



ମୁଖ୍ୟ ଜିଲ୍ଲା ପ୍ରାଣୀ ଚିକିତ୍ସା ଅଧିକାରୀଙ୍କ କାର୍ଯ୍ୟାଳୟ, ଗଜପତି



OFFICE OF THE CHIEF DISTRICT VETERINARY OFFICER, GAJAPATI  
At- Paralakhemundi , Gajapati-761200

E-mail id-cdvogajapati@yahoo.in,cdvogajapati@gov.in

Tender Call Notice No. 1074/CDVO, Gajapati

Date – 02.06.226

**TENDER CALL NOTICE FOR HIRING/ENGAGEMENT OF VEHICLE FOR ANIMAL AMBULANCE SERVICES IN ANIMAL HELPLINE OF PARALAKHEMUNDI MUNICIPALITY AREAS FOR THE YEAR 2026-27.**

Sealed quotations are invited from interested reputed Travel Agencies or Private Individuals/Service Providers for providing driven vehicles (BOLERO, TUV-300, SUMOGOLD, SCORPIO etc.) for use in Animal Ambulance Service in Animal Helpline at Paralakhemundi Municipality areas under the scheme "Establishment of Animal Helpline facility with Ambulance Service under MPKY- 2026-27. The maximum monthly hiring charges of AHL. vehicle shall be 31,000/- (Rupees Thirty-One Thousand only). The details of bidding process are as follows:


Sl. No.	Bidding Schedule	Deadline
1	Date of floating of tender.	02.06.2026, 10.00AM
2	Last date and time for submission of tender documents	18.06.2026, 05.00PM
3	Date and time of opening of Technical Bid	19.06.2026, 10.00AM
4	Date and time of opening of Financial Bid	19.06.2026,04.00PM

The Bidders are required to submit the technical and financial bids separately. The bids in sealed Cover-A containing "Technical Bid" and sealed Cover-B containing "Financial Bid" should be placed in a third sealed cover super-scribed "Quotation for Hiring/ Engagement of Vehicle for Animal Helpline" must reach the undersigned on or before due date & time by Speed Post Registered Post/Courier only.

The bid documents containing application form, General Bid information, terms and conditions, Tender forms can be downloaded from the website (<https://gajapati.odisha.gov.in>).

**Complete address for submission of bid-**

Chief District Veterinary Officer,  
Gajapati, Paralakhemundi  
Pin-761200.

  
Chief District Veterinary Officer,  
Gajapati, Paralakhemundi

Memo No. 1075 /CDVO,Gajapati Dt. 02.06.2026

Copy to the District e-Governance Manager for information and necessary action. He is requested to upload the same in the Official Website of Gajapati District on 02.06.2026.

  
Chief District Veterinary Officer,  
Gajapati, Paralakhemundi

Memo No. 1075 /CDVO,Gajapati Dt. 02.06.2026

Copy to the Notice board of Collectorate Gajapati / Zilla Parisad Gajapati for wide publicity.

  
Chief District Veterinary Officer,  
Gajapati, Paralakhemundi



## GENERAL BID INFORMATION

### 1. Type of Vehicle

- The vehicle model/type shall be preferably Bolero, TUV-300, Sumogold, Scorpio and should be white/off white colour only.
- The vehicle should be suitable for movement in both urban and rural operational areas within the jurisdiction of the AHL unit.
- The vehicle must be capable of accommodating of staff (3 person) excluding driver and medicine and equipment for animal treatment comfortably.
- Preference will be given for **EV vehicles** of above mentioned vehicle categories.

### 2. Eligibility Criteria for Vehicle

- Vehicle must not be more than 3 years old at the time of hiring. (Preference will be given to newer vehicles).
- Vehicle should be BS-VI compliant as per emission norms.
- Vehicle must be in roadworthy condition and covered under valid Registration, Fitness, Insurance, and Pollution under Control (PUC) Certificate.
- The Vehicle must achieve a fuel efficiency of minimum 10KM per litre

### 3. Hiring Rules & Charges

- The maximum monthly hiring charges of AHL vehicle shall be 31,000/- (Rupees Thirty-One Thousand only) excluding the salary of the driver. The drivers will be engaged separately by the department through Facilitating NGO (FNGO) on outsourcing basis.
- Fuel cost/Charging cost for EV vehicle shall be borne by the Department as per actual consumption and log book entries. Further, expenditure towards engagement of drivers will be incurred separately as per scheme guidelines by the department.
- A Declaration (in Non- Judicial Stamp Paper of Rs.10/-) shall be given by the Owner of the vehicle/Bidder for having no objection for driving of his vehicle by outsourced driver engaged by the Department (Annexure-IV).
- Maintenance and all other charges (insurance, repair, servicing, etc.) shall be borne by the supplier/vehicle owner

### 4. Operational Guidelines

- The hired vehicle shall remain exclusively available for AHL services during the contract period as per approved guidelines of the State Plan scheme "Establishment of Animal Helpline facility with Ambulance Service under Mukhyamantri Prani Kalyan Yojana (MPKY) 2026-27.
- Branding of the vehicle will be taken up as per the requirement. The branding will be taken up by CDVOs out of the contingency funds under the scheme. The size of the branding will be as per the specification of the hired AHL, ambulance vehicle without changing the contents specified for branding.
- The vehicle shall be parked at the designated AHL office/parking point after duty hours unless otherwise instructed.
- A logbook shall be maintained daily, recording movement, distance covered, purpose, and fuel consumption.
- The hired vehicle, during the period of contract, shall have all necessary valid MV documents such as valid Registration Certificate, Insurance Certificate, Fitness Certificate, Pollution control certificate, valid Contract Carriage Permit, proof of up to date tax payment etc. and D.L. of the driver available all the times. The Department/ Office hiring the vehicle 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 owner of the vehicle shall be responsible for all such litigation.

