

UTKAL BALASHRAM, GAJAPATI

Address: O/o the Dist. Child Protection Unit, Gajapati,
At-Room No. 303, 2nd Floor, Collectorate, PO- Paralakhemundi,
PIN- 761200, Dist. - Gajapati

e-mail ID : utkalbalashram.gajapati@gmail.com

(Societies Act 1860 Regd. No. 42/2022-23 and JJ (C&PC) Act 2015 Regd. No. 35/GJP/2023)

Letter No.: 1840/UB/GPT. Date: 12-05-2026

QUOTATION/TENDER CALL NOTICE FOR HIRING OF VEHICLE

No. _____

Dated: - 12/5/2026

Sealed quotations/Tender are invited from the interested reputed travel agencies /service providers/ individuals for providing (1) one number of (diesel driven) BOLERO/MARSHAL/ERTIGA/TATA MAGIC having 9(8+1) seating capacity, Which shall conform to the Terms and conditions for official use in Utkal Balashram, Gajapati Department/Office on monthly rent basis.

TERMS AND CONDITIONS: -

1. The vehicles 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 certificates, Insurance certificates, Fitness certificates, valid contract carriage permits, proof of up-to-date tax payment etc. which are mandatory for plying the vehicle. If three years vehicle not quoted for, then vehicles more than three years old will be considered for engagement.
2. The driver must have valid driving license (DL) and must be a well behaved one.
3. The maximum offer price (hire charges) shall be Rs.30,000/- (Rupees thirty-thousand) only per month excluding diesel cost. The lowest offer price will be accepted.
4. A sum of Rs.5,000/- shall be deposited by each intending bidders in shape of account payee bank draft drawn in favor of the Superintendent of Utkal Balashram, Gajapati and submitted along with the tender as security deposit.

President

Sri.

MunindraHonnaga
ADM (Rev.), Gajapati

Secretary

Smt. Manorama Devi
DSWO, Gajapati

Treasurer

Ms. Archana
Mangaraj
District Cultural
Officer, Gajapati

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After completion of tender process, the amount will be refunded to the unsuccessful bidder.

5. The rate to be quoted for the vehicle on the monthly engagement basis inclusive of all taxes and duties.

6. The service provider / the vehicle owner will provide driver and make payment of all statutory dues including the salary of the driver.

7. All the expenditure of the vehicle towards maintenance and repair of the vehicle, replacement of the spare parts, lubricating oil of engine, gearbox, different coolant,tires, tubs, batteries etc., and payment of road tax shall be borne by the vehicle owner.

8. The contract will be valid for one year from the date of signing of agreement, which may be extended basing on the quality of service provided.

9. In case the vehicle does not report regularly, the authority will be at liberty to reject the agreement and may engage vehicle from other source.

10. The monthly bill for hiring charges shall be submitted to the Superintendent. of Utkal Balashram, Gajapati at the end of each month and the cost of hiring charges shall be paid by the Superintendent. of Utkal Balashram, Gajapati after receiving allotment from the Govt./ availability of the funds under the head. No claim or any interest for delay in making payment shall be entertained.

11. In the event of any accident the Superintendent. of Utkal Balashram, Gajapati shall not be liable for any compensation to anybody affected. The 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

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property on account of use of hired vehicle in any manner whatsoever. The hirer shall not be responsible for such litigation.

12. If the bidder violates any of the terms and contract Govt. shall forfeit the entire amount of security deposit.

13. The vehicle must achieve a fuel efficiency of minimum 10 kms per liters

14. The vehicle will be engaged for 24 hours duty whenever required and no extra payment shall be demanded.

15. The contract may be revoked / cancelled at any time, before expiry of agreement by the authority, without assigning any reason thereof.

16. If any dispute arises ADM (Rev.) cum president, Utkal Balashram is the final conciliation authority and the decision of the ADM (Rev.), Gajapati will be final.

17. In case of breakdown for reasons whatsoever the replacement of the vehicle of the same or better model shall be provided by the owner of the vehicle / bidder.

18. 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.

19. The details of the vehicle like year of manufacture, Registration No., Mileage (Kms. covered per liter), name of the driver with driving license No. and period of validity etc., should be specifically provided in the general bid information to be furnished with quotation/ tender.

20. The last date of receipt of sealed tender application/ quotation is 21/5/2026 up to 10.00 PM by **Speed/Register Post/Courier** at office of

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Dist.Child Protection Unit,Collectorate ,2nd floor, Room No- 303
Paralakhemundi, Gajapati, Pin-761200. Please mention "Quotation/
Tender for hiring of one vehicle" on the top of the envelope" and the sealed
quotations will be opened on the same day in 12.00 PM in presence of the
bidders or their authorized representatives.

21. The application form of Quotation/ Tender containing Standard Bid
information &Terms and condition for Hiring of Vehicle etc. can be downloaded from
District Website "www.gajapati.odisha.gov.in" from Date 12/5/2026 to
Date 21/5/2026.


District Social Welfare Officer-cum-
Secretary, Utkal Balashram, Gajapati