



ଜିଲ୍ଲା ମୁଖ୍ୟ ପ୍ରାଣୀ ଚିକିତ୍ସା ଅଧିକାରୀଙ୍କ କାର୍ଯ୍ୟାଳୟ, ଝାରସୁଗୁଡ଼ା  
**OFFICE OF THE CHIEF DISTRICT VETERINARY OFFICER; JHARSUGUDA**  
**AT:- NEAR BIG BAZAR, PO/DIST :- JHARSUGUDA**  
**EMAIL ID [cdvojs@gmail.com](mailto:cdvojs@gmail.com), Mobile No. 9178918319**



**Advertisement No: 2814 /CDVO (JSG) Date: 13.10.2025**

**ADVERTISEMENT FOR HIRING OF VEHICLES TO BE ENGAGED IN CHIEF  
DISTRICT VETERINARY OFFICE, JHARSUGUDA**

Sealed quotations are invited from interested private vehicle owners/travel agencies/tour operator/ Individuals for providing one number of vehicle having sitting capacity not more than four including driver (Petrol/Diesel Driven) which shall confirm to the term and condition (Appendix-A) for official use in CDVO office on monthly rent basis:

1. The Service provider shall have a valid GST registration to participate in the tendering.
2. The service provider, participating in the bidding process under the jurisdiction of Municipal Corporations, shall be 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 valid Registration Certificate, Insurance Certificate, fitness Certificate, Pollution , valid contract Carriage permit, proof of up-to-date tax payment etc. mandatory for plying of vehicle, especially vehicle colour should be white.
4. 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 .
5. The Driver should be well behaved, Non-alcoholic, gentle and obedient in nature.
6. A sum of Rs.5000/- shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the CDVO, Jharsuguda and submitted along with the tender as EMD. After completion of 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 liter and the hiring Charges Rs.24,000/- per Month excluding and fuel cost.
9. The details of the make and year of manufacture of the vehicle registration no. mileage (KM covered per liter) and name of the Driver , Driver License No. and period of validity should be specifically provided in the general bid information to be furnished with Quotation/ Tender (Appendix-B).
10. The sealed quotations completed in all aspects should reach the undersigned on or before date 18.10.2025 by 5.00 PM & shall be opened on date 20.10.2025 at 11.00 A.M. in the present of the bidders or their authorized representatives.
11. The application form of quotation/ tender containing General Bid Information & Terms and condition for Hiring of Vehicle etc. will be available with Jharsuguda.nic.in.
12. Vehicle should kept clean with a name board and body stickering as specified in the contract of the vehicle.
13. Vehicle should be regularly service & maintained so as avoid any breakdown. In case of breakdown an alternative vehicle should be arranged by the owner.

14. The vehicle cannot be used for any private/commercial purpose beyond office hours during holidays.
15. Agreement will be made with vehicle owners before engagement.
16. The undersigned shall have the right to terminate the agreement upon giving 3 months of notice.
17. The interested vehicle owners are requested to apply to the undersigned in the specified format as in the advertisement.

  
Seal & Signature of

Tender Calling Authority with Designation

### **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

  
Chief District Veterinary Officer  
Jharsuguda

Memo No: 2815 /CDVO(JSG)/ Date: 13.10.2025  
Copy to the Notice Board, CDVO Office for display.

  
Chief District Veterinary Officer  
Jharsuguda

Memo No: 2816 /CDVO(JSG)/ Date: 13.10.2025  
Copy forwarded to the RTO, Jharsuguda for information with a requested to display in the notice board for wide publicity and attend the scrutiny Committee on 26.09.2025 at 11 AM.

  
Chief District Veterinary Officer  
Jharsuguda

Memo No: 2817 /CDVO(JSG)/ Date: 13.10.2025  
Copy forwarded to the DeGM, Jharsuguda for information and necessary action. He is requested to hoist the advertisement in the Jharsuguda District website for wide publicity.

  
Chief District Veterinary Officer  
Jharsuguda

Memo No: 2818 /CDVO(JSG)/ Date: 13.10.2025  
Copy submitted to the Collector and District Magistrate, Jharsuguda for favour of kind information and necessary action.

  
Chief District Veterinary Officer  
Jharsuguda

Memo No: 2819 /CDVO(JSG)/ Date: 13.10.2025  
Copy Submitted to the Director of Animal Husbandry and Veterinary Services Odisha, Cuttack for favour of kind information and necessary action.

  
Chief District Veterinary Officer  
Jharsuguda

**FORMAT OF APPLICATION FOR HIRING VEHICLE**

- a. Registration No of the Vehicle:
- b. Type of Vehicle (A/C /Non A/C)-
- c. Year of Manufacture-
- d. Make & Model of the Vehicle-
- e. Date of Registration of the Vehicle-
- f. Name & Complete Address of the Owner of Vehicle-
- g. Fitness Certificate Validity of the Vehicle-
- h. Insurance Validity of the Vehicle-
- i. Contact Carriage Permit Certificate of Vehicle-
- j. Road Tax paid Upto-
- k. Name & Address of the Driver with Mobile No-
- l. Driving License No-
- m. Proposed Hiring Charge of the Vehicle per Month-
- n. Mileage per Liter-
- o. Contact Phone No of the Vehicle Owner-

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

Date:

Place:

Signature of the Bidder/  
Vehicle Owner

NB: Xerox copy to be attached

- 1) Vehicle Registration No.
- 2) Pollution Certificate
- 3) Insurance Certificate
- 4) Driving License of Driver
- 5) Contract Carriage Permit
- 6) Aadhaar Card
- 7) PAN Card
- 8) Bank Passbook No.
- 9) Registered GST No.