



OFFICE OF THE REGIONAL TRANSPORT OFFICER, BOUDH

No. 299

Date: 19-02-2026

QUOTATION/TENDER CALL NOTICE

Sealed quotations/tenders are invited from interested reputed Travel Agencies/Tour Operators or private individuals for providing **Three (03)** nos of **Bolero 7-seater (Preferably Bolero Neo)** with inbuilt AC (Diesel vehicle) including driver, which shall confirm to the Terms and conditions attached at Annexure-I for official use & use of Enforcement & Road safety activities at Regional Transport Office, Boudh on monthly rental basis:

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.
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 Contact 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. 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 the **RTO, Boudh** payable at **SBI, Boudh** and submitted along with the tender as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders.
7. The monthly rate of hire charge, excluding GST be quoted separately, excluding fuel.
8. The Vehicle must achieve a fuel efficiency of **10 KM per litre**.
9. 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 (Annexure-II).

10. The Quotation completed in all respect should reach the undersigned on or before **09.03.2026** by **02.00PM** and shall be opened on the same day at **04.00 PM** in presence of the bidders or their authorized representatives. The Authority reserve all rights to cancel the tender without assigning any reason thereof.

11. The application form of quotation/tender containing General Bid Information & Terms and conditions for Hiring of Vehicles etc. will be available at www.boudh.odisha.gov.in from **21.02.2026** to **09.03.2026**.

12. Interested bidders may submit their sealed tender in the prescribed format with relevant documents super scribing "**Application for Hiring Vehicle on monthly basis for use as Enforcement & Road safety activities at Regional Transport Office, Boudh**" on the cover of the envelope to the Regional Transport Officer, Boudh through speed post/registered post or by person.

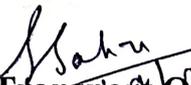
13. As per Finance Department Office Memorandum No-15836/F dated 27.05.2025 maximum hire charges per month excluding taxes is. Rs.37,200/-.


Regional Transport Officer,
Boudh.

Memo No. 300 /Dtd: 19-02-2026

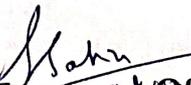
Copy forwarded to B.D.O. Boudh, Harabhanga & Kantamal/ Tahasildar, Boudh, Harabhanga & Kantamal/ E.O. NAC. Boudh/ D.I.P.R.O., Boudh for information and necessary action, with a request to affix the same in the notice board for wide publicity.

Copy to Notice Board.


Regional Transport Officer,
Boudh.

Memo No. 301 /Dtd: 19-02-2026

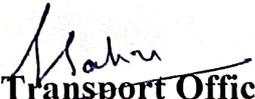
Copy forwarded to DeGM, Boudh for information and necessary action with a request to upload the tender call notice in the website of Boudh District for wide publicity of interested bidders.


Regional Transport Officer,
Boudh.

TERMS & CONDITIONS FOR HIRING OF VEHICLES

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, proof of up-to-date tax payment etc. and D.L. of the driver available all the times.
2. The 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 basing on actual consumption and 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 owner.
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.
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 demanded.
9. Monthly hire charges and reimbursements towards cost of fuel (as per actual) and lubricants (as per norms) of selected bidder 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.


Regional Transport Officer,
Boudh.

Annexure-II

GENERAL INFORMATION FOR HIRING VEHICLES

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 (Tenderer/ Quotationer)	
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 Quotationer/ Tenderer

TERMS & CONDITIONS FOR HIRING OF VEHICLES

The following terms and conditions must be fulfilled by the successful bidder for providing a vehicle on hire on monthly rent basis.

Agency:

1. Service provider must agree to the terms and conditions as per the Finance Department O.M. No.15836/F Dt.27.05.2025.
2. Agency agrees to provide quality services as per SLAs mentioned in the contract.
3. Agency to ensure that vehicle deployed shall arrive at designated location on time. In an event of delay in arrival beyond 15 minutes, user shall have right to hire other taxi services (which may or may not be of similar hired car category). The fare charges shall be charged to service provider.
4. Agency to ensure that all maintenance work related to assigned vehicle shall be carried out in off duty hours.
5. In the event of break-down, servicing & repairs of the assigned vehicle the service provider at his own cost shall make alternate arrangement by providing similar or higher class of vehicle(s) for which agreement is entered into. Failure to do so will evoke penalty or possible termination of contract.
6. The agency shall not be allowed to sub-let the Contract.
7. The agency shall only provide vehicles which have the comprehensive insurance.
8. Police verifications for deployed driver shall be ensured by the Agency.
9. Agency shall update the log book at least once in every 72 hours. Failure to do so shall be penalized as per this contract. At the time of termination of contract, the service provider shall hand over the log book(s) to the authority.

Vehicles:

1. The vehicle should have commercial license. The vehicle should not be more than 3 years old from the date of service request. Vehicles older than five years should be replaced by the service provider. During replacement of the vehicle or driver as the case may be the pass / id card issued, if any shall be surrendered.
2. The agency will deploy the vehicle, which is well maintained, cleaned thoroughly both internally and externally. Vehicle shall be equipped with medical kit. The vehicle should have a mobile charger and ambient freshener.
3. The Agency shall ensure that all electrical connections including lights (both brake and front), horn, turn indicators, and other vehicle systems shall be periodically checked and maintained by Service Provider to avoid any inconvenience to user department.
4. Agency shall ensure that the vehicle should be parked at the place as advised by the Principal and should be available, when not in duty. If the vehicle needs to be away for some reasons like refueling, petty requiring etc., it should be with the knowledge of the Controlling Officer of the Principal will be considered as non available and will be liable for penalty.

Driver deployed:

The Agency shall be responsible for the acts and deeds of drivers of the vehicles that include following:

1. Drivers that possess a valid commercial driving license shall be deployed by the agency.
2. Driver should be properly dressed in neat and clean attire, if required driver should wear uniform of specific color as per requirement of the authority. The agency shall provide at his own cost proper uniform and badges as per State Motor Vehicle Rules and photo identity cards to the drivers.
3. The driver of the vehicle deployed for user department duties maintain polite & courteous behaviour towards department users as well as to other departmental staff. Following may be construed as "Misbehaviour" and shall attract penalties as per provisions of the contract. Repeated instances may result in termination of services
 - i) Denial of duty during contract period, or during hours as noticed by user departments:
 - ii) Use of abusive language:
4. The driver in no case shall report to duty in an inebriated state or consume alcohol while on duty. In such an event user department shall have full rights to terminate the contract with immediate effect.
5. Driver must be provided a working mobile phone and contact number be provided to user department.
6. In an event that for any reasons the driver changes his contact number during the tenure of the contract then Agency will immediately notify the user department of the above change.
7. The driver shall be reachable at all times during duty hours.
8. Gossiping with the guests and using mobile phone during driving is not allowed. In case of urgency, driver should park the vehicle with permission from the user and talk in the mobile to the minimum duration.

Statutory Rules compliance & Taxes:

1. The hiring charges do not include fuel cost (petrol/diesel) which is to be paid separately basing on actual consumption and lubricants as per existing Government norms. All the expenditure of the vehicle towards repair, maintenance replacement of spare parts, lubricating oil of engine, Gear box and different coolant, tyres and tubes, battery etc. required for operation of vehicle in a state will be borne by the agency.
2. The agency shall take comprehensive insurance


**Regional Transport Officer,
Boudh.**