

DISTRICT INFORMATION AND PUBLIC RELATIONS OFFICE , NAYAGARH

Khandapara Road, e-mail – dipro.ngr@gmail.com

QUOTATION/TENDER CALL NOTICE FOR HIRING OF PRIVATE VEHICLE

No. 281

Dt. 25/07/2025

Sealed Quotations/tenders are invited from interested reputed Travel Agencies / Tour Operators/ Service Providers or Private individuals for providing one(1) No. of vehicle preferably Tiago / Bolt / Celerio / any other vehicle (petrol operated, BS-IV compliant) having sitting capacity not more than four including Driver, which shall conform to the term & conditions(Annexure-II) for official use in the Office of the District Information and Public Relations, Nayagarh on rent basis as per F.D.O.M No. 22924/14.08.2023 and 15836/27.05.2025 of Finance Department maximum hiring charges per month @ Rs.24,000/-(Rupees Twenty four Thousand)only and fuel excluding and minimum average mileage@17kms per litre .

1. The Service Provider shall have a valid OGST registration to participate in the tendering .
2. The vehicle must be roadworthy condition, shall not be more than 03 years old from the date of initial registration and must have valid Registration Certificate, Insurance Certificate, Fitness Certificate, Valid Contact Carriage Permit, Proof of up to date tax payment etc. are mandatory for plying of vehicle.
3. The Driver of the vehicle must have valid Driving License for driving light transport passenger vehicle and should be sufficiently experienced in driving transport passenger vehicle . He should be physically fit, capable of driving long distance at all hours and not be more than 50 years of age .
4. The driver should be well behaved, gentle and obedient in nature .
5. 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 District Information and Public Relations Officer, Nayagarh and submitted along with the tender as security deposit . After completion of tender process, the amount will be refunded to unsuccessful bidders.
6. The monthly rate of hire charges should be quoted separately in general bid information (excluding fuel & lubricants) .
7. The vehicle must achieve a fuel efficiency of 17 kms per litre .
8. The details of the make and year of manufacture of the vehicle, Registration Number, mileage(kms covered per litre)and name of the driver with driving license number and validity should specifically be provided in the general bid information to be furnished with the Quotation/Tender(Annexure-B).
9. The Quotations/Tenders completed in all respect should reach the undersigned on or before **08.08.2025** by **4PM** . The Quotation shall be submitted to the District Information and Public Relations Officer, Nayagarh in the enclosed format through Courier/Registered Post/ Speed Post only . The envelope containing the Quotation should be super scribed on the top **"Sealed Quotation/Tender for hiring of one petrol vehicle of District**

Information and Public Relations Officer, Nayagarh". Bids received beyond the last date/time shall not be accepted . The Bid will be opened on **11.08.2025** at **4PM** in the Office chamber of Addl. District Magistrate, Nayagarh . The bidders or their authorised representative can remain present at the time of opening of the Bids .

10. In case the Quotation/ Tender can not be opened on the specified date and time owing to some exigency, the same shall be opened on the next working day at the same time .
11. The tender papers are available in the website i.e. <http://nayagarh.odisha.gov.in> in which can be downloaded for use and submit the tender accordingly .
11. The authority reserves right for rejection of tender process in full / partial at any time without assigning any reason .


25-07-2025

District Information & Public
Relations Officer, Nayagarh

Memo No. 282 Date. 25/07/2025

Copy submitted to the Collector & D.M., Nayagarh for favour of kind information .


25-07-2025

District Information & Public
Relations Officer, Nayagarh

Memo No. 283 Date. 25/07/2025

Copy to the Notice Board of Collectorate, Nayagarh/ CDO-cum-EO, Zilla Parisad, Nayagarh/ Sub-Collector, Nayagarh/ RTO, Nayagarh / All District Office Notice Board for information and necessary action with a request to display the quotation call notice in the Office Notice Board of their respective Offices .


25-07-2025

District Information & Public
Relations Officer, Nayagarh

Memo No. 284 Date. 25/07/2025

Copy along with quotation call notice submitted to the **District e-governance Manager, Nayagarh** for favour of kind information and has to display the tender call notice in the District portal for wide publicity .


25-07-2025

District Information & Public
Relations Officer, Nayagarh

Memo No. 285 Date. 25/7/2025

Copy submitted to the Under Secretary to Govt, I&PR Deptt.(Vehicle Section), BBSR / Deputy Director, I&PR Deptt.(C.D.), Cuttack for kind information .


25-07-2025

District Information & Public
Relations Officer, Nayagarh

TENDER FORM

To

District Information and Public Relations Officer, Nayagarh

Sub – TENDER FOR HIRING OF VEHICLE FOR OFFICE OF THE D.I.&P.R.O.,NAYAGARH UNDER I&PR DEPTT., GOVT. OF ODISHA

With reference to your Tender Notice No. _____ date _____ for tender on the above subject, I/We hereby offer my /our Tender on the terms and conditions (annexed here to) and the rates specified in the schedule attached .

Should this tender be accepted either fully or in parts I/We hereby agree to abide by and fulfil all the terms and conditions of the contract hereafter as applicable or in default thereof for fit to and pay to the District Information and Public Relations Officer, Nayagarh, the sum of money mentioned in the said conditions without prejudice .

The sum of Rs.5000/- by Account Payee Demand Draft towards Earnest Money Deposit vide Demand Draft No. _____ dated _____ is enclosed .

If I/We fail to carry out the work according to the specification given in the schedule entire money and security deposits may be forfeited without prejudice to any other right or remedies of the District Information and Public Relations Office, Nayagarh.

“I _____ S/O _____
R/O _____ hereby certifies that none of my relatives as defined in the tender document is/are employed in the District Information and Public Relations Office, Nayagarh as per details given in tender document . In case at any stage , it is found that the information given by me is false/incorrect, the DI&PRO, Nayagarh shall have the absolute right to take any action as deemed fit / without any prior information to me”.

Thanking you

Yours faithfully ,

Signature

Place –

Date –

Name –

Address –

Mob. No. –

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. 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.
13. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.

Seal & Signature of
Quotation / Tender Calling Authority with Designation

Annexure-B

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 and IFSC 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		
14	Insurance validity		
15	Name / Address of the Driver		
16	D.L. No. & Validity of the D.L. of the Driver		
17	Contact Number of the Service provider		
18	Contact number of Driver		
19	Proposed hire Charge of the vehicle per month excluding fuel cost		
20	Rate of fuel consumption / Mileage per litre		

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

Seal & Signature of Tenderer