

**DISTRICT EXCISE OFFICE : GAJAPATI : PARALAKHEMUNDI :**

No. **390** /Ex.,

Dtd. **06-03-2026**

**Quotation / Tender Call Notice**

In pursuance to the Office Memorandum No.15836/F., Dated 27.05.2025 of Finance Department, Odisha and as per Letter No. 9253/Ex., Dt. 30.09.2024 & 10192/Ex Dt. 02.11.2024 of Joint Excise Commissioner, Odisha, Cuttack; sealed quotations / tenders are invited from interested reputed Travel Agencies / Tour Operators or private individuals for providing 1(one) Bolero Diesel driven vehicle having sitting capacity not more than ten including driver for Excise Enforcement work in the Establishment of Supdt. of Excise, Gajapati on monthly rent basis and shall conform to the Terms and conditions as mentioned in Appendix- A.

**TABLE**

Sl No.	Type of Vehicle	Maximum hire charges per month excluding taxes	Minimum average mileage in Kms per Liter
1	2	3	4
1	Bolero	Rs.37,200/-	10

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. which are mandatory for plying 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 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 Superintendent of Excise, Gajapati and submitted along with the tender as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders.
7. The monthly rate of hire charge be quoted separately in the general bid information (excluding fuel and lubricants). Service Tax would be reimbursed separately over and above the hire charges.
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 (Kms covered per liter) and name of the driver with 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 in the office of the Superintendent of Excise, Gajapati on or before 15-03-2026 by 5.00 P.M. and shall be opened on dated 16-03-2026 at 11.00 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 with District Excise Office, Gajapati on payment of Rs.100/- in shape of Demand Draft from 06-03-2026 to 15-03-2026 or can be downloaded from Gajapati district website [www.gajapati.odisha.gov.in](http://www.gajapati.odisha.gov.in) from 06-03-2026 to 15-03-2026. In case the application form is downloaded from Govt. website, the applicant shall furnish a Demand Draft for an amount Rs.100/- (Rupees One thousand) only in favour of Superintendent of Excise, Gajapati towards the cost of application along-with the application.

  
A.D.M., Gajapati.  
Quotation / Tender Calling Authority  
Dated 06.03.2026

Memo No. 391 / Ex.,

Copy to Dy. Superintendent of Excise, Special Enforcement, Unit, R. Udayagiri/ all Inspectors of Excise and all O.I.Cs of Excise Station of Gajapati district for information and wide publicity.

Copy forwarded to all Tahasildars / Block Development Officers of Gajapati District for information and necessary action. They are requested to affix it in their Notice Board for wide publicity.

Copy forwarded to the Sub-Collector, Paralakhemundi for information and necessary action.

Copy forwarded to the D.I.P.R.O, Gajapati for information & necessary action and wide publicity.

Copy forwarded to the Dist. E-Gov. Manager, Collectorate, Gajapati for information and necessary action. He is requested to publish the same in the district website.

Copy submitted to the Excise Commissioner, Odisha, Cuttack / Joint Secretary to Govt. Excise Department, Odisha, Bhubaneswar for favour of kind information and necessary action.

Copy to the Notice Board of Collectorate, Gajapati / District Excise Office, Gajapati for information of the general public.

  
A.D.M., Gajapati  
Quotation / Tender Calling Authority.

**TERMS & CONDITIONS FOR HIRING OF VEHICLES**

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

1. The hired vehicles during 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 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 (s) 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 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 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 terminate the agreement without prior notice.
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 of hirer. No extra payment shall be demanded.
9. Monthly hire charges and reimbursement towards cost of diesel (as per actual) and lubricants (as per Govt. norms) of selected bidder 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 services and termination of agreement.
13. If the bidder violates any of the terms contract, Government shall forfeit the entire amount of security deposit.
14. GST registration and GeM registration are compulsory for any Service Provider to provide hired vehicles to Government offices through GeM or through open bidding.

I Agree to above

Signature of the vehicle owner

  
A.D.M., Gajapati.

Quotation / Tender Calling Authority

## GENERAL INFORMATION FOR HIRING VEHICLES

1	Name of the Service provider	:	
2	Complete Address	:	
3	OGST number	:	
4	GeM Registration Number	:	
5	Bank Account No. and IFSC code	:	
6	Registration No. of Vehicle	:	
7	Year of Manufacturer	:	
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	Proposed hire Charges of the vehicle per month excluding fuel cost	:	
18	Rate of fuel consumption/ Mileage per liters	:	
19	Contact Number of the Service provider (Tenderer/ Quotationer)	:	
20	Contact number of Driver	:	

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

Seal & signature of the  
Quotationer / Tenderer.