



ତହସିଲଦାରଙ୍କ କାର୍ଯ୍ୟାଳୟ ସଦର, କେନ୍ଦୁଝର

Email ID : tah.keon-od@nic.in

(ନିଜାରତ ବିଭାଗ )

Phone No.06766-255088

OFFICE OF THE TAHASILDAR, SADAR: KEONJHAR

No. 303 /Niz. /Date 09-01-2026

**QUOTATION/TENDER CALL NOTICE**

Sealed quotations/tenders are invited from interested reputed Travel Agencies / Tour Operators / Individuals for providing **ONE Bolero /TUV 300/Sumo Gold/ Ertiga etc.** AC Petrol/ Diesel driven vehicles having sitting capacity not more than seven including driver, which shall conform to the Terms and conditions (Appendix-A)) for official use in the Office of the Sadar Tahasil, Keonjhar on monthly rent basis within the price limit of Rs.37200.00 (Rupees Thirty-Seven thousand Two hundred) only.

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. 15000.00 (Rupees Fifteen Thousand) only shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the Tahasildar, Keonjhar and submitted along with the tender as Security deposit. After completion of tender process, the amount shall be refunded to unsuccessful bidders.
6. The monthly rate of hire charge be quoted separately in General Bid Information, excluding fuel and lubricants.
7. The Vehicle must achieve a fuel efficiency of 10 KMs per litre.
8. 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).
9. The Quotation completed in all respect should reach the undersigned on or before 27.01.2026 by 3.30 P.M. and shall be opened on the same day at 4.30 P.M. in presence of the bidders or their authorized representatives in the office chamber of the Tahasildar, Sadar Keonjhar.
10. The application form of quotation/tender containing General Bid Information & Terms and conditions for Hiring of Vehicles etc. will be available with the website [www.kendujhar.odisha.gov.in](http://www.kendujhar.odisha.gov.in).
11. The undersigned reserves the right to Accept/Reject or Negotiate the Quotation without assigning any reason thereof.

*J. Kumar*  
09/01/26  
Tahasildar, Keonjhar  
**TAHASILDAR**  
**KEONJHAR**

Memo No. 304 / Niz./ Dt 09-01-2026

Copy submitted to the Additional District Magistrate, Keonjhar/ Sub-Collector, Keonjhar/ Block Development Officer, Keonjhar/ Regional Transport Officer, Keonjhar/ Executive Officer, Keonjhar Municipality, Keonjhar /C.D.P.O. Keonjhar for information and necessary action. They are requested to display the quotation call notice in their office notice board for wide circulation in the locality as well as among general public.

Copy forwarded to the D.I.O, N.I.C, Keonjhar for information and necessary action. He is requested to upload the tender call notice in the District website for wide circulation among the general public.

Memo No. 305 / Niz./ Dt 09-01-2026

Copy to Office Notice Board for information of general public.

*P. Kumar*  
09/01/26  
TAHASILDAR  
KEONJHAR

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09/01/26  
TAHASILDAR  
KEONJHAR

### 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 25 days in a month.
8. The Vehicle shall report for duty every day during working hours at 9.00 A.M. After duty, the vehicle will be parked at owner's risk.
9. In case of emergency, the driver will have to report for duty as per the requirement. No extra payment shall be made.
10. 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 far as possible within fifteen days of the submission of bills by the service provider and no advance payment will be made.
11. The vehicle shall not be more than Three years old from the initial registration and also in good running condition during the period of contract.
12. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
13. In case the service provider intends to withdraw the services of his/her vehicle and terminate the agreement, it shall be mandatory upon him/her to grant one month notice before such withdrawal of service and termination of agreement.
14. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.
15. The hirer of the vehicle reserves the right to add or delete any condition if it is felt necessary during the time of Agreement.

*J. Kumar*  
09/10/26  
Tahasildar, Keonjhar  
**TAHASILDAR**  
**KEONJHAR**

## General Information

Sl. No	Particulars	
1	Name of the Service Provider	
2	Complete Address	
3	GST Number	
4	Bank Account No and IFSC Code	
5	Registration No. of Vehicle	
6	Year of Manufacture	
7	Make & Model	
8	Date of registration	
9	Name & complete address of the owner of vehicle	
10	Fitness Certificate validity	
11	Pollution Certificate validity	
12	Permit validity	
13	Insurance validity	
14	Name / Address of the Driver	
15	D.L. No. & Validity of the D.L. of the Driver	
16	Contact Number of the Service provider	
17	Contact number of Driver	
18	Proposed hire Charge of the vehicle per month excluding fuel cost	
19	Rate of fuel consumption / Mileage per litre	

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

*J. Kumar*  
09/01/26  
Tahasildar, Keonjhar  
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