



OFFICE OF THE TREASURY OFFICER, DISTRICT TREASURY, KENDRAPARA
(Under Director of Treasuries & Inspection, Finance Department, Government of Odisha)

Letter No. **1287** /Try. Date **18.11.2025**

Tender Call Notice

Sealed tenders are invited from interested reputed Travel Agencies /Tour Operators/Service Providers or Private Individuals for providing **1 (One) number of AC (Tiago/Bolt/Celerio(Petrol) etc or any other similar type of vehicle)** having sitting capacity of **minimum 5(Five)** including driver, which shall conform to the Terms and conditions as **enclosed(Annexure-II)** for official use for **Treasury Officer, District Treasury, Kendrapara** on monthly rent basis.

1. The service Provider shall have a valid OGST registration certificate to participate in the tendering.
2. The vehicle must be in Road Worthy/ good running condition, **shall not be more than 3(three) years old from the date of initial registration** and must have valid Registration Certificate, Insurance Certificate, Fitness Certificate, Pollution under control Certificate, valid Contact 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, obedient and disciplined in nature. The Owner is responsible for engagement of one dedicated driver to perform the Govt. duty without hesitation.
5. A sum of **Rs.5000/-** shall be deposited by the successful bidder in shape of TDR duly pledged in favour of the **Treasury Officer, District Treasury, Kendrapara** and shall be submitted within 7 days of award of contract.
6. The Fuel & Lubricants will be supplied by this office.
7. The monthly rate of hire charge be quoted separately in the general bid information (excluding fuel and lubricants). The Vehicle must achieve a fuel efficiency of **minimum average milage of 17 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 **Tender (Annexure-B).**
9. The Tender should reach the undersigned on or before **Dtd.03.12.2025 by 2.00 P.M. (either by registered post/speed post/courier)** except Sundays & holidays and shall be opened **on 05.12.2025 at 3.00 P.M. in the office chamber of Treasury Officer, District Treasury, Kendrapara** in presence of the bidders or their authorized representatives. The quotation received manually is required to be dropped in the **Tin Box kept in the office of the Treasury Officer, District Treasury, Kendrapara.** In the cover page of the sealed envelope containing tender, it should be clearly superscribed with **"TENDER FOR HIRING OF VEHICLE"**. Each sealed envelope should contain only one quotation/application.
10. The application form of tender containing General Bid Information & Terms and Conditions for Hiring of Vehicles etc. will be available with the **Treasury Officer,**

District Treasury, Kendrapara or Notice Board of Treasury Officer, District Treasury, Kendrapara on payment of **Rs.1000/- from Dtd.19.11.2025 to Dtd.03.12.2025** or can be downloaded from Odisha Government Website (**https://kendrapara.nic.in**) from **Dtd.19.11.2025 to Dtd.03.12.2025**. In case the application form is downloaded from Government website, the applicant shall furnish a Demand Draft for an amount of **Rs.1000/- (Rupees one thousand) only** towards the cost of application along with the application.

11. Period of contract shall commence **from the year of engagement of the vehicle.**
12. Apart from the normal working days, the vehicle can be used on Holidays / Sundays and even in odd hours in case of emergency situation.
13. All types of repair / maintenance are to be done by the vehicle owner at his cost including payment of Tax etc. and payment of wages of the Driver.
14. Log Book & Stock / Issue Register of Fuel etc. are to be maintained according to Government procedure and signed by the Driver and the officer using the vehicle.
15. The concerned vehicle Owner should execute an agreement containing above Terms & Condition in Non-Judicial stamped paper with the **Treasury Officer, District Treasury, Kendrapara** within 7 days of receipt of engagement order.
16. The Authority reserves the right to cancel the contract of the vehicle at any time without prior Notice and showing any reasons thereof.
17. The Authority reserves the right to cancel the quotation or any part without any reason assigning thereof.


**Treasury Officer,
District Treasury, Kendrapara**
(Seal & Signature of Quotation / Tender Calling Authority)

Memo No. 1288 /Try. Dtd. 18.11.25 //

Copy to Notice Board of Treasury Officer, District Treasury, Kendrapara for information of General Public and wide publicity.


**Treasury Officer
District Treasury, Kendrapara**

Memo No. 1289(5) /Try. Dtd. 18.11.25 //

Copy submitted to Director of Treasuries and Inspection, Odisha, Bhubaneswar for kind information and necessary action.

Copy forwarded to the Collector, Kendrapara for kind information and wide publicity.

Copy to R.T.O., Kendrapara for information and wide publicity.

✓ Copy to the DeGM, Kendrapara for information with a request to publish this Notice in the District Website.

Copy to D.I.P.R.O, Kendrapara for information and wide publicity.


**Treasury Officer
District Treasury, Kendrapara**

TERMS AND 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 M.V. 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. 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 shall be responsible for all such litigation.
2. The hire charges to be paid for monthly basis is final but does not include cost of Petrol, which is to be paid separately basing on actual consumption and lubricants as per existing Government norms. All the expenditure of the vehicle towards repair, replacement of spare parts, Lubricating oil of Engine, Gear Box and differential Coolant, Tyres and Tubes, Battery etc. will be borne by the bidder.
3. 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.
4. 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.
5. In case of the vehicle do not report regularly, the authority will be at liberty to reject the agreement and may engage vehicle from other source.
6. The vehicle shall report for duty for minimum of 25 days in a month.
7. In case of emergency, the driver will have to report for duty as per the requirement of hirer. No extra payment shall be demanded.
8. Monthly hire charges and reimbursements towards cost of Petrol (as per actual) and lubricants (as per Govt. norms) of selected bidder will be paid in every succeeding month, as for as possible within fifteen days of the submission of bills by the service provider and no advance payment will be made.
9. 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.
10. If the services are found to be unsatisfactory, the client shall be given one month notice and terminate the agreement.
11. In case the service provider intends to withdraw the services of his vehicle and terminate the agreement, it shall be mandatory upon him to give one month notice in within before such withdrawal of service and termination of agreement.
12. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.


Treasury Officer

District Treasury, Kendrapara

NB-The cost of application of Rs.1000/- is mandatory for all category of applicant.


18/11/25


21/11/25

GENERAL INFORMATION FOR HIRING VEHICLES.

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 Vehicle Owner	
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 liter	
17	Rate of Fuel Consumption/Mileage per liter	
18	Contact Number of the Service Provider(Tenderer/Quotationer)	
19	Contact Number of the Driver	

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

Seal & Signature of the
Quotationer / Tenderer

Ref:- / Tender Call Notice No. /Try.dtd.

APPLICATION FOR QUOTATION / TENDER CALL NOTICE

From:

M/S

S/O.....

At.....PO.....

PS.....Dist.....

To

The Treasury Officer, District Treasury, Kendrapara

Sir,

I am submitting the price quotation(s) for the supply of following types of vehicles for engagement in your office on monthly basis. The details about the vehicle and driver are attached in Annexure- III.

FORMAT FOR QUOTATION FOR HIRING OF VEHICLE

Sl. No	Description of Vehicle	Model & Year of Manufacturer	Monthly Fixed Charges (in Rs.)	Consumption of Petrol (KM / Ltr.)	Consumption of Oil (Ltr/ 1000 KM)

PAN No. :-

Date :-

**Signature
Name & Address of
Authorized Signatory**