

OFFICE OF THE CHIEF DISTRICT VETERINARY OFFICER, DHENKANAL

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Letter No. 3749 /CDVO, DKL

Dt. 25-06-2025

Short - Quotation Call Notice

Sealed Quotations are invited from interested reputed Travel Agencies/Tour Operators or private individuals for providing one no of CELERIO, BOLT, TIAGO, DEZIRE etc or vehicles of similar model & segment (petrol driven) having same mileage & hiring charges which shall conform to the terms & conditions (Annexure-II) for official use in CDVO, Dhenkanal on monthly rent basis.

1. The maximum hiring charges is **Rs.24000/- (Rupees twenty four thousands) only** per month (as per finance Department office Memorandum No. 15836/F/Dt. 27.05.2025) exclusive of applicable taxes & fuel cost.
2. The service provider shall have a valid GST registration.
3. The vehicle must be in road worthy condition shall not be more than 3 years old from the date of initial registration & 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. Copy must be attached in Annexure-III.
4. The Driver of the vehicle must have a valid Driving License for driving light transport passenger vehicle & should be sufficiently experienced in driving transport passenger vehicle.
5. The driver should be well behaved, gentle & obedient in nature.
6. A sum of **Rs. 18000/- (Eighteen Thousand Only)** shall be deposited by the intending Quotationers in shape of Account payee Bank Draft drawn in favor of the **CDVO, Dhenkanal** & submitted along with the Quotation as EMD. After completion of Quotation process, the amount will be refunded to unsuccessful Quotationers.
7. The monthly rate of hire charges excluding GST be quoted separately excluding fuel.
8. The vehicle must achieve a fuel efficiency of 17 Kms per liter.
9. The details of the make & year of manufacture of the vehicle, Registration No. Mileage (Kms covered per liter) & name of the Driver with Driving License No. & period of validity should be specifically provided in the general Quotation information along with photocopy to be furnished with the quotation (Annexure-III).
10. The quotation completed in all respect should reach the undersigned on or before 07.07.2025 by 1.00 PM & shall be opened on the same day at 3.00 PM in presence of the Quotationers or their authorized representatives in the Chamber of CDVO, Dhenkanal.
11. The application form of quotation containing General Quotation information & terms & conditions for hiring of vehicle etc will be available with CDVO, Dhenkanal and can be downloaded from website dhenkanal.odisha.gov.in from Dt.25.06.2025 to Dt. 07.07.2025.
12. The selected travel agencies/ tour operators/ private individuals are required to execute an agreement with the undersigned at the time of engagement of the vehicle.

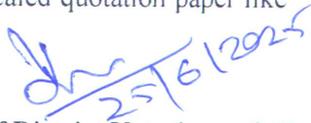
Details of terms & conditions & documents to be submitted by the quotationers is available in the official website dhenkanal.odisha.gov.in.


**Chief District Veterinary Officer
Dhenkanal**

TERMS & CONDITIONS FOR HIRING OF VEHICLE

The following terms & conditions must be fulfilled by the successful Quotationer 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, Pollution Certificate, Insurance certificate, Fitness certificate, Valid contract carriage permit, proof of up to date Tax Payment etc & Driving license 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 vehicle or loss of Life/Injury made to any person or damaged to any property on account of use of hired vehicle any manner whatsoever. The hirer shall not be responsible for all such litigation.
3. The hire charges to be paid for monthly basis is final but does not include cost of petrol which is to be borne on authority & lubricants 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 Quotationer.
4. The authority will not be responsible for any challan, loss, damage or accident to the vehicle or to the Driver.
5. It shall be the responsibility of the Quotationer to provide a good driver & the salary of the Driver shall be borne by the owner.
6. The Driver of the vehicle must have a valid Driving license for driving light transport passenger vehicle & should have sufficient experience in driving light transport passenger vehicle.
7. In case of break down for reasons whatsoever the replacement of a vehicle of the same or better model shall be provided by the owner of the vehicle/Quotationer.
8. In case of the vehicle do not report regularly, the authority will be at liberty to terminate the agreement without prior notice & may engage vehicle from other source.
9. The vehicle shall report for duty round the month. In case of emergency, the Driver will have to report for duty even on holidays as per the requirement of hirer. No extra payment shall be demanded.
10. Monthly hire charges & reimbursements towards cost of Petrol (as per norm) of selected Quotationer will be paid in every succeeding month as possible within 15 days of the submission of bills by the owner & no advance payment will be made.
11. The vehicle shall not be more than three years old from the initial registration & also in good running condition during the period of contract.
12. If the services are found to be unsatisfactory the client shall give one month notice & terminate the agreement.
13. In case the service provider intends to withdraw the services of his vehicle & terminate the agreement, it shall be mandatory upon him to grant one month notice before such withdrawal of service & termination of agreement.
14. GST registration is compulsory for any service provider to provide hired vehicles to Government offices through open Quotation.
15. If the Quotationer violates any of the terms of contract, CDVO, Dhenkanal shall forfeit the entire amount of security deposit (EMD).
16. The hired vehicle will keep in the office campus of the CDVO, Dhenkanal till agreement is over.
17. The identity proof of the vehicle owner & Driver must be attached in the sealed quotation paper like Voter ID, Aadhar Card, Bank pass book etc.


25/6/2025
Chief District Veterinary Officer
Dhenkanal

GENERAL INFORMATION FOR HIRING VEHICLES

1. Name of the Service Provider :
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. Pollution Certificate Validity :
12. Permit validity :
13. Insurance validity :
14. Name & Address of the Driver :
15. DL No. & validity of the DL of the Driver :
16. Contact Number of the Service Provider :
17. Contact Number of the Driver :
18. Proposed hiring charges of the vehicle
Per month excluding fuel charges :
19. Mileage per liter :

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



Signature of the Service Provider