



**OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, DHENKANAL
(Nizarat Section)**

No. XII-01/25 14682 / Dt. 26.09.25

e-mail id: dkl.nizarat@gmail.com
Phone No. 06764-225700

Quotation/Tender Call Notice

Sealed quotations/tenders are invited from interested reputed Travel Agencies/ Tour Operators or private individuals for providing 01 (one) nos. of AC Petrol/Diesel driven vehicle on hire (Innova Crysta / Scorpio/Creta/Mahindra Marazzo etc.) with latest safety feature of 6 air bags which shall confirm to the Terms and conditions (**Annexure-I**) for official use of Collector, Dhenkanal on monthly rent basis:

1. The service provider shall have a valid OGST registration to participate in the tendering.
2. 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.
3. 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.
4. The driver should be well behaved, gentle and obedient in nature.
5. A sum of ₹ 5,000/- shall be deposited by the intending bidders in shape of Account Payee, Bank Draft drawn in favour of the Nizarat Officer, Collectorate, Dhenkanal and submitted along with the tender as security deposit. After completion of the tender process, the amount will be refunded to unsuccessful bidders.
6. The monthly rate of hire charge excluding GST be quoted separately excluding fuel.
7. The Vehicle must achieve a fuel efficiency of 10 Kms per litre.
8. The details of the make and year of manufacture of the vehicle, registration no, mileage (Kms 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-II**).
9. The sealed Quotation completed in all respect should reach the undersigned by Registered Post/Speed Post/by hand, on or before 04 / 10/ 2025 by 4.00 PM and shall be opened on 06 / 10/ 2025 at 11.00 AM/P.M in presence of the bidders or their authorized representative. The sealed envelope must be superscribed with "Quotation for hiring of vehicle".

10. The application form of quotation/ tender containing General Bid Information & Term and conditions for Hiring of Vehicle etc, will be available with Nizarat Section, Collectorate, Dhenkanal can be downloaded from the district website: <https://dhenkanal.odisha.gov.in/> from date 26.09.25 to 04.10.25.



Nizarat Officer,
Collectorate, Dhenkanal

Memo No. 14683 /dt. 26.09.25

Copy to the Project Director, DRDA, Dhenkanal/ all the Sub-Collectors/ all the Block Development Officers/ all the Tahasildars of Dhenkanal District for information and they are requested to display the notice in office notice board.

Copy forwarded to the DeGM, Dhenkanal for information and publication of advertisement in district website: <https://dhenkanal.odisha.gov.in/>.

Copy to Notice Board.



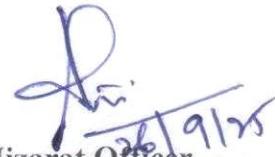
Nizarat Officer,
Collectorate, Dhenkanal

Annexure-I

TERMS & CONDITIONS FOR HIRING OF VEHICLES

The following terms and conditions must be fulfilled by the successful bidder 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, 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/service provider 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 does not report regularly, the authority will be at liberty to terminate the agreement without prior notice.
7. The vehicle 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.



Nizarat Officer,
Collectorate, Dhenkanal

Annexure-II

Sl. No.	Particulars	
1	Name of the Service Provider	
2	Complete Address	
3	OGST 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	D.L. No. & Validity of the D.L. of the Driver	
16	Proposed hire Charge of the vehicle per month excluding fuel cost	
17	Rate of fuel consumption / Mileage per litre	
18	Contact Number of the Service provider (Tenderer/Quotationer)	
19	Contact number of Driver	

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

**Seal and signature of the
Quotationer/ Tenderer**