

ସହକାରୀ ଉପକ୍ରମ ନିୟନ୍ତ୍ରକର କାର୍ଯ୍ୟାଳୟ : ଯାଜପୁର ମଣ୍ଡଳ  
OFFICE OF THE ASSISTANT DRUGS CONTROLLER  
JAJPUR CIRCLE

ଚାନ୍ଦମା, ଯାଜପୁର ରୋଡ୍,  
ଯାଜପୁର, ଓଡ଼ିଶା - ୭୫୫୦୧୯  
At : Chandama,  
PO : Jajpur Road,  
Dist. : Jajpur, Odisha - 755019  
E-mail : adcjajpur@gmail.com  
Ph. No. : 06726-291282

No. : ୫୫୨ /ADC/JAJ

Dated : ୨୦.11.2025

**TENDER CALL NOTICE**

Sealed tenders are invited from interested Travel Agencies / Tour Operators / Individuals for providing **01 (One) No.** of Commercial light petrol / diesel / CNG A.C. vehicle ( **Ertiga - 1<sup>st</sup> Preference / Bolero - 2nd Preference / TUV 300 - 3rd Preference / Sumo Gold - Last Preference** ) having sitting capacity not more than 07(Seven) including driver, which shall conform to the Terms and conditions (Appendix-A / Annexure-A) for official use **by Office of the Assistant Drugs Controller, Jajpur Circle, Jajpur, at Jajpur Road** on monthly rent basis :

1. The service provider shall have a valid GST registration to participate in the tendering.
2. The vehicle must be in road worthy condition, shall not more than 1 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 paying of vehicle.
3. The Driver of the vehicle must have a valid Driving License for driving light transport passenger vehicle and should be sufficiently experienced in driving transport/passenger vehicle.
4. The Driver should be well behaved, gentle and obedient in nature.
5. A sum of **Rs.5000.00 (Rupees Five Thousand)** shall be deposited by the intending bidders in shape of Account Payee Bank Draft **drawn in favour of Assistant Drugs Controller, Jajpur Circle, Jajpur** and submitted along with the tender as EMD.
6. After completion of tender process, EMD shall be quoted refunded to unsuccessful bidders.
7. The monthly rate of hire charge, excluding GST be quoted separately, excluding fuel.
8. The Vehicle must achieve a **fuel efficiency of 10(Ten) KM per litre.**

9. 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 (Technical Bid) to be furnished with the Tender (Appendix-B / Annexure-B) and Financial Bid (Annexure-C).
10. **The Tender completed in all respect should reach the undersigned on or before Dt.09.12.2025 by 01.00 P.M. during office hour except Sundays and Government holidays by "REGISTERED POST / SPEED POST / COURIER" ONLY and shall be opened on the same day Dt.09.12.2025 at 04.00 P.M. in presence of the bidders or their authorized representatives in the Office of the Assistant Drugs Controller, Jajpur Circle, Jajpur.**  
If the office happens to be closed due to some reasons / due to declaration as holidays by Government or Local Authority on the date of receipt / opening as specified above, the Tender shall be received / opened on the next working day at the same specified time and venue.
11. **The application form of Tender containing General Bid Information & Terms and conditions for Hiring of Vehicles etc. will be available with Office of the Assistant Drugs Controller, Jajpur Circle, Jajpur or can be downloaded from District Website [www.jajpur.odisha.gov.in](http://www.jajpur.odisha.gov.in) from Date 24.11.2025 to Date 09.12.2025 (Before the prescribed time limit).**
12. The decision of the Tender Committee in the entire process shall be final & binding to all intending quotationers / tenderers concerned. The undersigned reserves the right to accept / reject any / all tenders without assigning any reasons thereof.

  
20.11.2025  
Asst. Drugs Controller  
Jajpur Circle, Jajpur  
ASST. DRUGS CONTROLLER  
JAJPUR CIRCLE, JAJPUR

**Memo No. :** .....453..... /ADC/JAJ

**Dated :** .....20.11.2025.....

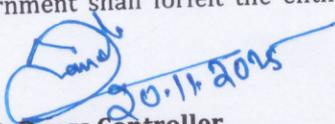
Copy submitted to the Drugs Controller, Odisha, Bhubaneswar / Deputy Drugs Controller (North Zone), Balasore for favour of information and necessary action.

  
20.11.2025  
Asst. Drugs Controller  
Jajpur Circle, Jajpur  
ASST. DRUGS CONTROLLER  
JAJPUR CIRCLE, JAJPUR

**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 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 must achieve fuel efficiency of 10 KM / Litre.
11. The maximum hired charges per month exclusive of taxes is Rs. 37200.00 (Rupees Thirty Seven Thousand Two Hundred) Only.
12. The log book of the vehicle shall be maintained by the driver.
13. The vehicle shall not be more than 1 years old from the initial registration and also in good running condition during the period of contract.
14. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
15. 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.
16. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.

  
Asst. Drugs Controller  
ASST. DRUGS CONTROLLER  
Jaipur Circle, Jaipur  
JAJPUR CIRCLE, JAJPUR

**GENERAL INFORMATION  
(Technical Bid)**

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	

**N.B. : Please attach self attested copy of required documents.**

**DECLARATION**

I hereby certify that, the term and condition given with the tender notice have been read carefully and acceptable to me / us and that the information furnished above are full and correct to the best of my / our knowledge. I / We understand that in case of any deviation / false information in the above statement at any stage, our Firm / Agency will be blacklisted / debarred and will not have any dealing with your organization in future.

**( Seal & Signature of Tenderer / Authorized Person)**

**TENDER FORM****(Financial Bid)****Rate quoted for hiring of vehicle (Four wheeler Passenger vehicle) on a monthly basis**

<b>Particulars</b>	<b>Monthly hiring charges in Rupees including all charges of the driver (Exclusive of Fuel Cost and Service Tax)</b>
Type of Vehicle	
Variant of the Vehicle ( Petrol/Diesel/CNG)	
Monthly hiring charges of the Passenger vehicle (Without Fuel) with driver	
Provision of A.C. ( Yes / No )	

**N.B. – Fuel shall be reimbursed @ 10 KM / Litre basis.****DECLARATION**

1. I/ We are not involvement in any major litigation that may have an impact of affecting of comprising the delivery of service as required under this tender.
2. I / We are not blacklisted by any Central / State Govt / Public Sector undertaking in India.

**(Seal & Signature of the Tenderer / Authorised Person)**