



Through E-mail

INTEGRATED TRIBAL DEVELOPMENT AGENCY, KEONJHAR

(E-mail Id - keonjharitda@gmail.com)

No. **1027** / ITDA(K), Dated the **17th** June, 2026

QUOTATION CALL NOTICE

Sealed quotations are hereby invited by the undersigned from interested registered firms or individuals for providing a New Vehicle i.e. Mahindra Scorpio/ Mahindra BOLERO & Mahindra BOLERO NEO (AC/Non AC) Diesel/petrol driven vehicle having sitting capacity not more than seven including driver, which shall conform to the terms and conditions as per Finance Department Office Memorandum No.15836/F/ Dated. 27.05.2025 for supervision of different developmental works by the Project Administrator, ITDA, Keonjhar and any other officials on monthly rent basis from the date of engagement, which may either be terminated prior to date of commencement if remained, or extended thereafter on administrative exigency.

01. The vehicle must be in Road Worthy conditions, shall not be more than three years old from the date of initial registration and must have valid Registration Certificate. Insurance Certificates, Fitness Certificate, Valid Contract Carriage Permit, Proof of update tax payment etc. which are mandatory for plying of vehicle.

02. The Driver of the vehicle must have a valid Driving License for driving light transport passenger vehicle and should be sufficient experienced in driving transport passenger vehicle.

03. The Driver should be well behaved, gentle and obedient in nature.

04. A sum of Rs.5000/-shall be deposited by the intending bidders in shape of account payee Bank Draft drawn in favour of the Project Administrator, ITDA, Keonjhar and submitted along with the tender as security deposit. After completion of Tender process, the amount will be refunded to the successful bidders.

05. The rate of maximum hire charge per month shall be Rs.37,200/- (Rupees thirty-seven thousand & two hundred) only (excluding POL).


06. The vehicle must achieve a fuel efficiency of minimum average 10 KM per litre.

07. The details of the make and year of manufacture of the vehicle, registration no, mileage (KMs covered per litre both in AC and Non-AC) and name of the Driver with Driving License No. (LMV Professional) and period of validity should be specifically provided in the general bid information to be furnished with the Quotation/Tender (Annexure-II).

08. The quotation completed in all respect should reach the undersigned on or before Dated.25.06.2026 by 01:00 P.M and shall be opened at 04.00 P.M on the same day i.e. Dated.25.06.2026 by the undersigned in presence of the bidders or their authorised representative, if remain present. Quotation of the lowest bidder shall be accepted for engagement of vehicle in an agreement with terms and conditions.


09. The undersigned reserves the right to accept or reject or negotiate the quotations without assigning any reason thereof.

10. The envelope of Sealed Quotation must be super-scribe "TENDER FOR HIRING OF NEW VEHICLE".


Project Administrator,
ITDA, Keonjhar

Memo No. **1028** / ITDA(K)/ Dated. 17th June, 2026

Copy submitted to the DIO, NIC, Keonjhar for information and with a request to upload this quotation Notice in the district website.


Project Administrator,
ITDA, Keonjhar

Memo No. **1029** / ITDA(K)/ Dated. 17th June, 2026

Copy submitted to the CDO-cum-EO, Zilla Parishad, Keonjhar/ Addl. District Magistrate, Keonjhar/ Sub-Collector, Keonjhar/ BDO, Sadar, Keonjhar/ Tahasildar, Keonjhar for information and with a request to display this quotation Notice in their Office Notice Board.


Project Administrator,
ITDA, Keonjhar

TERMS AND 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 M.V documents such as :- valid Registration Certificate, Insurance 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. 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.
2. The hire charges to be paid for monthly basis is final but does not include cost of diesel which 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 and 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 the 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 vehicle 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 diesel/petrol (as per actual) and lubricants (as per Govt. norms) 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 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 client shall give one month notice and terminate the agreement.
11. In case the service provider intends to withdraw the services of the 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 bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.


17/6/26
Project Administrator,
ITDA, 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) Name & complete address
of the owner of Vehicle :
- 7) Fitness Certificate validity :
- 8) Permit Validity :
- 9) Insurance validity :
- 10) Name/ Address of the Driver :
- 11) D.L. No. & Validity of the D.L of the Driver :
- 12) Proposed hire charges of the vehicle per
month excluding fuel cost :
- 13) Rate of fuel consumption/ Mileage per litre :
- 14) Contact Number of the Service provider
(Tenderer/Quotationer) Mobile
- Telephone

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

Seal & Signature of the
Quotationer/ Tenderer

GENERAL INFORMATIONS

1	Name of the Agency /Firm//Persons (IN CAPITAL LETTERS)	
2	Address of the Organisation	
3	Name of the authorized signature (In Block Letters)	
4	Speciman signature of authorized signature	
5	Telephone No/Mobile No of the authorized signatory /organization	
6	Registration No (Attach attested copy of registration certificate if any)	
7	Udyam Certificate submitted or not	
8	Bank Draft of ₹ 5,000/-payable towards cost of security deposit	
9	Documents of any past experience (attested copy to be submitted)	
10	Whether have any legal suit/criminal case pending against it for violation of PF/ESI/MW Act or any other law (Submit the affidavit of declaration for no case pending) (Yes/No)	
11	Affidavit of declaration that the Tenderer agrees to abide by all terms and conditions of tender(Yes/No)	
12	Whether all documents submitted signed by the authorized signatory of the organization (Yes/No)	

DECLARATION

I/We hereby certify that the terms and conditions specification etc. given with the tender notice have been read carefully and acceptance to me/us and that the information furnished above is complete and correct to the best of my/our knowledge. I/We understand that in case of any deviation in the above state the tenderer shall be blacklisted and will not have dealing with in future.

Place:
Date:

(Signature and Seal of the authorized Signatory)