

## DISTRICT EXCISE OFFICE : KENDRAPARA


No. 584 / Ex. Dtd. 06.04.2026

Email- [excisekdp@gmail.com](mailto:excisekdp@gmail.com), [excise-kdp@gov.in](mailto:excise-kdp@gov.in), Ph. 06727-230687

### QUOTATION / TENDER CALL NOTICE


Sealed quotations/tenders are invited from interested reputed Travel Agencies / Tour Operators / Individuals for providing **01 (one) Diesel driven vehicle (Bolero / Sumo Gold / TUV-300 / Scorpio), AC or Non-AC**, having seating capacity not more than **10 (ten) including driver, preferably a nine-seater**, which shall conform to the Terms and Conditions (Annexure-A) for Excise Enforcement work at Kendrapara Range office under the establishment of the Superintendent of Excise, Kendrapara on monthly rent basis.

1. The service provider shall have a valid GST registration to participate in the tendering process.
2. The service provider participating in the bidding process under the jurisdiction of Municipal Corporations shall be registered on the GeM platform.
3. The vehicle must be in road-worthy 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 Certificate, valid Contract Carriage Permit and proof of up-to-date tax payment, which are mandatory for plying of the vehicle.
4. The driver of the vehicle must have a valid Driving License for driving light transport passenger vehicles and should be sufficiently experienced in driving transport/passenger vehicles.
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 Superintendent of Excise, Kendrapara and submitted along with the tender as **EMD**. After completion of the tender process, the EMD shall be refunded to the unsuccessful bidders.
7. The monthly rate of hire charge, **excluding GST**, shall be quoted separately and **excluding fuel cost**.
8. The vehicle must achieve a fuel efficiency of **10 km per litre**.
9. The details of the make and year of manufacture of the vehicle, registration number, mileage (km covered per litre), and name of the driver, Driving License Number and period of validity should be specifically provided in the **General Bid Information** to be furnished with the Quotation/Tender (Annexure-B).
10. The quotation completed in all respects should reach the undersigned on or before **20.04.2026** by **3.30 P.M.** and shall be opened on the same day at **05.00 P.M.** in the presence of the bidders or their authorized representatives.
11. The application form of quotation/tender containing General Bid Information & Terms and Conditions for Hiring of Vehicles will be available with **Office of the District Excise Office, Kendrapara** or can be downloaded from the District web portal.

  
Superintendent of Excise,  
Kendrapara  
06.04.2026

Memo No. 585 / Ex. Dtd. 06.04.2026


Copy to the Notice Board of District Excise Office, Kendrapara/ Notice Board Collectorate, Kendrapara/ Notice Board DIPRO, Kendrapara /Notice Board of RTO, Kendrapara for information & wide publicity.

  
06.04.2026  
Superintendent of Excise,  
Kendrapara

Memo No. 586 / Ex. Dtd. 06.04.2026


Copy forwarded to the DeGM, Kendrapara for information and necessary action. He is requested to upload the Quotation/Tender call notice in the district website for wide publicity.

Copy to all Inspector of Excise/ all sub-Inspector of Excise of this district for information & wide publication.

  
06.04.2026  
Superintendent of Excise,  
Kendrapara

Memo No. 587 / Ex. Dtd. 06.04.2026

Copy forwarded to the Excise Commissioner, Odisha, Cuttack for favor of kind information and necessary action.

  
06.04.2026  
Superintendent of Excise,  
Kendrapara

**TERMS & CONDITIONS FOR HIRING OF VEHICLE**

The following terms and conditions must be fulfilled by the bidder:

1. The hired vehicle, during the period of contract, shall have all necessary valid Motor Vehicle documents such as valid Registration Certificate, Insurance Certificate, Pollution Certificate, Fitness Certificate, valid Contract Carriage Permit, proof of up-to-date tax payment etc., along with the valid Driving License of the driver, available at all times.
2. The Department/Office hiring the vehicle shall not be responsible for any damage or loss caused to the hired vehicle or for loss of life/injury to any person or damage to any property arising out of the use of the hired vehicle in any manner whatsoever. The service provider shall be responsible for all such liabilities and litigation.
3. The monthly hire charges to be paid shall be final but shall **not include the cost of fuel**, which will be reimbursed separately as per existing Government norms. All expenditure towards repair, replacement of spare parts, lubricating oil of engine, gear box and differential, coolant, tyres & tubes, battery etc. shall be borne by the bidder.
4. It shall be the responsibility of the bidder to provide a competent driver and the remuneration of the driver shall be borne by the service provider.
5. In case of breakdown for any reason whatsoever, a replacement vehicle of the same or better model shall be provided immediately by the service provider.
6. In case the vehicle does not report regularly for duty, the authority shall be at liberty to terminate the agreement without prior notice.
7. The vehicle shall report for duty for a minimum of **25 days in a month**.
8. In case of emergency, the driver shall report for duty as per requirement. No extra payment shall be made for such duty.
9. Monthly hire charges and reimbursement towards cost of fuel (as per norms) shall be paid in the succeeding month, as far as possible within **15 days** from the date of submission of bills by the service provider. **No advance payment shall be made.**
10. The vehicle shall not be more than **3 (three) years old** from the date of initial registration and must remain in good running condition during the contract period.
11. If the services are found to be unsatisfactory, the hiring authority shall give **one month's notice** and terminate the agreement.
12. If the service provider intends to withdraw the vehicle and terminate the agreement, he/she shall give **one month's prior notice** before such withdrawal/termination.
13. If the bidder violates any of the terms of the contract, the Government shall forfeit the entire amount of **Security Deposit**.

**General Information**

<b>Sl No.</b>	<b>Particulars</b>	
<b>1</b>	Name of the Service Provider	
<b>2</b>	Complete Address	
<b>3</b>	GST Number	
<b>4</b>	GeM Registration Number	
<b>5</b>	Bank Account No. & IFSC Code	
<b>6</b>	Registration No. of Vehicle	
<b>7</b>	Year of Manufacture	
<b>8</b>	Make & Model	
<b>9</b>	Date of Registration	
<b>10</b>	Name & Complete Address of the Owner of Vehicle	
<b>11</b>	Fitness Certificate Validity	
<b>12</b>	Pollution Certificate Validity	
<b>13</b>	Permit Validity	
<b>14</b>	Insurance Validity	
<b>15</b>	Name & Address of the Driver	
<b>16</b>	D.L. No. & Validity of the Driving License of the Driver	
<b>17</b>	Contact Number of the Service Provider	
<b>18</b>	Contact Number of the Driver	
<b>19</b>	Proposed Hire Charge of the Vehicle per Month (Excluding Fuel Cost & GST)	
<b>20</b>	Rate of Fuel Consumption / Mileage per Litre	

**Seal & Signature of the Quotationer**