



ZILLA PARISHAD, KENDRAPARA

ଜିଲ୍ଲା ପରିଷଦ, କେନ୍ଦ୍ରାପଡ଼ା

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QUOTATION CALL NOTICE FOR HIRING OF VEHICLE

No. 4358 /ZILLA PARISHAD, Dated, 27.10.25

Sealed quotations/ tenders are invited from interested reputed Travel Agencies/Tour Operators or private individuals for providing 1(One) no. of AC **Scorpio/Same variant** driven vehicle having sitting capacity not more than Seven including driver which shall confirm to the Terms and conditions (Annexure-I) for Official use of **CDO-cum-EO, Zilla Parishad, Kendrapara** on monthly rent basis. The Tender Paper should be submitted through **registered post/speed post/Courier** only to the office of CDO-cum-EO, Zilla Parishad, Kendrapara.

- 1) The service provider shall have a valid Odisha GST registration Certificate 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, 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 **Rs.5000/- (Rupees Five thousand) only** shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the CDO-cum-EO, Zilla Parishad, Kendrapara and submitted along with the tender as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders.
- 6) The monthly rate of hire charge be quoted separately in the general bid information (excluding Tax, fuel). The Tax, fuel would be reimbursed separately over & above the hire charges.
- 7) The Vehicle must achieve a fuel efficiency of **10 (Ten) Kms per litre**.
- 8) The details of the make and year of manufacture of the vehicle, registration no., mileage (Kms covered per litre) and name of 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 Quotation completed in all respect should be reached in the Office of the CDO-cum-EO, Zilla Parishad, Kendrapara on or before dated 30/10/2025 by 11:00 AM and shall be opened on the same day i.e. dated 30/10/2025 At 2:30 PM in the office of the CDO-cum-EO, Zilla Parishad, Kendrapara in the presence of the bidders or their authorised representatives.

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10) The application form of quotation / tender containing General Bid Information & Terms and Conditions for hiring of Vehicles etc. can be downloaded from Kendrapara Website <https://kendrapara.odisha.gov.in> from dated 27/10/2025 to 30/10/2025 by 11:00 AM. The applicant shall furnish a Demand Draft for an amount of **Rs.100/- (Rupees One Hundred)** only drawn in favour of the CDO-cum-EO, Zilla Parishad, Kendrapara towards the cost of application along with the application form downloaded from the website.

11) **Maximum Hire Charges of Vehicle is Rs.44,400/- (Rupees Forty four Thousand Four hundred).**

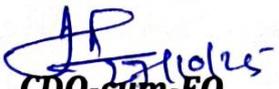

CDO-cum-EO

Zilla Parishad, Kendrapara

Memo No. 4359 . Dt. 27/10/2025

Copy to Notice Board, Zilla parishad, Kendrapara for information and wide publication.

Copy to Notice Board of Collector & District Magistrate, Kendrapara / All BDOs/ Sub-Collector/ All Tahasildars/ Executive Officer, Kendrapara Municipality/ DeGM, Kendrapara, for information and wide publication. They are requested that the quotation notice may be displayed in their respective Notice Board.

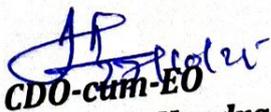

CDO-cum-EO

Zilla Parishad, Kendrapara

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 the period of contract, shall have all necessary valid MV documents such as :- valid Registration Certificate, Insurance 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 in 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 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 salary of the Driver shall be borne by the owner. Repair and maintenance charges and other operating cost would be borne by the Service Provider/Owner.
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 and may engage vehicle from other source.
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 charge and reimbursements towards cost of fuel (as per actual) and lubricants (as per Government norms) of selected bidder, will be paid in every succeeding month, as far as possible within 15 (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 (three) years old** from the initial registration and also in good running condition during the period of contract. **Preference will be given to the vehicle purchased within 6 months.**
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.


CDO-cum-EO
Zilla Parishad, Kendrapara

ANNEXURE-II

GENERAL INFORMATION FOR HIRING VEHICLES

- 1) Travel Agencies/Tour Operators or private individual:
- 2) Complete Address:
- 3) Odisha GST Number:
- 4) Bank Account No and IFSC Code:
- 5) Registration No. of Vehicle:-
- 6) Type of Vehicle (AC/Non-AC):-
- 7) Year of Manufacture:-
- 8) Make and Model:-
- 9) Date of Registration:-
- 10) Name & complete address of the owner of the vehicle:-
- 11) Fitness Certificate Validity:-
- 12) Pollution Certificate:-
- 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) Proposed hire Charge of the vehicle per month excluding fuel cost and service Tax:-
- 18) Rate of fuel consumption / Mileage per litre:-
- 19) Contact Number of the Service Provider (Tenderer / Quotationer):

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

Seal & Signature of the
Quotationers / Tenderer



CHECK LIST FOR SUBMISSION OF DOCUMENTS

1. Filled in Annexure-II
2. Xerox copy of the registration No of vehicle
3. Xerox copy of the Fitness Certificate validity
4. Xerox copy of Permit validity
5. Xerox copy of Insurance validity
6. Xerox Copy of Pollution Certificate
7. Bank draft amounting to Rs.100/- addressed to the CDO-cum-EO, Zilla Parishad, Kendrapara for cost of tender paper.
8. Bank draft amounting to Rs. 5000/- addressed to the CDO-cum-EO, Zilla Parishad, Kendrapara towards security deposit.

