



ଢିଲ୍ଲା ପ୍ରକଳ୍ପ କାର୍ଯ୍ୟାଳୟ, ସମଗ୍ର ଶିକ୍ଷା, ଗଜପତି

**DISTRICT PROJECT OFFICE,  
SAMAGRA SHIKSHA, GAJAPATI**



No.1148/Fin/26

Date. 07/05/2026.

**Tender Call Notice**

Sealed tenders are invited from interested reputed Travel Agencies/Tour Operators/Private Individuals having GST registration & GeM registration for providing one hiring vehicle having sitting capacity not more than five including, driver shall conform to the **terms and conditions (Annexure-A)** for official use of District Education Officer-cum-DPC, Samagra Shiksha, Gajapati At-Betaguda, Via-Jhami, Paralakhemundi, Gajapati on monthly rent basis for the year **2026-27**

1. The tenderer shall have valid OGST registration to participate in the tendering.
2. The tenderer, participating in the bidding process under the jurisdiction of Municipal corporations, shall be registered on GeM platform.
3. The vehicle must be road worthy condition, shall not be more than 3 (Three) years old from the date of initial registration and must have valid Registration Certificate, Insurance certificate, Fitness Certificate, Valid Contract Carriage Permit(State of Odisha & Andhra), Proof of up to date tax payment, PAN Card 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.15,000/- (Rupees fifteen thousand) only shall be deposited by the intending bidder in shape of Account Payee Bank draft drawn in favour of the District Project Coordinator, Samagra Shiksha, Gajapati, payable at Parlakhemundi and submitted along with the tender as security Deposit, after completion of the tender process, the amount will be refunded to unsuccessful bidder.
7. The monthly rate of hire charge be quoted separately in the general bid information (excluding fuel and lubricants).
8. The vehicle must achieve a fuel efficiency of 17KM 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 tender ( Annexure-A)

10. The tender completed in all respect should reach the District Education Officer-cum-DPC, Samagra Shiksha, At-Betaguda, Via-Jhami, Paralakhemundi, Gajapati through Registered/Speed post only on or before **29.05.2026 at 12:30 PM** & will be opened on the same day at 01:00PM in the Office chamber of DEO-cum-DPC, SS, Gajapati in the presence of the bidders or their authorized representatives.
11. The application form of tender containing General Bid information and terms and conditions for hiring vehicles etc. will be available with the undersigned on payment of Rs.500/-(Rupees five hundred) only or can be downloaded from **07/05/2026 to 29.05/2026** [www.gajapati.odisha.gov.in/spd.opepa@nic.in](http://www.gajapati.odisha.gov.in/spd.opepa@nic.in). In case the application form is downloaded from Govt. website, the application shall furnish a Demand draft for an amount of Rs.500/-(Rupees five hundred) only towards the cost of application along with the application.
12. The vehicle should be stationed at District Project Office, SS, Gajapati and under no circumstances the vehicle be used other than official purpose by the vehicle owner.
13. Collector-cum-chairman, SSA, Gajapati reserves the right to accept or reject any or all quotations in full or part without assigning any reason thereof, no intimation will be given to the bidders.

By order of the Collector-cum-Chairman, SS, Gajapati

  
**District Education Officer**  
**-cum-DPC, SS, Gajapati**

Date. 07/05/2026

Memo. No.1149/FIN/26

Copy along with copy of the enclosure submitted to all District Offices, Gajapati for information and necessary action. They are requested to display in their notice board for wide publicity.

  
**District Education Officer**  
**-cum-DPC, SS, Gajapati**

Date. 07/05/2026

Memo No.1150/FIN/26

Copy submitted to the State Project Director, OSEPA, Bhubaneswar for favour of kind information and necessary action.

  
**District Education Officer**  
**-cum-DPC, SS, Gajapati**

Date. 07/05/2026

Memo. No.1151/FIN/26

Copy to Asst. Director (MIS), OSEPA, Bhubaneswar/District e-Governance Manager, Collectorate, Gajapati for information with a request to post the Tender Call notice no.1148/FIN/26 dated 07.05.2026 in NIC, Gajapati & OSEPA, and Bhubaneswar website [www.gajapati.odisha.gov.in/spd.opepa@nic.in](http://www.gajapati.odisha.gov.in/spd.opepa@nic.in). for wide publicity.

Copy to notice board of this Office for wide publicity.

  
**District Education Officer**  
**-cum-DPC, SS, Gajapati**

**TERMS & CONDITIONS**

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 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 (State of Odisha and Andhra), proof of up to date tax payment etc. and D.L of the driver available all the times. The undersigned shall not be responsible for any damage/loss caused to hired vehicles or losses 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.

2. The undersigned 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 litigations.

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 basing on actual consumption and lubricants as per existing Govt. 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 owner.

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. The driver of the vehicle must have valid Driving License for driving light transport passenger vehicle, & should have sufficient experiences in driving transport passenger vehicles. The driver should be well behaved, gentle & obedient in nature.

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.

  
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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 duty as per the requirement. No extra payment shall be demanded.
9. Monthly hire charges and reimbursement towards cost of fuel (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 no advance payment will be made.
10. The vehicle shall not be more than three year old from the initial registration and also in good running condition the period of contract.
11. If the services are found to be unsatisfactory, the undersigned has right to issue notice for terminate the agreement.
12. If the service provider intendeds 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 and termination of agreement.
13. All disputes relating to the contract in subject to the pecuniary jurisdiction of the court at Gajapati.
14. If any bidder violates any of the terms and contract, Government shall be forfeit the entire amount of security deposit.
15. The driver integrity be properly verified by the Bidder. If during Govt. duty or off duty, if any illegal material or things carried in the absence of the Officer in vehicle, the bidder and Driver concerned shall be personally responsible.

  
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**District Education Officer**  
**-cum-DPC, SS, Gajapati**

**Annexure-B****GENERAL INFORMATION.**

Sl. No.	Particulars			
1	Name of the bidder			
2	Complete Address			
3	OGST Number			
4	GeM Registration No.			
5	Bank account no. /FISC code			
6	Registration no. of vehicle			
7	Year of Manufacture			
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(Odisha & Andhra)			
14	Insurance Validity			
15	Name/ Address of the Driver			
16	D.L. No. & Validity of D.L. of the driver			
17	Contact number of the tenderer			
18	Contact number of the Driver			
19	<b>Proposed hiring charge of the vehicle</b>			
Sl. No.	Type of Vehicle	Hiring charges	Quoted rate (in Rs.)	
			In figures	In words
19	Tiago/Bolt/Celerio	Rate per month (excluding fuel the rate should inclusive of all taxes, remuneration of driver and dues if any.		
20	Rate of fuel consumption / mileage per liter	Fuel for consumption (Quoted in KMs)		

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

**Seal & Signature of the tenderer**

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