

Letter No. 267 / DSDEO, Boudh

Date 28/04/2026

SHORT TENDER CALL NOTICE

Sealed quotations/ Tenders are invited from interested reputed Travel Agencies/Tour Operators/Individuals for providing 01(One) number of Petrol driven BS-VI emission compliant vehicle having sitting capacity not more than 5 including driver, which shall confirm to the terms & conditions (Annexure-II) for official use in the District Skill Development-cum-Employment Office, Boudh on monthly rent basis for 3 years to the satisfaction of the following conditions:-

1. The service provider shall have a valid GST registration Number to participate in the tendering.
2. The vehicle must be in the road worthy condition, shall not be more than 3 years old from the date of initial registration & must have valid registration certificate, insurance certificate, fitness certificate, valid contract carriage permit, proof of up-to-date tax payment etc. mandatory for plying of vehicle.
3. The driver of the vehicle must have a valid driving license for driving light transport passenger vehicle & should be sufficiently experienced in driving transport/passenger vehicle.
4. The driver should be well behaved, gentle & obedient in nature.
5. A sum of **Rs. 5000/-** shall be deposited by intending bidders in shape of Account payee Bank draft in favour of the District Skill Development-cum-Employment Officer, Boudh and submitted along with the tender as EMD. After completion of tender process, EMD shall be refunded to unsuccessful bidders.
6. The monthly rate of hire charge excluding GST be quoted separately in the general bid information (Excluding fuel & lubricants).
7. The vehicle must achieve a fuel efficiency of 17 K.M.s per Liter (Petrol).
8. The details of the make & year of manufacture of the vehicle, registration number, mileage (kilometers covered per liter) & name of the Driver, Driving License number & period of validity should be specifically provided in the general bid information to be furnished with the Quotation/Tender (Annexure-III).
9. The quotation completed in all respect should reach the undersigned on or before **06.05.2026 by 10.00 A.M** By Post /By Courier /By hand at Drop Box of O/o DSDE, Boudh, Pin -762014 & shall be opened **on the same day at 11.00 A.M** in presence of the Bidders or their authorized representatives in the office chamber of the undersigned
10. The application form of the quotation/tender containing General Bid Information & Terms and conditions for Hiring of Vehicles etc. will be available with DSDEO, Boudh from or can be download from District website boudh.odisha.gov.in from 28.04.2026 to 06.05.2026 (10.00 A.M).
11. Mere selection through the tender process shall not confer any right upon the service provider to claim engagement of the vehicle for the entire year.
12. Engagement of the vehicle shall be made through issuance of specific work orders, subject to availability of funds with this office as released by the Government.
13. The undersigned reserves the right to accept or reject any or all tender(s), or to cancel the tender process at any stage without assigning any reason thereof.


District Skill Development-cum-
Employment Officer, Boudh

TERMS & CONDITIONS FOR HIRING OF VEHICLES

The following terms and conditions must be fulfilled by the 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 (LMV) 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 basing on actual consumption and showing Bill 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, Tyers & 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 all working days in a month and if need in office related work than provide in holidays also.
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) 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 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.

Copy submitted to :-

1. The DIO, NIC & District E-Governance manger, Collectorate Boudh for kind information with a request to kindly hoist the same in district web site till 06.05.2026 (10.00 A.M)
2. The RTO, Boudh/CDO-cum- EO, Zila Parishad Office, Boudh, DIPRO, Boudh, District Skill Development cum Employment Office, Boudh for kind information with request to display in the office notice board for wide publicity purpose.
3. The Principal Govt. ITI & Polytechnic, Boudh for kind information with request to display in the office notice board for wide publicity purpose.
4. All District Level Officer of this District for kind information with request to display in the office notice board for wide publicity purpose
5. The Collector and District Magistrate, Boudh for favour of kind information & necessary Action.
6. The Director of Skill Development Cum Employment, Odisha Bhubaneswar for kind information.


28/4/26
District Skill Development -cum-
Employment Officer, Boudh
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GENERAL INFORMATION

Sl. No.	Particulars	
1	Name of the Service Provider	
2	Complete Address	
3	GST Number	
4	Bank Account No and IFSC Code	
5	Registration No. of Vehicle	
6	Year of Manufacture	
7	Make & Model	
8	Date of registration	
9	Name & complete address of the owner of vehicle	
10	Fitness Certificate validity	
11	Pollution Certificate validity	
12	Permit validity	
13	Insurance validity	
14	Name / Address of the Driver	
15	D.L No. & Validity of the D.L of the Driver	
16	Contact Number of the Service provider	
17	Contact number of Driver	
18	Proposed hire Charge of the vehicle per month excluding fuel cost	
19	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 the Tenderer

Date:-

