

OFFICE OF THE
COLLECTOR & DISTRICT MAGISTRATE
KENDRAPARA
(Gen. & Misc SECTION)



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Notice for inviting Tender for hiring of vehicle for Official use in connection with Census-2027

No. 689 /

Dated: 08.04.2026

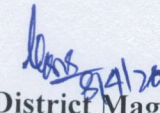
Tender Call Short Notice

Sealed quotations are invited from the interested Service Providers/ reputed Travel Agencies/ Tour Operators or private individuals for providing one number of white colored commercial vehicle Swift Dezire/Similar vehicle having sitting capacity not more than four including driver for official use in Census-2027 on monthly rent basis **for the period of 15 months (i.e- upto June-2027)**, which shall conform to the terms and conditions (**Annexure-A**)

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. 5000/- (Rupees Five 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 charges, including GST be quoted separately in the general bid information (excluding fuel and lubricants). The Ceiling limit maximum to Rs.24,000/-.
6. The vehicle must achieve a fuel efficiency of minimum 17 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-B**).
8. Interested agency or Individuals may submitted their tenders by Speed Post/ Regd. Post/ Courier addressing to the **Additional District Magistrate-Cum-District Census Officer, Kendrapara**

superscripted as "QUOTATION/TENDER FOR HIRING OF VEHICLE FOR CENSUS-2027".

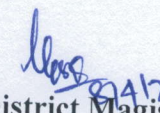
9. The Quotation completed in all respect should reach the undersigned on or before **17.04.2026** by **12 PM** and shall be opened on the **same day at 12.30 P.M** in presence of the bidders or their authorized representatives.
10. The application form of quotation containing General Bid Information & Terms and Conditions for hiring of Vehicles etc. will be available with **Office of the Collectorate, Kendrapara (General & Miscellaneous Section)** on payment of **Rs. 100/- (Rupees One hundred only)** from 8.00 A.M to 12.00PM or can be downloaded from District office website (kendrapara.odisha.gov.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 along with application.
13. Preference will be given to new vehicle, latest model & available features.
14. The Authority reserves the right to cancel the tender call without any prior notice thereof.


Additional District Magistrate-Cum
District Census Officer, Kendrapara

Memo No 690 /Niz/ Date 08.04.2026

Copy forwarded to CDO-Cum_E.O (ZP), Kendrapara/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, Kendrapara Collectorate, Kendrapara with a request for uploading of the Tender papers in district web portal.


Additional District Magistrate-Cum
District Census Officer, Kendrapara

Annexure-A

Terms & Conditions

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 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 and 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.
- 8.** In case of emergency, the driver will have to report for duty as per the requirement of hirer. No extra payment shall be demanded.
- 9.** Monthly hire charges and reimbursements towards cost of fuel (as per norm) will be paid in every succeeding month, as far 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 services and termination of agreement.
- 13.** If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.

10/08/26
Additional District Magistrate-Cum
District Census Officer, Kendrapara

GENERAL BID INFORMATION

Sl. No.	Particulars	
1	Name of the Service provider	
2	Complete Address	
3	GST 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 the owner of vehicle	
10	Fitness Certificate validity	
11	Pollution Certificate validity	
12	Permit validity	
13	Insurance validity	
14	Name & Address of the Driver	
15	Driving license No. & Validity of the Driving License of the Driver	
16	Contact number of the Service provider	
17	Contact number of the Driver	
18	Proposed hire Charge of the vehicle per month excluding fuel cost	
19	Rate of fuel consumption/Mileage per liter	

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

Seal & Signature of the
Quotationer / Tenderer