- All the expenditure of the vehicle towards minor/ major repair, replacement of spare parts, lubricating oil of Engine, Gear Box & differential Coolant, Tyres & Tubes, Battery etc. and payments towards insurance, road tax, fitness etc. will be borne by the supplier.
- The vehicle should be regularly serviced and maintained to avoid any breakdown. 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 without compromising the services of Animal Ambulance Service in Animal Help Line. If the owner failed to arrange/replace, alternative arrangement will be made by the client and the expenditure will have to be borne by the owner of the vehicle. If he/she fails to pay the expenditure so incurred, the same will be deducted from the bill of the owner.

5. A sum of **Rs.10,000/-** (Rupees Ten thousand) only shall be deposited by the intending bidders in shape of accounts payee bank draft in favour of the **Chief District Veterinary Officer, Gajapati** and submitted along with the quotation as security deposit and a non refundable amount of **Rs.500/-**(Rupees Five hundred ) only towards **Bid processing fees** may be deposited in shape of bank draft in favour of CDVO, Gajapati. After completion of tender process the security deposit amount will be refunded to unsuccessful bidders.

6. Tender papers without security deposit shall not be considered /accepted.

7. The monthly rate of hire charges (excluding fuel and lubricants) is to be quoted separately. In case of similar quoted price, preference will be given to local vehicle (Paralakhemundi Municipality areas to which the vehicle belongs) and newer vehicle. In addition, lower hiring charges with higher mileage than the specified rate will also be given preference.


8. The details of the make and year of manufacture of the vehicle, registration no., mileage (Km covered per litre) and period of validity etc. should be specifically provided in the general bid information sheet of the vehicle (provided with the application form) to be furnished **(Annexure-I)**.

9. The Tender completed in all respect should reach the undersigned **on or before Dt.18.06.2026 by 05.00PM** and technical Bid shall be opened on **Dt.19.06.2026 at 10.00AM** and **Financial Bid opened on Dt.19.06.2026 at 04.00PM** in presence of the bidder(S) or their authorized representative(S). There will be no bar in opening of the sealed quotations, if the bidder(S) or their authorized representative(S) remain absent within the schedule time.

10. The Application form of Tender containing General Bid Information & Terms and Conditions for Hiring of Vehicles etc. **(from Annexure-1 to IV)** is available at the Gajapati district portal (<https://gajapati.odisha.gov.in>).from **Dt.02.06.2026 onwards**.

11. The bids complete in every respect should reach the **O/o the CDVO, Gajapati** latest by **18.06.2026, 05.00PM** through Speed Post /Regd. Post/Courier/special messenger. Any tender received after the due date & time will be rejected and this Office shall not be responsible for any postal delay. Incomplete Tender paper shall not be accepted.

12. The authority reserves right to accept reject all the bids or any part of it without assigning any reason thereof. The bidder is to submit self-attested photocopies of the required documents with duly filled in tender paper

  
 Chief District Veterinary Officer,  
 Gajapati, Paralakhemundi

## TERMS & CONDITIONS FOR HIRING/ENGAGEMENT OF VEHICLE

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 Certificates, Fitness Certificate, valid Contract Carriage Permit, proof of up to date tax payment etc. The Departmental/Office hiring the vehicles shall not be responsible for any damage/loss caused to hired vehicles 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 not be responsible for all such litigation.
- 2) The hiring charges to be paid on monthly basis. The cost of Fuel /Charging cost for EV vehicle, which is to be paid separately basing on actual consumption and the cost of lubricants will be paid as per existing Government norms.
- 3) The amount of the Fuel cost/Charging cost for EV vehicle will be paid to the Owner of the vehicle after production of bills in succeeding month. All the expenditure of the vehicles towards repair, replacement of spare parts, Lubricating oil of Engine, Gear Box & differential Coolant, Tires & Tubes, Battery etc. will be borne by the bidder.
- 4) 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 vehicles/bidder.
- 5) In case of the vehicle does not report regularly, the authority will be at liberty to reject the agreement and may engage vehicle from other source.
- 6) Monthly hire charge and reimbursements towards Fuel cost/Charging cost for EV vehicle (as per actual) and lubricants (as per Govt. norms) of selected bidder will be paid in every succeeding month, subject to availability of funds as per as possible within fifteen days of the submission of bills by the service provider and no advance payment will be made.
- 7) If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
- 8) In case the service provider intends to withdraw the services of the vehicle and terminate the agreement, it shall be mandatory upon him to give one month notice before such withdrawal of service and termination of agreement.
- 9) The hired vehicle cannot be used by the service provider for any private/commercial purpose beyond office hour or during holidays.
- 10) The vehicle shall be parked at the **designated AHL office/parking point** after duty hours unless otherwise instructed.
- 11) The agreement shall be discontinued immediately when the vehicle is no longer required due to closure of the scheme or any other reason etc.
- 12) If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposited.
- 13) The bidder shall not be an employee/ relative of the employee of this office.
- 14) The bidder/ Vehicle owner earlier engaged in Animal Ambulance Service in Animal Help Line and found to have deviated the norms of Agreement will not be considered for selection even if he/she gives lowest quotation in the present bid

