



OFFICE OF THE PANCHAYAT SAMITI, KASHINAGAR, DISTRICT- GAJAPATI

No. 273

Dated. 02.02.2026

QUOTATION/TENDER CALL NOTICE.

Sealed quotations/tenders are invited from interested reputed Travel Agencies/ Tour Operators or private individuals for providing 01 (One) no. of Non-AC/AC diesel driven vehicle of TUV300/Bolero/Sumo Gold/ Ertiga having sitting capacity not more than ten including driver, which shall confirm to the Terms and conditions (Annexure-A) for official use in **Block Office, Kashinagar (PR & DW Department)** for the period from 01.03.2026 to 31.03.2028 (for 3 years) on monthly rent basis with the terms and conditions provided/ annexed herewith for the following schemes.(Bolero Vehicle is first preparation).

- 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.
- 5) The Driver should be well behaved, gentle and obedient in nature.
- 6) A sum of Rs.5000/- (Rupees Five Thousand) only shall be deposited by the intending bidders in shape of account payee Bank draft drawn in favour of the Block Development Officer, Kashinagar and submitted along with the tender as EMD. After completion of tender process, EMD shall be refunded to unsuccessful bidders.
- 7) The monthly rate of hire charge, excluding GST be quoted separately, excluding fuel.
- 8) The vehicle must achieve a fuel efficiency of 10 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 to the undersigned on or before 19.02.2026 by 5.30 P.M. through Registered or Speed post only. Any other methods wont be entertained and liable for rejection. The Quotation shall be opened on 20.02.2026 at 11 A.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 in the Odisha Govt. Website www.gajapati Odisha.gov.in and one can be downloaded from Odisha Govt. Website www.gajapati Odisha.gov.in from the date from 05.02.2026 to 19.02.2026.


Seal & signature of Tender
Calling Authority with designation.
BLOCK DEVELOPMENT OFFICER,
KASHINAGAR, GAJAPATI

TERMS AND CONDITIONS FOR HIRING OF THE 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 vehicle 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 Department/office hiring the vehicle shall not be responsible for any damage/loss caused to hired vehicle or loss of life injury made to any person or damage to any property on account of use of hired vehicle in any manner whatsoever. The bidder shall be responsible for all such litigation if arise in future.
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 existing Government norms. All the expenditure of the vehicle towards papers, replacement of spare parts, lubricating oil of engine, gear box and differential coolant, tyres and 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 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 do not report regularly, the authority will be at liberty to reject 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 of hire. No extra payment shall be demanded.
9. Monthly hire charges and reimbursements towards cost of diesel (as per actual) and lubricants (as per Govt. norms) of selected bidders 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. FAST Tag must be affixed on windshield of the vehicle for online Highway Toll payment.
12. If the service are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
13. In case of 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.


Block Development Officer,
Kashinagar, Gajapati,
BLOCK DEVELOPMENT OFFICER,
KASHINAGAR, GAJAPATI.

GENERAL INFORMATION

Sl No	Particulars	
1	Name of The Service Provider	
2	Complete Address	
3	GST Number	
4	GeM Registration Number	
5	Bank Account No & IFSC Code	
6	Registration No of Vehicle	
7	Year of Manufacture	
8	Make & Model	
9	Date of Registration.	
10	Name and Complete Address of the Vehicle Owner	
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 No of the Service Provider	
18	Contact No of Driver	
19	Proposed hire charge for the Vehicle per month excluding fuel cost.	
20	Rate of fuel consumption /Mileage per litre.	


 Block Development Officer,
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LOG BOOK

Date	Place of Departure and time	Place of Arrival and time	Odo-Meter Opening reading	Odo-Meter Closing reading	Distance Travels	Mileage in (KM/Lit)	Purpose of Journey
1	2	3	4	5	6	7	8

Name and designation of Officer using the Vehicle	Signature of the Officer	PETROL/DIESEL					Signature of Driver
		OB	Petrol/ Diesel supplied	Total	Petrol/Diesel consumed	C.B	
9	10	11	12	13	14	15	16

Memo No

274

Dated. 7 .02.2026

Copy forwarded to the Notice Board, Tahasildar, Kashinagar/IIC, PS, Kashinagar/ CDPO, ICDS, Kashinagar/E.O, NAC, Kashinagar/ MO, CHC, Kashinagar/V.O, Kashinagar/ Range Officer, Forest, Kashinagar to affix the quotation call notice in their notice board for wide publicity.

Block Development Officer,
Kashinagar, Gajapati.
KASHINAGAR, GAJAPATI.

Memo No

275

Dated. 7 .02.2026

Copy to DeGM, Collectorate, Gajapati for kind information and necessary action. He is requested to publish in the website for wide General Publicity.

Block Development Officer,
Kashinagar, Gajapati.
KASHINAGAR, GAJAPATI.

Memo No

276

Dated. 7 .02.2026

Copy to submitted to the CDO cum-EO, ZP, Gajapati for favour of kind information.

Block Development Officer,
Kashinagar, Gajapati.
KASHINAGAR, GAJAPATI.

Memo No

277

Dated. 7 .02.2026

Copy to submitted to the Collector, Gajapati for favour of kind information.

Block Development Officer,
Kashinagar, Gajapati.
KASHINAGAR, GAJAPATI.