

# COLLECTORATE, JAJPUR

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(ST & SC Dev. Section)

## Tender Call Notice

No. 3005 / Date. 29/11/25

Sealed quotations/tenders are invited from interested reputed Travel Agencies / Tour Operators / Individuals for providing 1(one) No of white color (Dzire /Tiago / Celerio) or similar category (Diesel / Petrol) driven vehicles having seating capacity not more than 05 (five) including driver, which shall confirm to the Terms and conditions (Appendix-A) for official use by District Welfare Officer, Jajpur 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 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.
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/- (Rupees Five thousand)** only shall be deposited by the Intending bidder in shape of Account Payee Bank Draft drawn in favour of the **District Welfare Officer, Jajpur** and submitted along with the tender as EMD. After completion of tender process, the amount will be refunded to unsuccessful bidders.
6. The monthly rate of hire charge, excluding GST should be quoted separately, excluding fuel.
7. The Vehicle must achieve a fuel efficiency of 17 KM per litre.
8. The details of the make and year of manufacture of the vehicle, registration no., mileage (KM covered per liter) 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 (Appendix-B).
9. The Quotation completed in all respect should reach the District welfare Officer, Jajpur on or before **15.12.2025** by 1 P.M during the office hour except Sundays and Govt. Holidays by" REGISTERED POST/ SPEED POST/ COURIER "only and shall be opened on the same day at 5 P.M .in presence of the bidders or their authorized representatives in the office chamber of the Additional District Magistrate (General) Jajpur. If the office happens to be closed due to subsequent declaration of holidays by the Govt. or local authority on the date of receipt/ opening as specified above,

the Quotations shall be received/ opened on the next working day at the same specified time and venue.

10. The application form of tender containing General Bid Information & Terms and conditions for Hiring of Vehicles etc. will be available with the District Welfare Office Jajpur or can be downloaded from the district Website [www.jajpur.odisha.gov.in](http://www.jajpur.odisha.gov.in) from Date- **01.12.2025 to Date-15.12.2025**.
11. The decision of the Tender Committee in the entire process shall be final & binding to all intending quotationers concerned. The Chairperson of the Committee reserves the rights to accept / reject any / all tender without assigning any reason thereof.

  
Additional District Magistrate,  
Jajpur  
29/11/25

Memo No. 3006 / Dt. 29/11/25

Copy to the CDO & EO, ZP Jajpur/ All Block Development Officers/ All Tahasildars/ DI&PRO, Jajpur for information and necessary action. They are requested to display this Notice in their notice board for wide publication.

Copy to the DeGM, Jajpur for information and necessary action. He is requested to host the notice in the District website for wide publication.

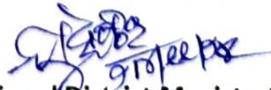
Copy to the Notice Board of the Collector & Sub-Collector Office Jajpur for display in the notice board.

  
Additional District Magistrate,  
Jajpur  
29/11/25

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 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, Tyros & 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 24X7 hours daily to the concerned officer. The vehicle shall not be re-engaged in other non-official duty of the owner during the Period of contract.
8. In case of emergency, the driver will have to report for duty as per the requirement. No extra payment shall be made.
9. Monthly hire charges will be paid in every succeeding month, as per as possible subject to receipt of allotment from Govt. 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 17Km per liter.
11. The maximum hire charges per month exclusive of taxes is Rs.24,000/- (Rupees Twenty-four thousand) only.
12. The log Book of the vehicle shall be maintained by the driver.
13. The vehicle shall not be more than 3 year 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.

  
Additional District Magistrate,  
Jajpur  
24/11/25

**Annexure-B**

**General Information**

Sl. No	Particulars	
1	Name of the Service Provider	
2	Complete Address	
3	GST Number	
4	GeM Registration Number, if any	
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 liter	

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

**Seal & Signature of Tenderer**