

OFFICE OF THE
COLLECTOR & DISTRICT MAGISTRATE
KENDRAPARA
(NIZARAT SECTION)



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Notice for inviting Tender for hiring of vehicle for Office of the
Addl. District Magistrate, Kendrapara

No. 66 /Niz

Dated: 12.02.26

Quotation Call Notice

Sealed quotations are invited from the interested Service Providers/ reputed Travel Agencies/ Tour Operators or private individuals for providing one number of white colored A.C Diesel driven, SCORPIO (7 seat with disc break) driven vehicles for official use in the office of the ADM, Kendrapara on monthly rent basis, which shall conform to the terms and conditions **(Annexure-I)**

1. The vehicle must be Road worthy condition, shall not be more than 3 years old from the date of initial registration and must have valid Commercial Registration Certificate, Insurance Certificate, Fitness Certificate, valid Contract Carriage Permit, proof of up to date tax payment certificate, GST registration Certificate, Pollution free certificate etc. which are mandatory for plying of vehicle.
2. The Driver of the vehicle must have valid Driving License for driving light Transport passenger vehicle and should be sufficiently experienced in driving transport passenger vehicle.
3. The Driver should be well behaved, gentle and obedient in nature.
4. A sum of Rs. 10000/- (Rupees Ten Thousand only) shall be deposited by the intending bidders in shape of Account payee Demand Draft drawn in favour of the Collector, Kendrapara payable at State Bank of India, Main Branch, Kendrapara . After completion of tender process, the amount will be refunded to unsuccessful bidders.
5. The monthly rate of hire charge be quoted separately in the general bid information (excluding fuel and lubricants). The Ceiling limit maximum to Rs.37,200/-
6. The vehicle must achieve a fuel efficiency of minimum 10 KMS per liter.

7. 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 (**Annexure-III**)
8. Interested agency or Individuals may submitted their tenders by Speed Post/ Regd. Post addressing to the Addl. District Magistrate, Kendrapara superscripted as "QUOTATION/TENDER FOR HIRING OF VEHICLE FOR ADDL DISTRICT MAGISTRATE, KENDRAPARA"
9. The Quotation completed in all respect should reach the undersigned on or before **26.02.2026** by **5 PM** and shall be opened on the **next day at 03 PM** in presence of the bidders or their authorized representatives.
10. The model Service Provider Agreement is attached at Annexure-A
11. The application form of quotation containing General Bid Information & Terms and Conditions for hiring of Vehicles etc. will be available with **Office of the Collector, Kendrapara (Nizarat Section)** on payment of **Rs. 100/- (Rupees One hundred only)** from 10.00 P.M to 12.00PM or can be downloaded from District office website (www.kendrapara.nic.in).
12. In case the application form is downloaded from District Office website, the applicant shall furnish a **Demand Draft for an amount Rs. 100/ (Rupees One hundred only)** only towards the cost of application fee.

Memo No 67 /Niz/ Date 12.02.26 //


Collector, Kendrapara 12/2/26

Copy forwarded to PD, DRDA/all B.D.O.s / all Tahasildars of Kendrapara District /R.T.O., Kendrapara/District office Notice Board for information and wide publication.

Copy to District Informatics Officer, National Informatics Centre, Kendrapara with a request for uploading of the Tender papers in district web portal.


Collector, Kendrapara 12/2/26

Terms & Conditions

The following terms and conditions must be fulfilled by bidder:

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 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 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 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.


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Collector, Kendrapara

General Information

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 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

Tender Form
Financial Bid

Sl No.	Type of Vehicle & Regd. No	Monthly hiring cost (including GST)

Declaration

I hereby declare that all the above particular are correct. I have read the terms and conditions of the technical bod enclosed with this form separate duly signed on each page and I shall abide the same.

Signature of Bidder