



OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, DHENKANAL  
(ST & SC DEVELOPMENT SECTION)

No. 1009 /SSD, Dated. 03.06.2026  
**TENDER CALL NOTICE**

Sealed quotations / tender are invited from interested reputed Travel Agencies/Tour Operators/Private individuals for providing one no of Tiago/Bolt/Celerio/Indigo or similar type(Petrol) of vehicle having seating capacity not more than five including driver, which shall conform to the Terms and conditions (**Annexure-A**) for official use in District Welfare Office, Dhenkanal 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 have valid Registration Certificate, Insurance Certificate, Fitness Certificate, valid Contract Carriage Permit, Pollution Certificate, proof of up to date tax payment etc which are mandatory for applying 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/- shall be deposited by the intending bidders in shape of Account Payee Bank Draft. drawn in favour of the District Welfare Officer, Dhenkanal and submitted along with the tender as EMD. After completion of tender process, the EMD shall be refunded to the unsuccessful bidders.
7. The monthly hiring charges should not be exceeded Rs.24,000/- ( Rupees Twenty Four Thousand) only per month (excluding fuel and lubricants)
8. The monthly rate of hire charges, excluding GST be quoted separately in the general bid information (excluding fuel and lubricants)
9. The vehicles must achieve a fuel efficiency of 17 Kms per liter.
10. 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- B**)
11. The Quotation completed in all respect should reach at the office of DWO, Dhenkanal on or before by **12.06.2026 by 5.00 P.M** through registered post or directly and shall be opened on **17.06.2026 at 3.00 PM** in presence of the bidders or their authorized representatives.
12. The application along with other supporting document received after due date and time will not be considered for selection of tender process and it will be automatically cancelled for which authority will not be responsible for any type of delay.
13. The application form of quotation /tender containing General Bid Information & Terms and conditions for Hiring of Vehicles etc. will be available from the office of the DWO, Dhenkanal or can be downloaded from Website **www.dhenkanal.odisha.gov.in** of Dhenkanal District from date 03.06.2026 to date **12.06.2026**.

The Authority reserves the right for cancellation/modification of the Tender without assigning any reason thereof.

  
Collector, Dhenkanal

Memo No. 1010 /SSD Dt. 03.06.2026

Copy to:-

1. Office Notice Board wide publication.
2. Copy (both in hard & soft) forwarded to DeGM, Collectorate, Dhenkanal, for information and necessary action. It is requested to upload the tender document in the websites ([www.dhenkanal.odisha.gov.in](http://www.dhenkanal.odisha.gov.in))
3. Copy forwarded to the CDO-Cum-EO, Zilla Parishad, Dhenkanal/all Sub-Collectors, for information with a request to display the same in the Office notice boards for wide publicity of the tender notice.
4. Copy to all BDOs/Tahasildars/CDPOs/EO, Municipality, Dhenkanal/Hindoal NAC, Bhuban NAC, Gondia NAC & Kamkhyanagar NAC/DIPRO, Dhenkanal, for information and necessary action. They are requested to display the same in their respective office notice boards for wide publicity of the tender notice.

Memo No. 1011 /SSD Dt. 03.06.2026

  
Collector, Dhenkanal

Copy forwarded to the Joint Secretary to Govt. in ST & SC Development, Odisha, Bhubaneswar, for information and necessary action.

  
Collector, Dhenkanal

TERMS & CONDITIONS FOR HIRING OF VEHICLES

The following terms and conditions must be fulfilled by the successful bidder for providing a vehicle for hiring 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. Further, the Bidder has valid GST Registration certificate. The Bidder shall submit all the copies of the above documents.
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 damage to any property on account of use of hired vehicle any manner whatsoever. The 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. The fuel shall be provided separately basing on actual consumption as per existing Government norms ( i.e minimum 17 K.M per liter). 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 salary of the driver shall be borne by the bidder.
5. In case of breakdown for reasons whatsoever the replacement of a vehicle of the same or better model shall be provided by the owner of the vehicle/bidder.
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 shall have to report for duty as per the requirement of the officer. No. extra payment shall be made. Further the hired vehicle cannot be used by the Service Provider for any private/commercial purpose beyond office hours or during holidays.
9. Monthly hire charges and reimbursements towards cost of fuel (as per norm) will be paid in every succeeding months, as per as possible within fifteen days of the submission of Bill by the Service Provider or after receipt of fund from the Govt., and no advance payment will be made.
10. The selected service provider will sign an agreement with the undersigned on engagement of his/her vehicle as per finance Department memorandum no-15836/F,dated.27.05.2025.
11. 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.
12. If the services are found be unsatisfactory, the client shall give one month notice and terminate the agreement.
13. 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
14. If the bidder violates any of the terms of contract, the undersigned shall forfeit the entire amount of security deposit.
15. In case of tie the selection will be decided by Lottery Process. However the decision of the authority shall be final during the overall selection process.

  
Collector, Dhenkanal

**GENERAL INFORMATION FOR HIRING VEHICLES**

Sl. No.	Particulars	
1	Name of the Service Provider	
2	Complete Address	
3	GST Number	
4	GeM Registration Number	
5	Bank Account No. and IFSC Code	
6	Registration No. of Vehicle	
7	Year of Manufacture	
8	Make & Model	
9	Date of Registration	
10	Name & Complete Address of the Owner of Vehicle	
11	Fitness of 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 the Driver	
17	Contact Number of the Service Provider	
18	Contact Number of Driver	
19	Proposed hire charge of the vehicle per month excluding fuel cost	
20	Rate of fuel consumption/Mileage per litre	

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

**Seal & Signature of Tenderer**