



DISTRICT PLANNING & MONITORING UNIT, KEONJHAR

QUOTATION CALL NOTICE

No. 1695 /DPMU/Stat. /Date. 18.12.2025

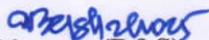
Sealed quotations/tenders are invited by **Speed Post/Registered Post/Courier** only from interested reputed Travel Agencies / Tour Operators / Individuals for providing **one Diesel driven TUV 300/Bolero/Sumo Gold/Ertiga etc or equivalent vehicle** having seating capacity not more than nine including driver, which shall conform to the Terms and conditions (**Annexure-A**) for official use in **District Planning & Monitoring Unit (DPMU), Keonjhar** on monthly rent basis.

1. The service provider shall have PAN & 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. The Driver should be well behaved, gentle and obedient in nature.
5. A sum of Rs. 5000.00(Rupees Five thousands) shall be deposited by the intending bidders in shape of Account Payee Bank draft drawn in favor of the **Deputy Director (Planning & Statistics), DPMU,Keonjhar** payable at **Keonjhar** and submitted along with the quotation/tender as EMD/Security deposit. After completion of quotation process, the amount will be refunded to unsuccessful bidders.
6. The details of the make and year of manufacture of the vehicle, registration no., mileage (KMs. covered per litre) and name of the Driver, Mobile No. with Driving License No. and period of validity should be specifically provided in the general bid information in the format to be furnished with the Quotation (**Annexure-B**).
7. The monthly rate of hire charge excluding fuel & excluding GST be quoted in the format separately (**Annexure-C**).
8. The Vehicle must achieve a fuel efficiency mileage minimum of 10 KM per litre be quoted separately in price & fuel efficiency bid information in the format (**Annexure-C**).

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9. The Quotation completed in all respect and superscribed on the top of the envelope i.e. "QUOTATION FOR PROVIDING VEHICLE ON HIRING BASIS IN DPMU, KEONJHAR" should be reached to the Deputy Director (Planning & Statistics), DPMU, Keonjhar, Collectorate Campus, Dist:Keonjhar-758001 on or before 31.12.2025 by 12.00 Noon and shall be opened on the same day at 1.00 PM in presence of all tenderers/bidders or their authorized representatives in the office of the undersigned.
10. The application form of quotation/tender containing General Bid Information along with Terms and conditions & Price Bid for Hiring of Vehicles etc. can be obtained from the office of the undersigned up to 30.12.2025. No cost towards tender papers will be charged. The interested tenderers may download the tender document from the Kendujhar District website: <https://kendujhar.odisha.gov.in>
11. The eligible bidders/quotationers/tenderers shall commence the services from the date of place of the order and shall continue to provide the services up to one year from the date of initial engagement and it may further be extended after fulfillment of certain conditions along with satisfactory performance.
12. The undersigned reserves the right to accept or reject or negotiate with the quotationer without assigning any reason thereof.
13. Any legal dispute arising out of this subject to Keonjhar Jurisdiction.


Deputy Director(P&S),
DPMU, Keonjhar

Memo No. 1696 Date.18.12.2025

1. Copy of Quotation Call Notice submitted to the ADM, Keonjhar/ CDO-cum-Executive Officer, Zilla Parishad, Keonjhar/Sub-Collector, Keonjhar/DIPRO, Keonjhar for kind information with a request to display the Notice in their Office Notice Board for wider publication.
2. Copy to the District e-Governance Manager, Keonjhar for information with a request to web hoist the Quotation Call Notice in the Kendujhar District website: <https://kendujhar.odisha.gov.in> for wider publication.
3. Copy to this office Notice Board for display & wider publication.


Deputy Director(P&S),
DPMU, Keonjhar

Memo No. 1697 Date.18.12.2025

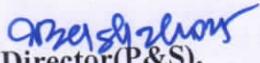
Copy submitted to the Director, Economics and Statistics, Odisha, Bhubaneswar for favour of kind information.


Deputy Director(P&S),
DPMU, Keonjhar

TERMS & CONDITIONS FOR HIRING OF VEHICLES

The following terms and conditions must be fulfilled by the successful quotationer/tenderer for providing a vehicle on hire on monthly rent basis.

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 Driving License (DL) of the driver available all the times.
2. The DPMU,Keonjhar 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 owner of the vehicle shall be responsible for all such litigation.
3. The hire charges to be paid is final but does not include cost of diesel/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/ quotationer.
4. It shall be the responsibility of the bidder to provide a good driver and the salary of the driver shall be borne by the service provider /owner of the vehicle.
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/owner of the vehicle/bidder.
6. In case of the vehicle do not report regularly, the authority will be at liberty to terminate the agreement without prior notice and may engage a new vehicle from other source.
7. The vehicle shall report for duty for minimum of 25 days in a month in the office.
8. In case of exigency, the driver will have to report for duty as per the requirement of hirer. No extra payment shall be made/demanded/paid
9. Monthly hire charges and reimbursements towards cost of fuel /diesel (as per State Govt. norms) of selected service provider/quotationer will be paid in every succeeding month, as far as possible within fifteen days of the submission of bills by the service provider/ owner of the vehicle 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 for fresh quotation.
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 Prior 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 EMD/security deposit.
14. The application form must be signed by the vehicle owner/ service provider/quotationer and properly sealed and also attached all relevant documents including bank drafts as per the terms & conditions.


Deputy Director(P&S),

DPMU, Keonjhar

(Signature of the Quotation/Tender Calling Authority)

General Information

Sl.No	Particulars	Required information be filled
1	Name of the Service Provider/Owner of Vehicle	
2	Complete Address	
3	PAN & 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 / service provider	
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 Vehicle owner/Service provider	
18	Contact number of Driver	
19	Proposed hire Charge of the vehicle per month excluding fuel cost & tax	
20	Rate of fuel consumption / Mileage per litre (KM/ litre)	

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

Seal & Signature Quotationer/Tenderer/
Owner of Vehicle

Annexure – C

FORMAT FOR PRICE (HIRE CHARGES) & FUEL EFFICIENCY BID

Model of the vehicle with Registration No.	Quoted Hire Charges per month (Maximum Rs.37,200.00) (exclusive of all applicable taxes)	Fuel Efficiency (Minimum average mileage of 10 Kilometer (KM) per litre)

**Seal & Signature of the
Quotationer/Tenderer/
Owner of Vehicle**