  
Chief District Veterinary Officer,  
Gajapati, Paralakhemundi





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## TENDER FORM

### Part-1 Technical Bid (Cover A)

(The Documents have to be arranged serially as per the order mentioned below)

Sl. No	Particulars	Details
1	Name of the Organization/Private Bidder (attached ID Proof)	
2	Address of the organization/ Private Bidder with telephone No. (Attached Address proof)	
3	E-mail id of the Organization/Bidder	
4	Name of authorized signatory	
5	GST Registration No of Organization/Bidder	
6	PAN No.	
7	Specimen signature of the authorized signatory	
8	Telephone number of authorized signatory	
9	Name and Model of the vehicle	
10	Type of Vehicle (A.C or Non-A.C)	
11	Regd. No. of Vehicle	
12	Year of manufacture	
13	Date of Registration	
14	Fitness Certificate validity	
15	Permit validity	
16	Insurance validity	
17	Pollution under Control (PUC) Certificate validity	
18	Rate of Fuel consumption/Mileage per liter	
	In Ac	
	In Non AC	
20	Security deposit of Rs.10000/- (DD No./Date)	

NB: Please Attach self- attested copy of above required documents.

### DECLARATION:-

I/we hereby certify that the terms and conditions given with the tender notice have been read carefully and acceptable to me/us and that the information furnished above are full and correct to the best of my our knowledge. I we understand that in case of any deviation /false information in the above statement at any stage, our firm Agency will be blacklisted/debarred and will not have any dealing with your organization in future.

Place:-

Date-

(Signature of the Bidder)





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(Social Welfare Section)

**TENDER FORM**

**Part-11- Financial Bid-Cover B**

Sl No.	Type of Vehicle and model	Fuel Efficiency per K.M		Quoted hiring Charges including GST in Rs (in figure /in words)in Rs.	
		AC	Non AC		

**Declaration**

I hereby declare that all the above particulars are correct ,I have read the terms and conditions of the technical bid enclosed with this form separately duly signed on each page and I shall abide the same.

(Signature of the Bidder)

To

**The Chief District Veterinary officer  
Gajapati, Paralakhemundi**

Sub: Submission of Quotation for engagement of vehicle for Animal Ambulance Service in Animal Help Line of Gajapati for the Year 2026-27 on monthly rate basis.

Ref.- Tender Call Notice No. \_\_\_\_\_/Date \_\_\_\_\_ of CDVO, Gajapati

Sir,

With reference to your Tender Call Notice for hiring of vehicles for Animal Ambulance Service in Animal Help Line in Gajapati District for the Year 2026-27 on monthly rate basis. I am to inform you that I have gone through the general bid information and terms & conditions mentioned in the application form and accordingly submitting herewith my offers in filled in application forms as per the prescribed formats along with the required self-attested documents for consideration for engagement in Animal ambulance Service in Animal Helpline (AHL) at Gajapati. The demand draft amounting **Rs.10000/-** (Bearing No. \_\_\_\_\_ Date: \_\_\_\_\_ ) towards security deposit & a demand draft amounting **Rs.500/-** (Bearing No. \_\_\_\_\_ Date : \_\_\_\_\_ ) towards Bid processing fees is enclosed along with other forms and documents for necessary action at your end.

Yours sincerely,

**Full signature of the applicant  
With date and address**

**DECLARATION FORM**

**(Rs.10/- NON-JUDICIAL STAMP PAPER)**

**(Affidavit before Executive Magistrate/Notary Public)**

I/We..... (NAME& DESIGNATION) having  
My/our ..... firm  
at ..... Do hereby declare that I/We have carefully read all the  
terms & conditions of tender of the Chief District Veterinary Officer, Gajapati for the Animal  
Helpline, Gajapati. I will abide with all the terms & conditions set for in the tender paper bearing  
Tender Call Notice no.....

I/We do hereby declare that, I/We have no objection for driving my vehicle by outsourced  
driver engaged by the department through Facilitating NGO (FNGO) as per Guideline.

That, I have no objection for branding the vehicle as per requirement by the Animal Helpline  
guideline.

I/We agree that the Tender Inviting Authority can debar blacklist me/us if, any information  
furnished by me/us proved to be false at the time of inspection/ verification and not complying  
with the Tender terms & conditions.

Signature of the bidder  
Date  
Name & Address of the Bidder