

DISTRICT OFFICE: JHARSUGUDA

(Nizarat Section)

No.XVII-181/25-6224 /Niz. Date- 28/04/2026

QUOTATION/TENDER CALL NOTICE FOR HIRING OF VEHICLE

Sealed quotations/tenders are invited from interested reputed Travel Agencies/Tour Operators / Individuals for providing **01 (One) no. of vehicle for official use of Addl. District Magistrate (Rev.), Jharsuguda** such as **Mahindra Scorpio** having sitting capacity not more than **04 (Four)** including driver, which shall conform to the Terms and Conditions (Appendix-A) for official use in Collectorate, Jharsuguda 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 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 have valid Registration Certificate, Insurance Certificate, Fitness Certificate, Pollution Certificate, Valid Contract Carriage Permit, proof of up to date tax payment etc. which are mandatory for plying of vehicle.
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, gentle and obedient in nature.
6. A sum of Rs.5000/- (Rupees Five thousand) shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the **Collector, Jharsuguda** and submitted along with the tender as EMD. After completion of quotation process, the amount shall be refunded to unsuccessful bidders.
7. The monthly rate of hire charge be quoted separately in the general bid information (**Excluding fuel and lubricants**). It is to be noted here that the maximum monthly rental excluding all taxes fees shall be limited up to a maximum of **Rs.37,200/- (Rupees Thirty Seven Thousand Two Hundred) only** per month.
8. The vehicle must achieve a fuel efficiency of 10 (Ten) Kms per liter.
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 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-B).
10. The quotation completed in all respect should be submitted to the office of the undersigned **on or before 12.05.2026 by 01.00 P.M by Regd/Speed Post** and shall be opened **on the next working day at 09.00 A.M.** in presence of the bidders or their authorized representatives.
11. The application form of tender/quotation containing General Bid information & Terms and conditions for hiring of vehicles etc. will be available with Nizarat Section, Collectorate, Jharsuguda or can be downloaded from Jharsuguda District Website jharsuguda.odisha.gov.in/ **28.04.2026 to 12.05.2026**
12. The Authority reserves the right to accept or reject any or all tenders with assigning any reason thereof.

Signature valid
Signed by: Brajabandhu Bhoi,
ADM
Collectorate Office
Jharsuguda
Date:27-Apr-2026 13:15:32

**Addl. District Magistrate (Gen.),
Jharsuguda**

Memo No. 6225 /Niz Dt. 28/04/2026

Copy to Notice Board of Collectorate, Jharsuguda/ Notice Boards of all District Level Officers for wide publication.

Copy to Dist. Informatics Officer, NIC, Jharsuguda/DeG... the tender call notice in the District Official website for wide publication of general publ...

Signature valid

Signature by Rajabandhu Singh
ADM
Collectorate Office
Jharsuguda
Date:27-Apr-2026 13:15:32

Addl. District Magistrate (Gen.),
Jharsuguda

TERMS & CONDITIONS FOR HIRING OF VEHICLES.

The following terms and conditions must be fulfilled by the bidder:

1. The hired vehicles, during period of contract, shall have all necessary valid M.V 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 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 damages 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, lubricant oil of Engine, Gear Box and differential coolant, Tyre & Tubes, Battery etc will be borne by the bidder. Similarly all expenses towards driver shall be borne by the bidder and nothing shall be paid separately for this purpose.
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 any reasons whatsoever the replacement of a vehicle of same or better model shall be borne 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 pr 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.

Signature valid

Signed by: Brajabandhu Bhoi,

ADM,
Collectorate Office

Jharsuguda

Date: 27-Apr-2026 13:15:32

**Addl. District Magistrate (Gen.),
Jharsuguda**

GENERAL INFORMATION FOR HIRING OF COMMERCIAL VEHICLES

| Sl.No. | Particulars | |
|--------|---|--|
| 01 | Name of the Service Provider | |
| 02 | Complete Address | |
| 03 | GST Number | |
| 04 | GeM Registration No. | |
| 05 | Bank Account No. and IFSC Code | |
| 06 | Registration No. of Vehicle | |
| 07 | Year of Manufacture | |
| 08 | Make and Model | |
| 09 | 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 Driver | |
| 17 | Contact number of the Service Provider | |
| 18 | Proposed hire Charge of the Vehicle per month excluding fuel cost | |
| 19 | Rate of fuel consumption/Mileage Per liter | |

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

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

