



**ORMAS**

**Odisha Rural Development & Marketing Society, Gajapati**  
**Panchayati Raj & Drinking Water Department, Govt. of Odisha**  
**O/o – Zilla Parishad, Dist.-Gajapati, Paralakhemundi, Odisha-761200**  
**Ph: 06815 – 223596 Email: [ormasgajapati@gmail.com](mailto:ormasgajapati@gmail.com)**



Letter No. 1334/ORMAS, Gjp/2025-26.

Date: 20/12/2025

**Quotation/Tender Call Notice**

Sealed quotations/tenders are invited from interested reputed Travel Agencies/Tour operators /individuals for providing 1 no. of AC Petrol driven vehicle (**Tiago/Bolt/Celerio/Equivalent**) **model of vehicle for ORMAS-Gajapati having sitting capacity not more than five including driver**, which shall confirm to the terms and conditions (Annexure-A) for official use in ORMAS-Gajapati, Zilla Parishad, Gajapati on monthly rent basis for 12 months.

1. The service provider shall have a valid GST registration to participate in the tendering.
2. The service provider, participating in the bidding process under the jurisdiction of Municipal Corporations, shall be registered on GeM Platform.
3. 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 playing 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 passenger vehicle.
5. The Driver should be well behaved, gentle and obedient in nature.
6. A sum of **Rs 5000/-** shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the Chief Executive, DSMS, Gajapati and submitted along with the tender as EMD/Cheque. After completion of tender process, EMD/Cheque shall be refunded to unsuccessful bidders.
7. The monthly rate of hire charge, excluding GST be quoted separately (excluding fuel and lubricants).
8. The Vehicle must achieve a fuel efficiency of **17 KM** per litre.
9. 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).
10. The Quotation completed in all respect should reach the undersigned on or before 31/12/2025 by 4.00 PM through registered Post/Speed Post and shall be opened on the same day in the Office chamber of CDO-cum-EO, Zilla Parishad, Gajapati at 05.00 P.M. in presence of the bidders or their authorized representatives.
11. 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 ORMAS Office, Gajapati can be downloaded from our website **[gajapati.odisha.gov.in](http://gajapati.odisha.gov.in)**.

  
**Chief Development Officer-cum-Executive Officer**  
**ORMAS, Zilla Parishad, Gajapati**



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**Memo No: 1335**

**Date: 20/12/2025**

Copy forwarded to all BDOs/all Tahasildar/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.

**Chief Development Officer-cum-Executive Officer  
ORMAS, Zilla Parishad, Gajapati**

**Memo No: 1336**

**Date: 20/12/2025**

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

**Chief Development Officer-cum-Executive Officer  
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**Annexure-A**

**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, 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 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 fuel, which is to be paid separately 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.
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 service provider.
5. In case of breakdown for reasons whatsoever the replacement of a vehicle of the same or better model shall be provided by the service provider.
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 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. No extra payment shall be made.
9. Monthly hire charges and reimbursements towards cost of fuel (as per norm) 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.
10. 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.
11. If the services are found to be unsatisfactory, the client 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.

  
**Chief Development Officer-cum-Executive Officer  
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**Annexure-B**

**General Information**

<b>Sl. No.</b>	<b>Particulars</b>	
1	<b>Name of the Service Provider</b>	
2	<b>Complete Address</b>	
3	<b>GST Number</b>	
4	<b>Bank Account No and IFSC Code</b>	
5	<b>Registration No. of Vehicle</b>	
6	<b>Year of Manufacture</b>	
7	<b>Make &amp; model</b>	
8	<b>Date of registration</b>	
9	<b>Name &amp; complete address of the owner of vehicle</b>	
10	<b>Fitness Certificate validity</b>	
11	<b>Pollution Certificate validity</b>	
12	<b>Permit validity</b>	
13	<b>Insurance validity</b>	
14	<b>Name / Address of the Driver</b>	
15	<b>D.L. No. &amp; Validity of the D.L. of the Driver</b>	
16	<b>Contact Number of the Service provider</b>	
17	<b>Contact number of Driver</b>	
18	<b>Proposed hire Charge of the vehicle per month excluding fuel cost</b>	
19	<b>Rate of fuel consumption / Mileage per liter</b>	

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

**Chief Development Officer-cum-Executive Officer**  
**ORMAS, Zilla Parishad, Gajapati**