743 / Dt. 26.12.2025

Copy submitted to the ADM, Bhubaneswar for kind information and necessary action.

Jenir 26/12/2025
DI &PRO, Bhubaneswar

Memo No. 744 / Dt. 26.12.2025

Copy forwarded to the members of the Quotation/Tender Committee for information and they are requested to remain present on 09.01.2026 at 4 P.M in the office chamber of ADM, Bhubaneswar.

Jenir 26/12/2025
DI &PRO, Bhubaneswar

Memo No. 745 / Dt. 26.12.2025

Copy forwarded to the Sub-Collector, Bhubaneswar/RTO, Bhubaneswar-I/ Bhubaneswar-II/ Tahsildar, Bhubaneswar/ Asst. Collector, Nizarat Collectorate, Khordha for information with a request to display this tender notice on their Notice Board for publicity.

Copy to Notice Board of this office.

Jenir 26/12/2025
DI &PRO, Bhubaneswar

Memo No. 746 / Dt. 26.12.2025

Copy forwarded to the Manager, District e-Governance, Khordha for information with a request to upload the Tender documents in Khordha District Portal for wide publicity.

Jenir 26/12/2025
DI &PRO, Bhubaneswar

Memo No. 747 / Dt. 26.12.2025

Copy submitted to P.A to Collector for kind information of Collector, Khordha.

Jenir 26/12/2025
DI &PRO, Bhubaneswar

Enclosure:

1. Term and Condition for Hiring of vehicle (Annexure-A)
2. General Information (Annexure-B) (To be filled up, signed & attach with Tender Profile)

Sanjiv
26/11/2015

Terms & Conditions

The following terms and conditions must be fulfilled by bidder:

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 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 service provider.
5. In case of breakdown for reasons whatsoever the replacement of a vehicle of the same or better model shall be provided by the service provider.
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 made.
9. Monthly hire charges and reimbursements towards cost of fuel (as per norm) 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 with Designation

**District Information and
Public Relations Officer
BHUBANESWAR 81**

General Information

SI No	Particulars	
1	Name of the Service Provider	
2	Complete Address	
3	GST 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	Contact Number of the Service provider	
18	Contact number of Driver	
19	Proposed hire Charge of the vehicle per month excluding fuel cost	
20	Rate of fuel consumption / Mileage per litre	

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

Seal & Signature of Tenderer