



OFFICE OF THE REGIONAL TRANSPORT OFFICER, PARALAKHEMUNDI,  
GAJAPATI.

Letter No... 9415.....

Dated... 15-12-2025.....

**Quotation/Tender Call Notice**

Sealed quotations/tenders are invited from interested reputed Travel Agencies/Tour operators /individuals for providing 1 no. of Non-AC/AC Petrol/ Diesel vehicle (**BOLERO NEO 9 Seater**) sitting capacity not more than 09 including driver, which shall confirm to the terms and conditions (Annexure-A) for official in the Regional Transport Office on monthly rent basis for 12 months use as interceptor vehicle for enforcement work.

1. The service provider shall have a valid GST 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, Pollution Certificate, valid Contract Carriage Permit, proof of up-to-date tax payment etc. 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 5000/- shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the Regional Transport Officer, Gajapati and submitted along with the tender as EMD. After completion of tender process, EMD shall be refunded to unsuccessful bidders.
6. The monthly rate of hire charge, excluding GST be quoted separately, excluding fuel.
7. The Vehicle must achieve a fuel efficiency of 10 KM per litre.
8. 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/Tender (Appendix-B).
9. The Quotation completed in all respect should reach the undersigned on or before 22.12.2025 by 12.00 noon and shall be opened on the same day in the Office chamber of Regional Transport Officer, Gajapati 12.30 P.M. in presence of the bidders or their authorized representatives.
10. The application form of quotation/tender containing General Bid Information & Terms and conditions for Hiring of Vehicles etc. will be available with the office of the Regional Transport Office, Gajapati can be downloaded from our website [gajapati.odisha.gov.in](http://gajapati.odisha.gov.in).
11. 2 % TDS on GST will be deducted at the source.
12. The vehicle should be latest model and physically verified by the undersigned during opening of the tender.

  
Regional Transport Officer,  
Paralakhemundi, Gajapati



Memo No: 2416

Date: 15/12/2025

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 Submitted to the Joint Commissioner Transport (RS), STA, Odisha,Cuttack for favour of kind information and necessary action with reference to the letter no-10226 dated 15.07.2025.

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

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, 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, Paralakhemundi** 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.

16. The vehicle will be modified for enforcement work as Interceptor vehicle and required hardware will be installed accordingly.

  
**Regional Transport Officer,  
Paralakhemundi, Gajapati**

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