

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...87.../Niz

Dated: 27/02/26

**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)**

- 13.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 registrations Certificate, Pollution free certificate etc. which are mandatory for plying of vehicle.
- 14.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.
- 15.The Driver should be well behaved, gentle and obedient in nature.
- 16.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.
- 17.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/-
- 18.The vehicle must achieve a fuel efficiency of minimum 10 KMS per liter.
19. 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**)
20. 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"
21. The Quotation completed in all respect should reach the undersigned on or before **06.03.2026** by **5 PM** and shall be opened on the **next day at 03 PM** in presence of the bidders or their authorized representatives.
22. The model Service Provider Agreement is attached at Annexure-A
23. 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 A.M to 4 PM or can be downloaded from District office website ([kendrapara.odisha.gov.in](http://kendrapara.odisha.gov.in)).
24. 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 88 /Niz/ Date 27/02/26/11

  
Collector, Kendrapara

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 DeGM, Collectorate, Kendrapara with a request for uploading of the Tender papers in district web portal.

  
Collector, Kendrapara