

COLLECTORATE, JAJPUR

Ph 06728-225220

E-mail: diprojajpur@gmail.com

(D.I. & P.R.O. SECTION)

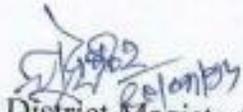
No. 260 /dt. 10.03.2026

QUOTATION/TENDER CALL NOTICE

Sealed quotations/tenders are invited from interested reputed Travel Agencies / Tour Operators/Individuals for providing 1 No of vehicles having seating capacity not more than 4 excluding driver, which shall conform to the Terms and conditions (Appendix-A)) for official use in the D.I. & P.R.O. Office, Jajpur on monthly rent basis:

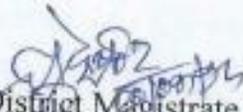
1. The service provider shall have a valid GST registration to participate in the tendering.
2. The service provider, participating in the bidding process under the jurisdiction of Municipal Corporations, shall be registered on GeM platform.
3. The vehicle must be in road worthy condition, shall not 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 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. A sum of Rs. 5,000/- shall be deposited by the intending bidders in shape of Account Payee Bank Draft and Surety Bond in favour of the D.I. & P.R.O, Jajpur and submitted along with the tender as EMD. After completion of tender process, EMD shall be 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 17 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 to be furnished with the Quotation/Tender (Appendix-B).
10. The Quotation completed in all respect should reach the undersigned on or before 17.03.2026 by 5.00 P.M. and shall be opened on 18.03.2026 by 3.00 P.M. in 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 etc. will be available with www.jajpur.odisha.gov.in can be downloaded from Odisha Govt. Website www.odisha.gov.in from Date 11.03.2026 to Date 17.03.2026.

12. The Authority reserves the right to reject any or all the tenders/quotations without assigning any reasons thereof.


Addl. District Magistrate,
Jajpur.

Memo No. 261 / Date 10-03-2026

Copy Submitted to OSD to Collector for favour of kind information of Collector & DM, Jajpur.


Addl. District Magistrate,
Jajpur.

Memo No. 262 / Date 10-3-2026

Copy forwarded to C.D.O.-cum-E.O., Zilla Parishad, Jajpur/All District level Officers/All BDOs/All Tahsildars of Jajpur District for information and necessary action. They are requested to hand the notice in their Notice Board for wide publication.


Addl. District Magistrate,
Jajpur.

Memo No. 263 / Date 10-3-2026

Copy forwarded to the DeGM, Collectorate, Jajpur for information and he is requested for hosting the notice on the District website i.e. www.jajpur.odisha.gov.in for wide publicity of the notice.


Addl. District Magistrate,
Jajpur.

Memo No. 264 / Date 10-3-2026

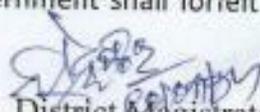
Copy forwarded to the Under Secretary to Govt., I & PR., Dept. (Vehicle Section), Odisha, Bhubaneswar/Deputy Director, I & PR (CD) Cuttack for information and necessary action.


Addl. District Magistrate,
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 28 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 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 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 service and termination of agreement.
13. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.


Addl. District Magistrate,

Jajpur.

General Information

Sl No.	Particulars	
1	Name of the Service Provider	
2	Complete Address	
3	GST Number	
4	GeM Registration Number (Applicable for Municipal Corporation only)	
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 Charges of the vehicle per month excluding fuel cost	
20	Rate of fuel consumption/Mileage per litre	

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

Seal & Signature of Tenderer

GOVERNMENT OF ODISHA
FINANCE DEPARTMENT

No. 15836 /F

Date 27.05.2025

FIN-COD-MV-0004-2018

OFFICE MEMORANDUM

Sub: Comprehensive instruction regarding hiring of private vehicles for official use by State Government Offices - Reg.

1. Hiring charges were fixed last in 2019 and, in the meantime, 6 years have already elapsed Hence, in supersession of provisions of FDOM No 22924/F dated 14.08.2023 and FDOM No.2477/F dated.29.01.2024, it has now been decided to revise hiring charges of various categories of vehicles hired in Government offices as given below.

(a) For official use:

Sl. No.	Category of Offices	Maximum Monthly Hiring charge (exclusive of applicable taxes) (in Rs.)		Minimum Average Mileage (in KM/Lit)
		Present	Now Revised	
1	Blocks/ Tahasils /and other filed offices	31,000	37,200	10
2	District/ Range level offices	20,000	24,000	17
3	Collectors / SPs / other equivalent officers (for their own official use)	37,000	44,400	10
4	Heads of Department / Administrative Departments (Pool vehicle)	20,000	24,000	17
5	Special Secretary / Additional Secretary / Director (For their own official use)	26,000	31,200	17
6	Principal Secretary / Commissioner-cum-Secretary / other equivalent officers (For their own official use)	30,000	36,000	12

