

STANDARD BIDDING DOCUMENTS
OFFICE OF THE TREASURY OFFICER, DISTRICT TREASURY,
KEONJHAR

Quotation/Tender Call Notice

No. 496 / Dated: 24/3/26

Sealed quotations are invited from the interested Service Providers having GST Registration & GeM registration for providing one number of Tiago/Bolt/Celerio (Petrol) for official use in the office of District Treasury Officer, Keonjhar on monthly rent basis. These vehicles are only indicative and similar category/segment, having the same mileage and hiring charges which shall conform to the terms and conditions **(Annexure-II)** can also be provided. The maximum hire charges per month excluding GST and Fuel (*) will be **Rs. 20,000/- (Rupees twenty thousand) only**.

1. The vehicle must be 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 under control certificate, valid Contract Carriage Permit, proof of up to date tax payment etc. which are mandatory for plying of vehicle.
2. The Driver of the vehicle must have valid Driving License for driving light transport passenger vehicle and should be sufficiently experienced in driving transport passenger vehicle.
3. The Driver should be well behaved, gentle and obedient in nature.
4. 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 the District Treasury Officer, Keonjhar and submitted along with the tenders as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders.

5. The monthly rate of hire chares shall be quoted separately in the general bid information (excluding fuel and lubricants)
6. The vehicle must achieve a fuel efficiency of 17 KMs per litre.
7. The details of the make and year of manufacture of the vehicle, registration no., mileage (Kms covered per litre) and name of the Driver with Driving License No. and period of validity should be specifically provided in the general bid information to be furnished with the Quotation (**Annexure-B**)
8. The Quotation completed in all respect should reach the undersigned on or before **09.04.2026 by 12.00 Noon** and shall be opened on the same day at **3.00PM** in presence of the bidders or their authorized representatives.
9. The application form of quotation containing General Bid Information & Terms and Conditions for hiring of Vehicles etc. will be available with Office of the District Treasury Office, Keonjhar on payment of Rs. 1000/- (Rupees One thousand) from **10.30AM to 05.00PM** or can be downloaded from Keonjhar District website (**www.keonjhar.nic.in**) from **25.03.2026 to 09.04.2026** In case the application form is downloaded from Keonjhar District website, the applicant shall furnish a Demand Draft in favour of District Treasury Officer, Keonjhar for an amount Rs. 1000/- (Rupees One thousand) only towards the cost of application along with the application.

Dr. [Signature]
District Treasury Officer (I/C)
Keonjhar

24/3/26

[Signature]

**OFFICE OF THE TREASURY OFFICER, DISTRICT
TREASURY, KEONJHAR**

Memo No. _____/Dt. _____

Copy forwarded to all the Sub Treasury of Keonjhar District / R.T.O,
Keonjhar/ Collector's office Notice Board for information and wide publication.

**District Treasury Officer (I/C)
Keonjhar**

Memo No. 498 /Dt. 24/3/26

Copy to the DeGM, National Informatics Centre, Keonjhar with a request for
uploading of the Tender papers in district web portal.

**District Treasury Officer (I/C)
Keonjhar**

Memo No. _____/Dt. _____

Copy to the DI & PRO, Keonjhar with a request to publish the tender notice
in local newspaper.

**District Treasury Officer (I/C)
Keonjhar**

TERMS & CONDITIONS FOR HIRING OF VEHICLES

The following terms and conditions 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 MV documents such as :- valid Registration Certificate, Insurance Certificate, Fitness Certificate, Valid Contract Carriage Permit, proof of up to date tax payment etc. and DL of the driver available all the times. The 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 service provider shall be responsible for all such litigation.
2. The hire charge to be paid for monthly basis is final but does not include cost of petrol. This 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 & Tubes, Battery etc. will be borne by the bidder.
3. It shall be the responsibility of the bidder to provide a good driver and the salary of the driver shall be borne by the owner.
4. 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.
5. In case of the vehicle do not report regularly, the authority will be at liberty to reject the agreement and may engage vehicle from other source.
6. The vehicles shall report for duty for minimum of 25 days in a month.
7. In case of emergency, the driver will have to report for duty as per the requirement of hirer. No extra payment shall be demanded.
8. Monthly hire charges and reimbursements towards cost of petrol (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. TDS as per IT Act & Rules will be deducted.
9. 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.
 10. If the services are found to be unsatisfactory, the Authority reserves the right to terminate the agreement with prior intimation to the service provider.
 11. In case the service provider intends to withdraw the services of his vehicle and terminate the agreement, it shall be mandatory upon him to give one month notice before such withdrawal of services and termination of agreement.
 12. If the bidder violates any of the terms and condition, Government shall forfeit the entire amount of security deposit.
 13. The hired vehicles cannot be used for any private/commercial purpose beyond office hours or during holidays.
 14. The car and driver shall be at the disposal of the Authority during the period of engagement. The vehicle will be utilized on holidays for official work if required for any important office work & no extra payment will be made.
 15. In case of contracted vehicles, same car and driver should be sent daily. Any change in vehicle or drivers will be allowed only in exceptional circumstances and that too with the prior information/approval of the Authority.
 16. The driver of the vehicle provided must follow traffic rules and other regulations prescribed by the Govt. from time to time. Drivers should be familiar with all important places in Keonjhar District and outstations.
 17. The Authority will not be responsible for any Challan, loss, damage or accident to the vehicle or to driver.
 18. The daily record indicating time and mileage for each vehicle shall be maintained. Mobile phone facility (24 x 7 hours) must be available with the service provider and driver.
 19. The payment will be made on monthly basis on submission of pre-receipted bills(s) duly supported by duty slip(s)/log sheet(s) duly signed by the concern Officers.

20. The vehicle shall not be more than 3 years & shall not run more than 50,000 KMs from initial registration and also in good running condition during the period of contract.
21. The engagement and employment of driver and payment of wages to him/her as per existing provisions of various labour laws and regulation is the sole responsibility of the service provider and any breach of such laws or regulations shall be deemed to be the breach of this contract.
22. In case of non-availability of vehicles, penalty as decided by Finance Department shall be imposed in addition to deduction at pro-rata basis for absence from duty.
23. After selection of the bidder, the service provider have to execute agreement with Department at Annexure- 'A' within the period of fifteen days from the date of receipt of order.
24. The vehicle will be utilized on official tour outside Keonjhar if required by the Department & no extra hiring charges will be paid for said tour.
25. The successful bidder is required to deposit 10% of the approved negotiated amounts as Performance Bid Security which will be returned after completion period of agreement. If the services of service provider are not up to satisfactory, the Performance Bid Security amount will be forfeited.

Seal & Signature
Quotation/Tender Calling Authority

[Handwritten Signature]
TREASURY OFFICER
KEONJHAR

[Handwritten Initials]
24/3/26

Annexure-B**GENERAL INFORMATION FOR HIRING VEHICLES**

1	Registration No. of the Vehicle	:	
2	Type of Vehicle (AC/Non-AC)	:	
3	Year of manufacture	:	
4	Model	:	
5	Date of Registration	:	
6	Name & complete address of the owner of the vehicle	:	
7	Fitness Certificate validity	:	
8	Permit validity	:	
9	Insurance validity	:	
10	Name & address of the driver	:	
11	Driving license No. & Validity of the Driving License of the Driver	:	
12	Proposed hire Charge of the vehicle per month excluding fuel cost	:	
13	Rate of fuel consumption/Mileage per liter	:	
14	Contact Number of the Service provider(Tenderer/Quotationer)	:	Mob:- Land Line No.:-

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

Seal & Signature of the
Quotationer/Tenderer