



DISTRICT SKILL DEVELOPMENT CUM EMPLOYMENT OFFICE
KEONJHAR

At-Jagannathpur, W. No-5, Po-Keonjhargarh. e-mail- deokjr@gmail.com

No. 439 /DSDEO, Keonjhar

Dated the 04.04.26

To,

The District E-Governance Officer
NIC, Keonjhar

Subject: Request for publication of Quotation Call Notice for hiring of vehicle on district website.

Sir,

In inviting a reference to the subject cited above, I am to request you to kindly arrange for publication of the Quotation Call Notice for hiring of vehicle in the official district website <https://kendujhar.odisha.gov.in/> from **06.04.2026 to 20.04.2026**.

The required annexures and documents related to the quotation call notice are enclosed herewith for necessary action at your end.

Yours faithfully,

Encl: As above


District Skill Development cum
Employment Officer, Keonjhar
Keonjhar

Memo No. 440 /DSDEO, Keonjhar

Dt. 04.04.26

Copy submitted to the office Notice Board of P.A., ITDA, Keonjhar / Sub-Collector, Keonjhar /DI&PRO, Keonjhar/E.O., Municipality, Keonjhar for kind information with request to publish the notice in their Office notice boards for wide circulation & information of general public.


District Skill Development cum
Employment Officer, Keonjhar
Keonjhar

STANDARD BIDDING DOCUMENTS

(Government of Odisha)

SKILL DEVELOPMENT & TECHNICAL EDUCATION DEPARTMENT/
DISTRICT SKILL DEVELOPMENT CUM EMPLOYMENT OFFICE, KEONJHAR**QUOTATION CALL NOTICE**

No- 441 /DSDEO, Keonjhar

Dated. 04.04.26

Sealed quotations/ tender is invited from interested reputed travel agencies/tour operators or private individuals for providing 01 (One) number of Non-AC/AC Petrol/diesel driven vehicle which shall confirm to the terms & conditions (Annexure-II) for official use in the District Skill Development cum Employment Office, Keonjhar on monthly rent basis:

1. The vehicle must be in the road worthy condition, shall not be more than 3 years old from the date of initial registration & must have valid registration certificate, insurance certificate, fitness certificate, valid contract carriage permit, proof of up-to-date tax payment etc. which are mandatory for playing of vehicle.
2. The driver of the vehicle must have a valid driving license for driving light transport passenger vehicle & should be sufficiently experienced in driving in transport passenger vehicle.
3. The driver should be well behaved, gentle & obedient in nature.
4. The Service provider /vehicle Owner shall have valid CGST/SGST registration to participate in the tender.
5. A sum of Rs. 5000/- shall be deposited by the intending bidders in shape of Account Payee bank Draft drawn in favour of the District Skill Development cum Employment Officer, Keonjhar & Collector, Keonjhar and submitted along with the tender as security deposited. After completion of tender process, the amount will be refunded to unsuccessful bidders.
6. The monthly rate of hire charge be quoted separately in the general bid information (Excluding fuel & lubricants).
7. The vehicle must achieve a fuel efficiency of 17 K.M.s per Liter.
8. The details of the make & year of manufacture of the vehicle, registration number, mileage (kilometers covered per liter) & name of the driver with driving license number & period of validity should be specifically provided in the general bid information to be furnished with the quotation/tender (Annexure-III)
9. The quotation completed in all respect should reach the undersigned by **speed Post/Registered Post/Courier** on or before **20th April, 2026 by 05.30 P.M.** & shall be opened on the **22.04.2026 at 12.30 P.M.** in presence of the Bidders or their authorized representatives in the office chamber of the District Skill Development cum Employment Officer, Keonjhar.
10. The application form of the quotation/tender containing general bid information & terms & conditions for hiring of vehicles etc. will be available with District Skill Development cum Employment Officer, Keonjhar on payment of Rs.1000/- (rupees one thousand) only in shape of Demand Draft from any Nationalized / Scheduled bank in favour of " District Skill Development cum Employment Officer, Keonjhar & Collector, Keonjhar payable at Keonjhar from **06.04.2026 to 20.04.2026** or can be downloaded from Keonjhar District Website <https://kendujhar.odisha.gov.in/> .


 Seal & Signature of the Quotation/
 District Skill Development
 Tender Calling Authority
 cum Employment Officer
 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:-
 - (a) Valid Registration Certificate, (b) Insurance Certificate, (c) Fitness Certificate, (d) Valid Contract Carriage Permit, (e) Proof of up to date Tax Payment etc. and (f) D.L. of the driver available all the times.

The Department/Office hiring the vehicle shall not be responsible for any damage/ loss caused to hired vehicles or loss or 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.
2. The hire charges as per the O.M. No.15836/F., Dt. 27.05.2025 of the Principal Secretary to Govt., Finance Department, Odisha, Bhubaneswar will be paid for monthly basis is final but does not include cost of Petrol, which is to be paid separately basing on actual consumption. All the expenditure of the vehicle towards repair, replacement of spare parts, Lubricating oil of Engine, Gear Box & differential Coolant, Tires & 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) of selected bidder 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.
9. The Vehicle shall not be more that 3 years old from the initial registration and also in good running condition during the period of contract.
10. If the service is found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
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 grant one month notice before such withdrawal of service and termination of agreement.
12. If the bidders violate any of the terms of contact, Government shall forfeit the entire amount of security deposit.
13. The engagement of vehicle for mobility support to DEO, Keonjhar will be limited for a period of 11 (eleven) months only i.e. from **1st May, 2026 to 31st March, 2027.**


District Skill Development cum
Employment Officer, Keonjhar
cum Employment Officer
Keonjhar

GENERAL INFORMATION FOR HIRING VEHICLES

1. Registration No. of Vehicle :-
2. Type of Vehicle (AC/Non-AC) :-
3. Year of Manufacture :-
4. Model :-
5. Date of Registration :-
6. OGST No :-
7. Name & complete address
of the owner of vehicle :-
8. Fitness Certificate Validity :-
9. Permit Validity :-
10. Insurance Validity :-
11. Name / Address of the Driver :-
12. D.L. No. & Validity of the D.L.
of the Driver :-
13. Proposed hire Charge of the vehicle per month
Excluding fuel cost :- Rs.
14. Rate of fuel consumption/Mileage per liter:-
15. Contact Number of the Service Provider
(Tenderer/ Questioner)

Mobile Telephone

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

Signature of the
Quotationer/Tenderer.
Date:-