



OFFICE OF THE COLLECTOR GAJAPATI
(DIST. CHILD PROTECTION UNIT, S.W SECTION)
L. No. 580 /DCPU Dated: 23 - 02 - 2026.



Office Quotation / Tender Call Notice

Sealed quotation / tenders are invited from interested reputed Travel Agencies / Tour Operators or Private Individuals for providing 01 (One) nos. of AC/NON AC Diesel driven vehicle(**in the model of Bolero/Etika/TATASAMO**)having sitting capacity not more than ten including driver, which shall conform the terms and condition (Annexure-II) in the office of the District Child Protection Unit (DCPU), Gajapati on monthly rent basis:

1. 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, valid Contract Carriage Permit, Proof of upto date tax payment etc., which are mandatory for plying of vehicle.
2. GST registrations are compulsory for providing vehicles on hire basis.
3. In view of pollution being high through use of Diesel vehicles, BS VI complaint petrol vehicles will be preferable.
4. The driver of the vehicle must have a valid Driving License for driving light transport passenger vehicles 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. 5,000/-** shall be deposited by the intending bidders in shape of account payee Bank Draft drawn in favour of the *District Child Protection Unit (DCPU), Gajapati* and submitted along with the tender as Security Deposit/EMD. After completion of tender process, the amount will be refunded to unsuccessful bidders.
7. The monthly rate of hire charges, excluding GST be quoted separately, excluding fuel.
8. The vehicle must achieve a fuel efficiency of 10 KMs per liter.
9. The details of the make and year of manufacture of the vehicle, registration no. mileage (KM covered per liter) 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 (Annexure-III).

10. The details of items for the above purpose can be downloaded from the district website i.e. <http://www.gajapati.odisha.gov.in>. Interested firms/individuals are requested to submit quotation form on before 09/03/2026 by 10 AM/PM by **Speed/Register Post/ By Hand** only to Office of DCPU, Collectorate, 2nd floor, Room No-303, Paralakhemundi, Gajapati. The quotations received beyond the scheduled date and time mentioned above shall not be taken into consideration.

11. The received quotation/tender will be opened on dated: 09/03/2026 by 4 AM/PM at office Chamber of ADM, Gajapati by the Dist. Quotation Call Committee in presence of the Quotationer or their authorized representatives.

The undersigned reserves the right to reject any or all quotation without assigning any reason thereof.

Yours faithfully


Additional District Magistrate
ADM, Gajapati
dt- 23/02/2026

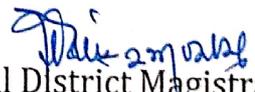
Memo No. 581 /DCPU

Copy Submitted to:

The Collector, Gajapati for favour of kind information.

The PD, DRDA, Gajapati/PA, ITDA, Gajapati and sub-Collector, Paralakhemundi for favour of kind information. They are requested to display the copy in their respective noticeboard for wide publicity.

The DeGM, Collectorate, Gajapati for information with a requested to advertise the copy in their notice board and website for wide publicity.


Additional District Magistrate
ADM, Gajapati.

TERMS & CONDITIONS FOR HIRING OF VEHICLES

The following terms and conditions must be fulfilled by the successful bidders for providing a vehicle on hire on monthly rent basis.

1. The hired vehicle during the 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 time. The Office/ Department hiring the vehicle shall not be responsible for any damages / loss caused to hired vehicle or loss of life / injury made to any person or damages 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 fuel (petrol/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 & differential Coolant, Tyres & Tubes, Battery etc. will be borne by the bidder.
3. It shall be responsibility of the bidder to provide a good driver, and the remuneration/salary of the driver shall be borne by the Agency /Owner.
4. The vehicle must have a valid commercial License including interstate permit.
5. In case of breakdown for reasons whatsoever the replace of a vehicle of the same or better model shall be provided by the agency / bidder.
6. In case of the vehicle does not report regularly, the authority will be at liberty to terminate/rejected the agreement without prior notice and may engage vehicle from other source.
7. The vehicle 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 reimbursement towards cost of fuel (petrol/diesel) (as per norms) will be paid in every succeeding month, as far as possible within 15 (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 (Three) years old from the initial registration and also in good running condition during the period of contract.
11. FAS Tag must be affixed on windshield of the vehicle for online Highway Toll Payment.
12. If the services are found to be unsatisfactory, the client shall give 01(One) month notice and terminate the agreement.
13. In case Service Provider intends to withdraw the services of his vehicle and terminate the agreement, it shall be mandatory upon him to grant 01(One) month notice before such withdrawal of service and termination of agreement.
14. If the bidder violates any of the terms of contract, the Government shall forfeit the entire amount of Security Deposit.


Signature of

Quotation / Tender Calling Authority

GENERAL INFORMATION

SI No	Particulars	
1.	Name of the Service Provider /Individual	
2.	Complete Address	
3.	Contact Number of the Service provider	
4.	Registration No. of the Vehicle	
5.	Type of Vehicle (AC/Non-AC)	
6.	Year of Manufacture	
7.	Make Model	
8.	Date of Registration	
9.	Fitness Certificate validity	
10.	Permit Validity	
11.	Insurance validity	
12.	Pollution Certificate validity	
13.	GST Number	
14.	Name / Address of the Driver	
15.	Contact number of Driver	
16.	D.L No & Validity of the D.L of the Driver	
17.	Proposed hire charge of the vehicle per month excluding fuel cost	
18.	Rate of fuel consumption / Mileage per liter	

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

Seal & Signature of the
Quotationer / Tenderer