



**OFFICE OF THE DEPUTY DIRECTOR OF MINES,  
JAJPUR ROAD CIRCLE, JAJPUR ROAD  
STEEL & MINES DEPARTMENT,  
GOVT. OF ODISHA**

E-Mail: [ddm.jajpurroad@orissaminerals.gov.in](mailto:ddm.jajpurroad@orissaminerals.gov.in)

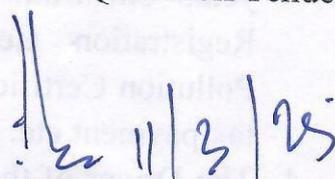
**Quotation/Tender Call Notice**

No. 749 /Mines Date 11/03/2025

Sealed quotations/tenders are invited from interested reputed Travels Agencies/Tour Operators/Private individuals for providing 2 (Two) nos. of AC Diesel driven Boleros having sitting capacity not more than 10 (Ten) including Driver, which shall conform to the terms and conditions (Annexure-A) for official use in Office of the Deputy Director Mines, Jajpur Road Circle, Jajpur Road, Dist- Jajpur on monthly rent basis:

1. The service provider shall have a valid OGST registration to participate in the tendering.
2. The service provider, participating in the bidding process under the jurisdiction of Municipal Corporations, shall be registered on GeM platform.
3. The vehicle must be in road worthy condition, shall not be more than 3 years old from the date of initial registration and must have valid Registration Certificate, Insurance Certificate, Fitness Certificate, Pollution Certificate, valid Contract Carriage Permit, Proof of up-to-date tax payment etc. mandatory for plying of vehicle.
4. The Driver of the vehicle must have a valid Driving License for driving for light transport passenger vehicle and should be sufficiently experienced in driving transport/passenger vehicle.
5. The Driver should be well behaved, gentle and obedient in nature.
6. The service provider must apply for two vehicles at the same price as quoted by him (Two nos. Of Annexure-B must be attached for two vehicles).
7. A Sum of Rs. 5000/- (Five thousand) shall be deposited for each vehicle by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the Deputy Director Mines and payable at Jajpur Road and submitted along with the tender as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders.

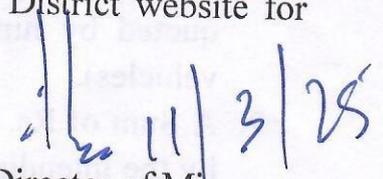
8. The monthly rate of hire charge be quoted separately in the general bid information (excluding fuel and lubricants), subject to maximum hire charges per month should not be exceeded Rs. 31,000/- (Thirty one thousand only) excluding GST.
9. The vehicle must achieve a fuel efficiency of 10 KM per litre.
10. The details of the make and year of manufacture of the vehicle, registration no, mileage (KM covered per litre) and name of the Driver, Driving License No. and period of validity should be specifically provided in the general bid information to be furnished with the Quotation/Tender (Annexure-B).
11. The Quotation completed in all respect should reach the undersigned on or before 26.3.2025 by 3.00 P.M. and shall be opened in the same day at 3.30 P.M. in presence of the bidders or their authorised representatives.
12. The application form of quotation/tender containing General Bid Information & Terms and conditions for Hiring of Vehicles etc. will be available with the Office of the Deputy Director of Mines, Jajpur road on payment of Rs. 100/- (non-refundable) from 11.03.2025 to Dt. 26.03.2025 by 1.00 P.M. during the office hours of the working days or can be downloaded from the website of district portal of Jajpur District ([jajpur.odisha.gov.in](http://jajpur.odisha.gov.in)) from Dt. 11.03.2025 to Dt. 26.03.2025 up to 1.00 P.M.. In case the application form is downloaded from the website, the applicant shall furnish a Demand Draft for an amount Rs. 100/- (Rupees One Hundred) only (non-refundable) towards the cost of application along with the application.
13. All the documents must be inserted in the sealed envelope along with the applicant name & address super scribed on the envelope and clearly marked the **"Quotation call notice for hiring of vehicle for Office of the Deputy Director Mines, Jajpur Road Circle"**.
14. The undersigned reserves to right to cancel/reject the Quotation/Tender call notice without assigning any reasons thereof.

