



# ଜିଲ୍ଲା ସହରାଞ୍ଚଳ ଉନ୍ନୟନ ସଂସ୍ଥା, କନ୍ଧମାଳ

ଗୃହ ନିର୍ମାଣ ଓ ନଗର ଉନ୍ନୟନ ବିଭାଗ

ଓଡ଼ିଶା ସରକାର

## DISTRICT URBAN DEVELOPMENT AGENCY, KANDHAMAL

Housing and Urban Development Department,  
Government of Odisha

THROUGH E-Mail/POST

DUDA, KANDHAMAL  
ZILLA PARISHAD CAMPUS  
DRDA SQUARE,  
PHULBANI-762001

E-mail: kandhamalduda@gmail.com

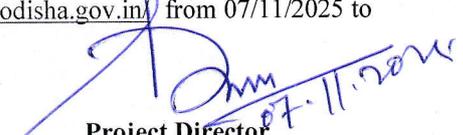
No. 545 / Dated: 07/11/2025

### Quotation/Tender Call Notice

Sealed quotations/tenders are invited from reputable Travel Agencies, Tour Operators, or private individuals for providing one vehicle on a monthly hire basis. The offered vehicle must meet the terms and conditions specified in Appendix-A and will be used officially by the District Urban Development Agency, Kandhamal.

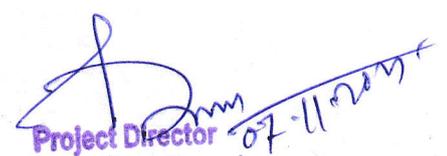
Sl.No	Type of Vehicle (Car) & Model	Minimum Average Fuel Mileage	Maximum Hire Charges per month (excluding taxes)
1	TUV300/Neo Bolero/Scorpio S and N Series/Ertiga etc (Preferably Scorpio S and N)	10 K.m/liter	Rs.37,200/-

1. The maximum hiring charges of vehicle as mentioned above per month excluding taxes as per finance dept Office Memorandum No.15836/ F dt:27.5.2025.The vehicle having sitting capacity not more than 7 ( Seven) including driver , which shall conform to the Terms and conditions ( Appendix-A).
2. The service provider must have valid GST registration to participate.
3. Vehicles offered must not be older than three years from the date of first registration and must possess all mandatory documents, including Registration Certificate, Insurance Certificate, Fitness Certificate, Pollution Certificate, Contract Carriage Permit, and proof of up-to-date tax payments.
4. The assigned driver must have a valid driving license to operate a light transport passenger vehicle and should have sufficient experience.
5. The driver should be well-behaved, polite, and disciplined.
6. Interested bidders must deposit a security amount of Rs.5,000/- (Rupees Five thousand only) via Account Payee Bank Draft in favor of the PD, DUDA, Kandhamal, attached with their tender submission. This amount will be refunded to unsuccessful bidders after the finalization of the selection process.
7. The monthly hire charge, exclusive of GST and fuel, should be quoted separately.
8. The vehicle must achieve a minimum fuel efficiency of 10 kilometers per litre.
9. The quotation must include details such as the vehicle's make, year of manufacture, registration number, mileage (km per litre), and full particulars of the driver, including license number and its validity, as required in Appendix-B.
10. Completed quotations, in all respects, must reach the undersigned by 05:30 PM on 21/11/2025, either by Registered Post or by hand, in the office of the Project Director, District Urban Development Agency, Zilla Parishad Campus, DRDA Square, Phulbani, Kandhamal, Odisha. Quotations will be opened at 11:00 AM on 24/11/2025 in the presence of bidders or their authorized representatives.
11. Application forms with full terms and conditions are available during office hours with the PD, DUDA, Kandhamal. Forms can also be downloaded from the website [kandhamal.odisha.gov.in/](http://kandhamal.odisha.gov.in/) from 07/11/2025 to 21/11/2025.

