

**DISTRICT EXCISE OFFICE: KEONJHAR**

No. 2313 // Ex., Dt. 21.06.2025 //

**Quotation/Tender Call Notice**

Sealed quotations/tenders are invited from interested reputed Travel Agencies /Tour Operators/ Private Individuals for providing **2 (Two) number of AC Petrol/Diesel driven preferably BS-IV emission compliant vehicles (Scorpio/ Bolero/Sumo Gold/ TUV-300 or any other similar model, type & segment of vehicle, having the same mileage and hiring charges,** can be engaged having sitting capacity **of not more than 7/9 (Seven/Nine)** including driver, which shall conform to the Terms and conditions as enclosed **(Appendix-A)** for official use **(for excise enforcement work at Barbil Excise Station and District Excise Office, Keonjhar) in the establishment of Superintendent of Excise, Keonjhar 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 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/- (Rupees Five thousand) only** shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the **Superintendent of Excise, Keonjhar** and submitted along with the tender as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders.
7. The monthly rate of hire charge be quoted separately in the general bid information (excluding fuel and lubricants).
8. The Vehicle must achieve a fuel efficiency of **10 KM** per liters.
9. The details of the make and year of manufacture of the vehicle, registration no., mileage (K.M 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)**.

10. The Quotation completed in all respect should reach the undersigned on or before **Dtd.30.06.2025 by 4.00 PM (either by hand or by registered post)** except Sundays & holidays and shall be opened **on the same day at 5.00 P.M. at District Excise Office, Keonjhar** in presence of the bidders or their authorized representatives. The quotation received manually is required to be dropped in **the Tin Box kept in the office of the Superintendent of Excise, Keonjhar**. In the cover page of the sealed envelope containing quotation, it should be clearly mentioned that "**QUOTATION FOR HIRING OF VEHICLE**". Each sealed envelope should contain only one quotation/application.
11. The application form of quotation/tender containing General Bid Information & Terms and Conditions for Hiring of Vehicles etc. will be available with the **Superintendent of Excise, Keonjhar or Notice Board of District Excise Office, Keonjhar/ Collectorate, Keonjhar** on payment of **Rs. 1000/- (Rupees one thousand) only from Dtd.21.06.2025 to Dtd.30.06.2025 (up-to 4.00 PM)** or can be downloaded from Odisha Government Website (**https://Keonjhar.nic.in**) from **Dtd. 21.06.2025 to Dtd.30.06.2025**. In case, the application form is downloaded from Government website, the applicant shall furnish a Demand Draft for an amount of **Rs. 1000/- (Rupees one thousand) only** towards the cost of application along with the application.
12. Period of contract **is from the date of agreement till 31.03.2026.**
13. Apart from the normal working days, the vehicle can be used on Holidays / Sundays and even in odd hours in case of emergency situation. The hired vehicles cannot be used for any private/commercial purpose beyond office hours or during holidays.
14. All types of repair / maintenance are to be done by the vehicle owner at his cost including payment of Tax etc. and payment of wages of the Driver.
15. Log Book & Stock / Issue Register of Fuel etc. are to be maintained according to Government procedure and signed by the Driver and the officer using the vehicle.
16. The concerned vehicle Owner should execute an agreement containing above Terms & Conditions in Non-Judicial stamped paper of **Rs. 100/-with the Superintendent of Excise, Keonjhar within 3 days** of receipt of engagement order.
17. The Authority reserves the right to cancel the contract of the vehicle at any time without prior Notice and showing any reasons thereof.
18. The Authority reserves the right to cancel the quotation or any part without any reason assigning thereof.

  
**Superintendent of Excise,  
Keonjhar**

(Seal & Signature of

**Memo No.** 2314 /**Ex, Dt.** 21.06.2025

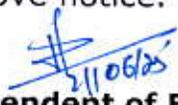
Copy submitted to the Excise Commissioner, Odisha, Cuttack for favour of kind information & necessary action with reference to letter No. 9253/Ex., Dt. 30.09.2024.

