

DISTRICT SKILL DEVELOPMENT-CUM-EMPLOYMENT
OFFICE: KEONJHAR


At-Jagannathpur,Po-Keonjhargarh,Dist-keonjhar,Pin-758001 email-deokjr@gmail.com &
deo_kjr@yahoo.in,

No. 470 /DSDEO, Keonjhar

Dated 27.04.26

TENDER NOTICE


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 vehicle having genuine BS-VI Emission Compliant for official use in the District Skill Development cum Employment Office, Keonjhar. The terms and Conditions, quotation paper for submission of quotation and detailed specifications are as mentioned below. Sealed quotation should reach to the office of the undersigned by 07.05.2026 by 01.00 P.M. positively through Speed Post/Courier/Registered post/in person, which will be opened by the Selection Committee on dated 08.05.2026 at 10.00 A.M. in presence of the Bidders or their authorized representatives in the Office Chamber of the undersigned. The quotation should be super-scribed on the top of the envelop as "APPLICATION FORM FOR SUPPLY OF VEHICLE to District Skill Development-cum-Employment Office, Keonjhar along with mobile number on the envelope for contact.


District Skill Development cum
Employment Officer, Keonjhar
**District Skill Development
cum Employment Officer**
Keonjhar
Dated 27.04.26

Memo No. 471 (2) /DSDEO, Keonjhar

Copy Submitted to:

1. The Director Skill Development-cum-Employment& CEO, OSDA, Odisha, Bhubaneswar for kind information.
2. The Collector & District Magistrate, Keonjhar for kind information.


District Skill Development cum
Employment Officer, Keonjhar
**District Skill Development
cum Employment Officer**
Keonjhar
Date- 27.04.26

Memo No. 472 /DSDEO, Keonjhar

Copy submitted to The District E-Governance Officer, NIC, Keonjhar for kind information with request to publish in the district website.


District Skill Development cum
Employment Officer, Keonjhar
**District Skill Development
cum Employment Officer**
Keonjhar
Date- 27.04.26

Memo No. 473 /DSDEO, Keonjhar

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
**District Skill Development
cum Employment Officer**
Keonjhar

STANDARD BIDDING DOCUMENTS
(Government of Odisha)
**SKILL DEVELOPMENT & TECHNICAL EDUCATION DEPARTMENT/
DISTRICT SKILL DEVELOPMENT CUM EMPLOYMENT OFFICE, KEONJHAR**
QUOTATION CALL NOTICE

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 service of the vehicle will be required for the period months from 01.05.2026 to 31.03.2027 which may extend for further period as per the instruction from the higher quarter concerned.
2. The service provider shall have a valid GST registration to participate in the tendering.
3. The service provider, participating in the bidding process under the jurisdiction of Municipal Corporations, shall be registered on GeM platform.
4. 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.
5. 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.
6. The Driver should be well behaved, gentle and obedient in nature.
7. A sum of Rs. 5000/- shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favor of the Deputy Director of Skill Development-cum-Employment, Keonjhar and submit with the tender as EMD. After completion of tender process, EMD shall be refunded to unsuccessful bidders
8. The monthly rate of hire charge, excluding GST be quoted separately, excluding fuel.
9. The Vehicle must achieve a fuel efficiency of 17 KM. per litre.
10. 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 (Appendix-B).
11. The Quotation completed in all respect should reach the undersigned on or before 07.05.2026 by 01.00 P.M. which shall be opened on 08.05.2026 at 10.00 A.M. in presence of the bidders or their authorized representatives.
12. 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 or can be downloaded from Keonjhar District Website <https://kendujhar.odisha.gov.in/> from 27.04.2026 to 07.05.2026.

Seal & Signature
**Deputy Director of Skill Development
cum Employment Officer
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. In case of emergency, the driver will have to report for duty as per the requirement. No extra payment shall be made.

9. 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.

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.

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 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 security deposit.


District Skill Development
Employment Officer
Keonjhar

Quotation / Tender submitted by the Bidder in accordance with the Designation

General Information

SI No	Particulars	
1	Name of the Service Provider	
2	Complete Address	
3	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	
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 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 & Signature of Tenderer