



ଜିଲ୍ଲା ଦକ୍ଷତା ବିକାଶ ଓ ନିୟୋଜନ କାର୍ଯ୍ୟାଳୟ, ଗଜପତି



DISTRICT SKILL DEVELOPMENT & EMPLOYMENT OFFICE, GAJAPATI

ଇ ମେଲ: deegjp@gmail.com

ଫୋନ ନମ୍ବର-(୦୬୮୧୫)୨୯୧୧୧୧୩

ପତ୍ର ସଂଖ୍ୟା 318 /DSDEO,(GJP)

ତାରିଖ- 18.04.26

Quotation/Tender Call Notice

Sealed quotations/tenders are invited from interested reputed Travel Agencies / Tour Operators / Individuals for providing 01 No of vehicles having sitting capacity not more than 05 including driver, which shall conform to the Terms and conditions (Appendix-A)) for official use in District Skill Development-cum-Employment Office, Gajapati on monthly rent basis for the financial year,2026-27

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 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 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. The monthly rate of hire charge, excluding GST be quoted separately, excluding fuel.
7. The Vehicle must achieve a fuel efficiency of 17 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 24.04.2026 by 10:00 A.M. and shall be opened on the same day at 11:00 A.M. in presence of the bidders or their authorized representatives.
10. In addition to Odisha permit the vehicle must have Andhra permit for the financial year 2026-27 or give consent to obtain temporary Andhra permit during the days of official visit.
11. The vehicle must comply to provision Govt. of Odisha, F.D, O.M No 15836, Dated 27.05.2025.

District Skill Development-cum-
Employment Officer,


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, 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. vehicle permit cost 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.


 District Skill Development-cum-
 Employment Officer,


 Gajapati


Date- 18.04.2026

Memo no ³¹⁹DSDEO, GJP

Copy forwarded to

1. The DeGM, Gajapati for favour of information and requested to publish in district web portal.
2. All the members of Evaluating Committee for favour of information and display in their office notice board.


 District Skill Development-cum-
 Employment Officer,

 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	
6	Vehicle Registration No	
7	Year of Manufacture	
8	Make & model	
9	Date of Registration	
10	Owner Details	
11	Fitness Certificate Validity	
12	Pollution Certificate Validity	
13	Permit Validity	
14	Insurance Validity	
15	Driver Name & Address	
16	Driving License, No & Validity	
17	Contact Number (Service Provider)	
18	Contact Number (Driver)	
19	Monthly Hire Charge (excluding fuel)	
20	Mileage per litre	

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

Seal & Signature of Tenderer