  
**Superintendent of Excise,  
Keonjhar**

**Memo No.** 2315 /**Ex, Dt.** 21.6.2025

Copy to Office Notice Board / Collectorate, Keonjhar / Sub-Collector, Keonjhar for wide publication.

Copy to All Excise Station, Keonjhar / All Range Inspectors, Keonjhar / Inspector of Excise Mobile Unit for wide publicity of the above notice.

  
**Superintendent of Excise,  
Keonjhar**

**Memo No.** 2316 /**Ex, Dt.** 21.06.2025

Copy submitted to the DeGM, Collectorate, Keonjhar for information and necessary action, with a requested to upload the Quotation/ Tender Call notice in the [www.Keonjhar.odisha.gov.in](http://www.Keonjhar.odisha.gov.in) & GeM Portal from 21.06.2025 to 30.06.2025 for public information from.

  
**Superintendent of Excise,  
Keonjhar**

**Memo No.** 2317 /**Ex, Dt.** 21.06.2025

Copy forwarded to Regional Transport Officer for wide publication and information to all Travel Agency.

Copy forwarded to D.I & PRO, Keonjhar for information and wide publicity as official correspondents.

  
**Superintendent of Excise,  
Keonjhar**

**TERMS AND CONDITIONS FOR HIRING OF VEHICLES**

The following terms and conditions as stipulated by the Government vide Finance Department OM No. 15836/F.dtd. 27.05.2025 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 M.V. 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 which are mandatory for plying of vehicle. Preference will be given to new/latest with BS-VI emission compliant vehicle.
2. The Firms /Individuals whose services were previously found un-satisfactory, need not apply. The same will not be considered.
3. 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 service provider shall be responsible for all such litigation.
4. 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 lubricants 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 and Tubes, Battery etc. will be borne by the bidder.
5. 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.
6. The driver should be well behaved, gentle and obedient in nature. He should be neatly dressed and should maintain all protocol while in duty. He should have specific Mobile Number to attend the calls round the clock. No separate payment shall be made for the same.
7. 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.
8. In case of the vehicle do not report regularly, the authority will be at liberty to terminate the agreement without prior notice.
9. The vehicle shall report for duty for minimum of 25 days in a month.
10. In case of emergency, the driver will have to report for duty as per the requirement. No extra payment shall be demanded.
11. 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 par as possible within fifteen days of the submission of bills by the service provider duly certified by the Officer concerned and no advance payment will be made.

12. The vehicle shall not be more than 3(three) years old from the initial registration and also in good running condition during the period of contract.
13. If the services are found to be unsatisfactory, the client shall give **one month notice** and terminate the agreement.
14. 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.
15. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.
16. The hired vehicles cannot be used for any private/commercial purpose beyond office hours or during holidays.
17. The hiring may be discontinued immediately, when the vehicle is no longer required for office.
18. The selected/successful bidder will have to execute an Agreement with the Authority as per Government in Finance Department O.M No.22924/F.dtd. 14.08.2023.
19. The period of contract shall be initially for a period of 2(two) years, which can be extended subject to satisfactory performance.
20. Clear and legible copies of all documents should be attached and be self-attested.

  
**Superintendent of Excise,  
Keonjhar**

***NB: -The Security Deposit of Rs. 5,000/- and cost of application of Rs.1000/- is mandatory for all category of applicant.***

**APPLICATION AND GENERAL INFORMATION FOR HIRING VEHICLES.****(Copies of relevant documents must of self attested)**

Sl. No.	Particulars	
1	Name of the Service Provider	
2	Complete Address	
3	OGST Number	
4	GeM Registration Number	
5	Bank A/C Number 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	Proposed hire charges of the vehicle per month excluding fuel cost	
18	Rate of fuel consumption/Mileage per litre	
19	Contact Number of the Service provider Mobile:- _____ (Tenderer / Quotationer)	
20	Contact Number of Driver	

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