



OFFICE OF THE REGIONAL TRANSPORT OFFICER,  
PARALAKHEMUNDI, GAJAPATI.

Letter No. 451

Dated 18/03/2025

**Quotation/Tender Call Notice**

Sealed quotations/tenders are invited in prescribed format (Annexure-III) from interested reputed Travel Agencies/Tour operators or private individuals for providing 1 no. of Non-AC/AC Petrol/ Diesel vehicle (**BOLERO NEO +9 Seater**) who confirm the terms and conditions (Annexure-II) for official use as interceptor vehicle for enforcement work on monthly rent basis for 12 months.

1. The monthly rate of hire charge should exclude GST quoted separately in the bid information sheet (excluding fuel and lubricants). The GST number should be valid and active.
2. 2% TDS will be deducted on total amount of hire charges + 18% GST in every month's bill.
3. The Quotation/Tender completed in all respect should reach the undersigned on or before **04.04.2025 at 11.00 AM** and shall be opened on the same day at 5.00 P.M in the Office Chamber of Regional Transport Officer, Gajapati in presence of the bidders or their authorized representatives under the chairmanship of Regional Transport Officer, Gajapati.
4. The application form of quotation/tender containing General bid information (Annexure-III) and Terms Conditions for Hiring of Vehicles etc. will be available in the office of the RTO, Gajapati or can be downloaded from our website [gajapati.odisha.gov.in](http://gajapati.odisha.gov.in).

  
Regional Transport Officer,  
Paralakhemundi, Gajapati

Memo No. 452/18.03.2025

Copy forwarded to all BDOs/all Tahasildars/all District Level officers/E.O,Paralakhemundi Municipality/NAC,Kashinagar for information and necessary action. They are requested to display the tender notice in their notice board for wide publicity.

Copy to District e-Governance Manager, Collectorate, Gajapati for information with a request to host the notice in the District portal.

  
Regional Transport Officer,  
Paralakhemundi, Gajapati

## Annexure-II

1. The hired vehicles, during period of contract, shall have all necessary valid MV 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.
2. The vehicle must be in road worthy condition, shall not be more than **03 years** old from date of initial registration. 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 diesel, which is to be paid separately basing on actual consumption and lubricants as per exiting Government norms. All the expenditure of the vehicle towards repair, replacement of spare parts, Lubricating oil of Engine, Gear Box & Differential Coolant, Tires & Tubes, and Battery etc. will be borne by the bidder.
4. It shall be responsibility of the bidder to provide a good driver and the salary 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 don't report regularity, the authority will be at liberty to reject the agreement and may engage vehicle from other source.
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 of hirer. No extra payment shall be demand.
9. Monthly hire charges and reimbursements towards cost of diesel (as per actual) and lubricant (as per Govt. norms) of selected bidder will be paid in every succeeding month, as per as possible with in 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 good running condition during the period of contract.
11. If the services are found to be unsatisfactory, the Clint 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.

14. A sum of Rs.5000/- shall be deposited by the intending bidders in shape of account payee Bank Draft drawn in favour of the **Regional Transport Officer, Gajapati, Paralkhemundi** and submitted along with the tender as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders.

15. The vehicle must achieve a fuel efficiency of 10 K.ms per liter.

  
**Regional Transport Officer,  
Paralakhemundi, Gajapati**

**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 Charge of the vehicle per month  
Excluding fuel cost :-
- 13) Rate of fuel consumption / Mileage per liter :-
- 14) Contact number of the service provider (Tender/Quotationer)  
Mobile..... Telephone.....

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