

**DISTRICT EXCISE OFFICE KEONJHAR**

No. 4064 / Ex. Date. 14.11.25

**Quotation/Tender Call Notice**

Sealed quotations/tenders are invited from interested reputed Travel Agencies/Tour Operators/including individuals for providing 1 (One) number of AC Petrol/ Diesel driven preferably BS-IV emission complaint vehicles ( 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 not more than 9(Nine) including driver, which shall conform to the Terms and conditions **(Appendix-A)** for official use for **Champua Excise Station** in the office of Superintendent of Excise, Keonjhar on monthly rental 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.5000/- ( Rupees Five Thousand) Only** shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of **Superintendent of Excise, Keonjhar** 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 10 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 **28.11.2025 by 2.00 P.M.** (either by hand or by registered post) except Sundays & holidays and shall be opened on the same day at **4.30 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 Superintendent of Excise, Keonjhar. In the Cover page of sealed envelope containing quotation, it should be clearly mentioned that **"QUOTATION FOR HIRING OF VEHICLE FOR \_\_\_\_\_"**.

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 Date 14.11.2025 to Date 28.11.2025 ( Upto 2.00 PM)** or can be downloaded from Odisha Government Website (<https://keonjhar.nic.in>) from **Date.14.11.2025 to Date 28.11.2025**. In case, the application form is downloaded from Odisha 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 **30.11.2026**.

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.

*[Handwritten Signature]*  
14/11/2025  
Superintendent of Excise,  
Keonjhar  
14-11-25

Memo No. 4065 /Ex, Dt. 14.11.25

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.

*[Signature]*  
14/11/2025

Superintendent of Excise,  
Keonjhar

Memo No. 4066 /Ex, Dt. 14.11.25

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

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

*[Signature]*  
14/11/2025

Superintendent of Excise,  
Keonjhar

Memo No. 4067 /Ex, Dt. 14.11.25

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&GeM Portal from 14.11.2025 to 28.11.2025 for public information from.

*[Signature]*  
14/11/2025

Superintendent of Excise,  
Keonjhar

Memo No. 4068 /Ex, Dt. 14.11.25

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.

*[Signature]*  
14/11/2025

Superintendent of Excise,  
Keonjhar

## Terms & Conditions

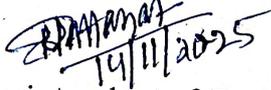
## Annexure-A

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 damages to any property on account of use of hired vehicle any manner whatsoever. The hierer 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. The Firms/ Individuals whose services were previously found unsatisfactory, need not apply. The same will not be considered.
7. 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.
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 vehicles 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 made.



11. 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.
12. 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.
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. 15886 Date. 27.05.2025
19. Clear and legible copies of all documents should be attached and be self-attested.

  
14/11/2025  
Superintendent of Excise,  
Konjhar  
  
14-11-2

**General Information****Annexure-B**

Sl. No.	Particulars	
1	Name of the Service Provider	
2	Complete Address	
3	GST Number	
4	GeM Registration Number	
5	Bank Account Number and IFSC Code	
6	Registration No. of Vehicle	
7	Year of Manufacture	
8	Make & Model	
9	Date of Registration	
10	Name and Complete address of Owner of Vehicle	
11	Fitness Certificate Validity	
12	Pollution Certificate Validity	
13	Permit Validity	
14	Insurance Validity	
15	Name and Address of Driver	
16	D.L. Number and Validity of D.L. of Driver	
17	Contact Number of 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	

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

Seal and Signature of Tenderer