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Sl. No.	Category of Offices	Maximum Monthly Hiring charge (exclusive of applicable taxes) (in Rs.)		Minimum Average Mileage (in KM/Lit)
		Present	Now Revised	
7	Officers of Apex Scale	42,000	50,400	9
8	Hon'ble Ministers / Other Dignitaries	42,000	50,400	9
9	College / University / Training Institute (Bus)	85,000	90,000 (32-seater)	6
10			71,500 (25-seater)	
11		-	58,500 (15-seater)	

(b) For special purposes:

Sl. No.	Type of vehicle	Maximum Monthly Hiring charge (exclusive of applicable taxes) (in Rs.)	Minimum average Mileage (in KM / Lit)
1	TATA Ace and Equivalent (LGV)	33,500	16
2	Mahindra & Mahindra Pick up Van/Bolero Camper/Tata 407/ Tata Yodha Pick Up and equivalent	42,000	6

Note-1: Only those HoDs who do not have an earmarked vehicle and who have to perform extensive tours, will be allowed to hire a vehicle at par with Collectors/Superintendent of Police on case-to-case basis with prior concurrence of Finance Department.

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Note-2: The mileage, as prescribed above, shall also be applicable for equivalent model of Government Vehicles.

2. Officers in the rank of Additional Secretary and above or equivalent and Heads of Department are entitled for independent vehicle. Provision of "Pool Vehicle" shall be made only for the officers in the rank of Under Secretary / Deputy Secretary / Joint Secretary or of equivalent rank working in State Government Departments and Heads of Department.

3. Terms and Conditions for Hiring Vehicles:

- i. Administrative Departments can hire vehicles, at their level, for official use in substitution of existing Government vehicles after completion of condemnation and scrapping of the vehicle in terms of guidelines issued by Commerce & Transport (Transport) Department.
- ii. Hiring sought for, without condemnation of existing vehicles and hiring of vehicle for new offices/entitled officers, will require prior concurrence of Finance Department. In case any vehicle has been hired with prior concurrence of Finance Department, no further concurrence of Finance Department is required for successive renewals or fresh contracts. Head of Office concerned is empowered to renew the contract or go for a new hiring contract. However, hiring must be discontinued immediately if the vehicle is no longer required for the office concerned or when the post of the officer concerned falls vacant.
- iii. The procuring entity shall follow a transparent bidding process for selection of the Service Providers for hiring BS-VI emission compliant Vehicles. A standard model bidding document (MBD) is at Annexure-I.
- iv. The hiring charges do not include fuel cost (petrol/diesel) which is to be paid separately basing norms.
- v. The vehicles shall be in good condition and shall not be older than three years at the time of submission of bid. **Vehicles older than seven years should be replaced by new vehicles by the service provider.**
- vi. The Service Providers will ensure that the vehicle is kept under optimum running condition and avoid accidents attributable to lack of maintenance/upkeep. **The hired vehicles cannot be used by the service provider for any private/commercial purpose beyond office hours or during holidays.**
- vii. Vehicles may also be hired through electronic platform such as GeM etc. by adhering to the aforesaid norms. **While floating the bid, it should be specifically stated that hiring charge does not include cost towards fuel which is to be paid separately basing on norms.**
- viii. The service provider shall have a valid GST registration to participate in the tendering.
- ix. The service provider, participating in the bidding process under the jurisdiction of Municipal Corporations, shall be registered on GeM platform.
- x. The recurring expenditure involved in hiring of vehicles shall be met from the Budget sanctioned for respective Offices under the object head of "Motor Vehicles".
- xi. In the Log books, Kilometre reading and POL shall be recorded in relevant columns and verified regularly by the authorized officer before releasing payment.
- xii. The hired vehicle shall be discontinued immediately, when the vehicle is no longer required due to retirement / transfer of the concerned officer or closure of the office/ project etc.

- xiii. Administrative Department shall sanction hiring of vehicle, at their level, for one-time sporadic requirement on case-to-case basis (For example: One-time hiring for a week/fortnight, etc.).
- xiv. **The period of the contract shall be for a period of 3 years which may be extended by maximum 1 year subject to satisfactory performance.**
- xv. Provision of Odisha General Financial Rules, 2023 and Delegation of Financial Power Rules, 1978 shall be applicable for hiring of vehicles. EMD / Bid Security and Performance Security shall be as per the provision of Odisha General Financial Rules and as amended from time to time.
- xvi. No cost towards cost of tender paper shall be charged while inviting the tender.

4. Ceilings of Usage:

- i. Vehicles used by Officers of the grade of Heads of Department and above up to maximum of 2500 kms in a month.
- ii. Vehicles used by other Officers and for pool duty up to maximum of 2000 kms in a month.
- iii. **In case of variation exceeding 20%, Administrative Department shall accord approval recording the reason of variation.**

Note-1: The ceiling on usage, as prescribed above, shall also be applicable for equivalent model of Government Vehicles.

5. A model Service Provider Agreement is at **Annexure-II**. Log books shall be maintained as per the format at **Annexure-III**.

6. **The revised rate will be applicable to new contracts for which bids will be invited after issue of this office memorandum.**

By orders of the Governor,


Principal Secretary to Government 27.05.2025