



OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, KEONJHAR  
(DI & PRO KEONJHAR)

No. COLKNH-DIPRO-MISC-0033-2026 640 / I & PR

Date/ 22 /05/2026

**QUOTATION CALL NOTICE**

Sealed quotation are invited from interested reputed Travel Agencies/Tour Operators /Private individuals for providing one commercial passenger Vehicle or Suitable driven vehicle including Driver which shall confirm to the Terms and Condition (**Annexure-I**) for official use of District Information & Public Relations Officer, Keonjhar on monthly rent basis.

1. The Service Provider shall have a valid OGST 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, valid contract Carriage Permit, proof of update tax payment etc. which are 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.1000/- (Rupee One thousand) shall be deposited by the intending bidders in shape of Bank Cheque in favour of the DI & PRO, Keonjhar and submitted along with the quotation as security deposit. 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 which includes 2% TDS & 2% of GST which will be deducted at the time of payment of hire charges from the successful bidder (excluding lubricants).
7. A security deposit of Rs. 5000/- shall be refunded after expiry of the Agreement or discontinue of the vehicle.
8. The vehicle must achieve a fuel efficiency of 17 Kms/ltr (Petrol/Diesel). The monthly hire charge of the vehicle is maximum of Rs.24,000/- (Rupees twenty-four thousand) only excluding GST.
9. The details of the make and year manufacture of the vehicle, registration no, mileage

(Kms cover per liter 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 **District Information & Public Relations Officer, Keonjhar (DI&PRO)** super scribing "**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 4.00 PM** and shall be opened on the next day i.e **29.05.2026 at 10.00 AM** in presence of the bidders or their authorized representatives in the office chamber of the Additional District Magistrate(Gen), Keonjhar.
12. The undersigned reserve the right to accept or reject or negotiate the quotation without assigning any reason thereof.

  
Additional District Magistrate,  
Keonjhar

**Memo No. 641 /I & PR Date: 22/05/2026**

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. 642 /I & PR Date: 22/05/2026**

Copy to District e-Governance Manager, Keonjhar/ DIO, NIC, Keonjhar for information and necessary action. They are requested to upload the quotation notice in the official website of the district for general information of the public.

  
Additional District Magistrate,  
Keonjhar

## ANNEXURE-I

### TERMS & CONDITIONS FOR HIRING OF VEHICLE.

*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 vehicle, 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 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 basing on actual consumption and 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. 2% service Tax will be deducted on monthly basis from hire charges.
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 owner.
5. 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.
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 vehicle shall report for duty for minimum of 25 days in a month.
8. The vehicle shall report for duty every day at 9.45 A.M. After duty, the vehicle will be parked at owner's risk and Log Book of the vehicle will be maintained by the driver.
9. In case of emergency, the driver will have to report for duty as per the requirement. 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 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 of 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, the Office shall forfeit the entire amount of security deposit.
15. The vehicle can't be used for any private commercial purposes beyond office hours or during holidays.
16. 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.

  
Addl. District Magistrate,  
Keonjhar

## GENERAL INFORMATION FOR HIRING VEHICLE

Sl No.	Particulars	
1	Name of the Service Provider	
2	Complete Address	
3	OGST Number	
4	GeM Registration Number	
5	Bank Account No. and IFSC Code	
6	Registration No. of Vehicle	
7	Year Manufacture	
8	Make & Model	
9	Date of Registration	
10	Name and Complete address of the owner	
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	

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

Seal & Signature of the  
Quotationer/Tenderer