  
Deputy Director of Mines  
Jajpur Road

Memo No. 750

Date 11/03/2025

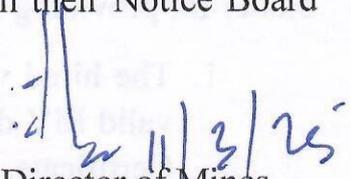
Copy forwarded to the District Information Officer, NIC, Jajpur District /DeGM, Jajpur District with a request to publish in their District website for wide publicity.

  
Deputy Director of Mines  
Jajpur Road

Memo No. 751

Date 11.03.2025

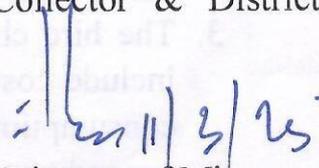
Copy forwarded to all Deputy Director Mines/Mining Officers of Mining Circles with request to display the Quotation call notice in their Notice Board for wide publicity.

  
Deputy Director of Mines  
Jajpur Road

Memo No. 752

Date 11.03.2025

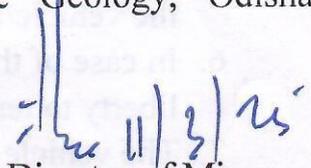
Copy forwarded to the Collector & District Magistrate, Jajpur/ The Collector & District Magistrate, Jagatsinghpur/ The Collector & District Magistrate, Kendrapara for kind information.

  
Deputy Director of Mines  
Jajpur Road

Memo No. 753

Date 11.03.2025

Copy forwarded to the Director of Mines & Geology, Odisha, Bhubaneswar for kind information.

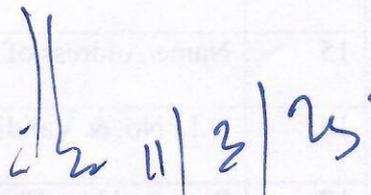
  
Deputy Director of Mines  
Jajpur Road

**Terms & 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 vehicle, 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 basing on actual consumption and as per existing Government norms. All the expenditure of the vehicle towards repair, replacement of spare parts, Lubricating oil 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 owner.
5. 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.
6. In case of the vehicle does not report regularly, the authority will be at liberty to terminate the agreement without prior-notice.
7. The vehicle 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 demanded.
9. In case of absence of Driver for whatever reason, the owner shall arrange the substitute to run the vehicle.
10. Monthly hire charges and reimbursements towards cost of fuel (as per actual) and lubricants (as per Govt. norms) of selected bidder 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.
11. 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.
12. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.

13. The Quotation completed in all respect should reach the undersigned on or before 03.00 PM dated 26.03.2025 and shall be opened on the same day at 3. 30 P.M.in the presence of the bidders or their authorised representatives. There will be no bar in the opening of the sealed quotations, if the bidder or their authorised representatives remain absent. The authorised representatives must have to produce the original copy of the authorisation letter (signed by the bidder) along with a copy of Aadhar/Voter ID/DL as proof of identity or else he/she will not be allowed to remain present.
14. Non-submission of any of the required documents or information will subject to rejection of the application/bid.
15. The bid/quotation received after due date and time will not be entertained.
16. 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.
17. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.
18. The period of the contract shall be initially for a period of 2 years which can be extended subject to satisfactory performance.
19. The undersigned reserves the right to cancel/reject any /all the quotations without assigning any reasons thereof.
20. Selected bidder must sign an agreement with the Deputy Director of Mines, Jajpur Road Circle, Jajpur Road for engagement of vehicle on hire basis.

  
Deputy Director of Mines  
Jajpur Road



## Annexure-B

## General Information

Sl. No	Particulars	
1	Name of the Service Provider	
2	Complete Address	
3	OGST Number	
4	GeM Registration Number	
5	Bank Account No and IFSC Code	
6	Registration No. of Vehicle	
7	Year of Manufacture	
8	Make and 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	Proposed hire Charge of the vehicle per month excluding fuel cost	
18	Rate of fuel consumption/Mileage per litre	
19	Contact Number of the Service provider (Tenderer/Quotatiner)	
20	Contact number of Driver	

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



Seal & Signature of Quotationer/Tenderer