

**OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE: KHORDHA  
(ST & SC DEVELOPMENT SECTION)**

No. 1521 / Date. 10.06.2026

**TENDER CALL NOTICE FOR HIRING OF VEHICLE**

Sealed Tenders are invited from interested reputed Travel Agencies / Tour Operators for hiring of **One (01) Electric Vehicle (WHITE ONLY)** including driver, which shall conform to the Terms and Conditions (**Appendix A**) for official use in District Welfare Office, Khordha on monthly rent basis.

- 01 The Service Provider shall have a valid GST Registration to participate in the tendering
- 02 The vehicle must be in road worthy condition, shall not be more than 3 years old from the date of initial registration (as on the date of publication of the Tender Call Notice) and must mandatorily have valid Registration Certificate, Insurance Certificate, Fitness Certificate, Contract Carriage Permit, Proof of up-to-date tax payment etc. to participate in the tendering.
- 03 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.
- 04 The Driver should be well behaved, gentle and obedient in nature. He shall not have any kind of addiction to Wine, Cigarette, Tobacco etc. If it is observed that the driver has any such addiction, the agreement executed with the Service Provider will be terminated instantly without assigning any reason. If required, Legal Action shall be taken against the Driver.
- 05 The Driver shall always obey the Traffic Rules. While driving the vehicle, he shall wear the Seat Belt and shall not use Mobile Phone. For any kind of violation of Traffic Rules, the Driver shall be held responsible and there will be no liability on the District Welfare Officer, Khordha.
- 06 A sum of Rs. 3, 000/- (Rupees Three Thousand) only shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favor of District Welfare Officer, Khordha payable at Khordha. The Original Bank Draft must be submitted along with the tender as EMD. After completion of tender process, EMD shall be refunded to unsuccessful bidders.
- 07 The monthly rate of hire charges, excluding GST must be quoted in the General Bid Information.


- 08 **The maximum hiring charges per month shall be Rs. 50, 000/- (Rupees Fifty Thousand) only excluding Charging Cost and GST.**
09. **The hiring charges do not include Charging Cost. Cost @ Rs. 2/- (Rupees Two) per KM, towards charging of the vehicle, will be provided to the Service Provider. In case the State bears the cost, no Charging Cost will be payable to the Service Provider.**
- 10 The rate will be applicable for a period of two years and will be reviewed subsequently.
- 11 The details of the Make and Year of Manufacture of the Vehicle, Registration Number, Mileage (KM covered per Liter) and name of the Driver, Driving License No. and Period of Validity should be specifically provided in the General Bid Information to be furnished with the Tender **(Appendix B).**
- 12 The Newest Vehicle with Improved Version, participating in the Tender Process but not quoting L1 price, shall be preferred if and only if the concerned Bidder agrees to provide the vehicle in the L1 Price. Negotiation will be done for this purpose. If the Bidder of the newest vehicle does not agree to provide the vehicle in L1 price, then the Bidder quoting the L1 price shall be awarded with the contract.
- 13 The Tender, completed in all respect, must reach in the office of District Welfare Office, Khordha on or before **16.06.2026 up to 5.30 P.M.** through Registered Post / Speed Post only. Sealed Tenders will be opened on **17.06.2026 at 11.00 A.M.** in the Office Chamber of DWO, Khordha in the presence of the Bidders or their Authorized Representatives.
- 14 The application form of Tender containing General Bid Information & Terms and Conditions for hiring of vehicle etc. is available in the District Website <https://khordha.odisha.gov.in>.
- 15 The undersigned reserves the right to accept or reject any or all applications without any reason(s) thereof.

Handwritten signature and date: 10/06

**DISTRICT WELFARE OFFICER, KHORDHA**

**TERMS & CONDITIONS**

- 01 The hired vehicle, during the 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 at all times.
- 02 The Office hiring the vehicle shall not be responsible for any damage / loss caused to the hired vehicle or loss of life / injury made to any person or damage to any property on account of use of the hired vehicle in any manner whatsoever. The hirer shall be responsible for all such litigation.
- 03 The hire charges to be paid for monthly basis is final but does not include Charging Cost, which is to be paid separately as per existing Government norms. TDS will be deducted from the payable amount as per the income tax rules and necessary certificate will be issued on demand. Revision of rates shall not be entertained during the period of contract. All the expenditure of the vehicle towards repair, replacement of spare parts, lubricating oil of Engine, Gear Box & differential, Coolant, Tyers & Tubes, Battery etc. will be borne by the bidder.
- 04 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.
- 05 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.
- 06 In case the vehicle does not report regularly, the authority will be at liberty to terminate the agreement without prior notice.
- 07 The vehicles shall report for duty for minimum of 25 days in a month.
- 08 In case of emergency, the driver will have to report for duty as per the requirement. No extra payment shall be made.
- 09 Monthly hire charges and reimbursements towards cost of Charging Cost (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 vehicles shall not be more than 3 years old from the initial registration and also in good running condition during the period of contract.

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- 11 If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement. Conditions / offers or offers with deviations from the conditions of contract or any requirements stipulated in the bid documents are liable to be rejected.
  - 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.

## General Information

| Sl No | Particulars                                      |  |
|-------|--|--|
| 1     | Name of the Service Provider with Contact Number |  |
| 2     | Complete Address                                 |  |
| 3     | GST Number                                       |  |
| 4     | Bank Account No and IFSC Code                    |  |
| 5     | Registration No. of Vehicle                      |  |
| 6     | Year of Manufacture                              |  |
| 7     | Make & Model                                     |  |
| 8     | Date of registration                             |  |
| 9     | Name & complete address of the owner of vehicle  |  |
| 10    | Fitness Certificate validity                     |  |
| 11    | Permit validity                                  |  |

| <b>Sl No</b> | <b>Particulars</b>  |  |
|--------------|---|--|
| 12           | Insurance validity  |  |
| 13           | Name & Address of the Driver  |  |
| 14           | D.L. No. & Validity of the D.L. of the Driver                               |  |
| 15           | Contact number of Driver  |  |
| 16           | Proposed hire Charge of the vehicle per month excluding Charging Cost & GST |  |
| 17           | Approximate KMs to be covered with Fully Charged Battery                    |  |

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

**Seal & full signature of Tenderer**