



**OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, KEONJHAR**

(Nizarat Section)

(e-mail: [dcnizaratkjr@gmail.com](mailto:dcnizaratkjr@gmail.com))

**NOTICE**


No. COLKNH-NIZ-MV-0002-2026 307 /Niz Dated: 14 /05/2026

Sealed quotation are invited from interested reputed Travel Agencies/Tour Operators /Private individuals for providing one **SCORPIO/TUV300/Bolero/SUMO Gold/Ertigaetc(diesel)** driven vehicle having sitting capacity not more than seven(7) including driver which shall confirm to the Terms and Condition (Annexure-I) for official use of **Additional District Magistrate Keonjhar** on monthly rent basis.

1. The Service Provider shall have a valid OGST registration to participate in the tendering.
2. The service provider, participating in the bidding process under the jurisdiction of Municipal Corporation, shall be registered on GeM platform.
3. The vehicle must be in road worthy condition, shall not registered prior to **01.01.2025** 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.
5. The Driver should be well behaved, gentle and obedient in nature.
6. A sum of Rs.5000.00(Rupees five thousand) shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the Assistant Collector, Nizarat, Collectorate, Keonjhar and submitted along with the quotation as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders.
7. The monthly rate of hire charge be quoted separately in the general bid information (excluding fuel& GST).
8. The vehicle must achieve a fuel efficiency of 10 Kms/ltr (disel).The monthly hire charge of the vehicle is maximum of Rs.37,200/-(Rupees thirty seven thousand two hundred)only.
9. The details of the make and year manufacture of the vehicle, registration no, mileage (Kms cover per litre both in AC and Non AC) and name of the Driver with Driving License No. and period of validity should be specifically provided in the general information to be furnished with the Quotation (Annexure-II).
10. The quotation should be submitted in the address of **Additional District Magistrate,(Gen) Keonjhar** superscribing "**QUOTATION FOR VEHICLE ON HIRING BASIS**" on the top of the envelope.
11. The Quotation completed in all respect should reach the office of the Additional District Magistrate,Keonjhar on or before 28.05.2026 by 10.00 AM and shall be opened on the same day at 11.00 AM before the tender committee constituted for the purpose in the office chamber of the ADM in presence of the bidders or their authorized representatives.
12. The Application form of quotation/ Tender containing general bid information and term and

conditions for hiring of vehicles etc. will be available with Nizarat section Collectorate Keonjhar on payment of Rs. 1000/- from 14.05.2026 to 28.05.2026(9 AM) or can be downloaded from the district website [www.kendujhar.odisha.gov.in](http://www.kendujhar.odisha.gov.in) from 14.05.2026 to 28.05.2026. In case the application from is downloaded from Govt website, the applicant shall furnish a demand draft amounting to Rs. 1000/-(One thousand) only towards the cost of application along with the application.

13. The undersigned reserve the right to accept or reject or negotiate the quotation without assigning any reason thereof.

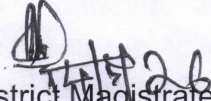
  
Additional District Magistrate,

Keonjhar

Memo No. 308 /Niz Date 14 /05/2026

Copy to the Notice Board of Collectorate, Keonjhar for information of general public.

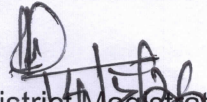
Copy to all members of Tender Committee/ Steno to ADM for information and necessary action.

  
Additional District Magistrate,

Keonjhar

Memo No. 309 /Niz Date 14 /05/2026

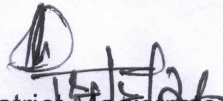
Copy to District e-Governance Manager, Keonjhar for information and necessary action. She is requested to upload the quotation notice in the official website of the district for general information of the public.

  
Additional District Magistrate,

Keonjhar

Memo No. 310 /Niz Date 14 /05/2026

Copy to all the Sub-Collectors/BDOs/Tahasildars of Keonjhar District for information and necessary action. They are requested to display the quotation notice in their respective Notice Board for general information of the public.

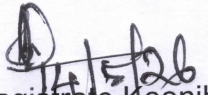
  
Additional District Magistrate,

Keonjhar

**ANNEXURE-I**  
**TERMS AND CONDITIONS FOR HIRING VEHICLE**

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

1. The successful bidder has to enter into an agreement with the hirer for providing the vehicle with certain agreeable terms and conditions as laid down in the Finance Department Memorandum No. 22924/F dated. 14.08.2023.
2. The hired vehicle, during period of contract, shall have all necessary valid MV documents such as:- valid Registration Certificate, Insurance Certificate, Fitness Certificate, Valid Carriage Permit, proof of up to date tax payment and other certificate like Pollution free etc. and D.L. of the Driver available all the times.
3. 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 persons or damages to any property on account of use of hired vehicle any manner whatsoever. The hirer shall be responsible for all such litigation.
4. The hire charges to be paid for monthly basis is final but does not include cost of fuel, which is to be paid separately basing on actual consumption of lubricants as per existing Govt. norms. All the expenditure of the vehicle towards repair replacement of spare parts, lubricants oil of Engine, Gear Box & differential Coolant Tyres & Tubes, Battery etc. will be borne by the bidder.
5. 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.
6. 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.
7. 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 sources.
8. The vehicle shall report for duty every day at 8.00 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 of hirer. No extra payment shall be demanded.
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 bill by the service provider and no advance payment will be made.
11. The vehicle shall have registration certificate not prior to 01.01.2025 (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 of service provider intends to withdraw the services of his/her 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.
14. If the bidder violates any of the contracts, the office 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 execution of agreement.

  
Additional District Magistrate, Keonjhar

## ANNEXURE-II

## GENERAL INFORMATION FOR HIRING VEHICLE

Sl 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 of Vehicle	
7	Year Manufacture	
8	Make & Model	
9	Date of Registration	
10	Name and Complete address of the owner of the vehicle	
11	Fitness Certificate Validity	
12	Pollution Certificate validity	
13	Permit Validity	
14	Insurance Validity	
15	Name and address of the Driver	
16	D.L.No. & Validity of the D.L. of the Driver	

17	Proposed hire charges of the vehicle per month excluding fuel cost	
18	Rate fuel consumption/Mileage per liter	
19	Contact number of the Service Provider	
20	Contact number of Driver	
21	Demand draft separately for Security amount and application fee	

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

Signature of the Quotationer