  
Project Director  
DUDA, Kandhamal

Memo No. 546 / Date: 07/11/2025

Copy, along with enclosures, is forwarded to the DeGM, Kandhamal, with a request to publish this quotation/tender notice on the District Website.

  
Project Director  
D.U.D.A, Kandhamal

## TERMS & CONDITIONS FOR HIRING OF VEHICLES (APPENDIX-A)

The following terms and conditions as fixed by Government in F.D.O, M.No.15836/F., dated 27.05.2025 must be fulfilled by the successful bidder for providing a vehicle(car) on hire on monthly rent basis.

1. The Firms/Individuals whose services were previously found un-satisfactory, need not apply. The same will not be considered.
2. Clear and legible copies of all documents should be attached.
3. The hired vehicles, during the 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 which are mandatory for plying of vehicle, Preference will be given to new/latest with BS-VI emission compliant vehicle
4. 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 service provider shall be responsible for all such litigation.
5. The Service Providers will ensure that the vehicle is kept under optimum running condition and avoid accidents attributable to lack of maintenance/ upkeep. The hired vehicle cannot be used for any private/ commercial purpose beyond office hours or during holidays.
6. 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.
7. It shall be the responsibility of the bidder to provide a good driver and the salary of the driver shall be borne by the owner.
8. The Driver should be well behaved, gentle and obedient in nature. He should be neatly dressed in proper uniform and should maintain all protocol while in duty. He should have specific Mobile number to attend the calls round the clock if required, no separate payment shall be made for the same.
9. 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.
10. In case of the vehicle does not report regularly, the authority will be at liberty to terminate the agreement without prior notice.
11. The vehicle shall report for duty for minimum of 25 days in a month.
12. In case of emergency, the driver will have to report for duty as per the requirement of hirer, no extra payment shall be demanded.
13. Monthly hire charges and reimbursement towards cost of fuel {as per actual} of selected bidder will be paid in every succeeding month, as far as possible within fifteen days of the submission of bills by the service provider and no advance payment will be made.



14. The hiring may be discontinued immediately, when the vehicle is no longer required for office.
15. The vehicle shall not be more than 03(three) years old from the initial registration and also in good running condition during the period of contract.
16. The selected/successful bidder will have execute an Agreement with the Authority as per Government in F.D.O.M. No,15836/F., dt.27.05.2025.
17. The period of contract shall be initially for a period of 03 (three) years which may be extended by maximum 1 year subject to satisfactory performance.
18. If the services are found to be unsatisfactory, the client shall give 01(one) month notice and terminate the agreement.
19. In case the service provider intends to withdraw the services of his vehicle and termination the agreement, it shall be mandatory upon him to give 01(one) month notice before such withdrawal of service and termination of agreement.
20. If the bidder violates any of the terms of contract, this office shall forfeit the entire amount of security deposit.

A handwritten signature in blue ink, appearing to be 'A. M.', is located in the lower right quadrant of the page.

**GENERAL INFORMATION FOR HIRING VEHICLES (APPENDIX-B)**

1	Registration No. of the Vehicle:-	
2	Type of Vehicle ( AC/Non AC)	
3	GST Number :-	
4	Year of Manufacture :-	
5	Make & Model:-	
6	Date of Registration:-	
7	Name & complete address of the owner of the vehicle	Name: - ..... Father Name: ..... Resident of Village/Town: ..... P.O: ..... P.S :- ..... District: ..... Mobile No :- .....
8	Fitness Certificate validity:-	
9	Pollution Certificate Validity	
10	Permit validity:-	
11	Insurance validity:-	
12	Name & complete address of the Driver:-	Name: - ..... Father Name: ..... Resident of Village/Town: ..... P.O: ..... P.S :- ..... District: ..... Mobile No :- .....
13	Driving Licence Number & Validity of the D.L of the Driver:-	
14	Proposed hire Charges of the Vehicle per month excluding fuel cost:-	
15	Rate of fuel consumption /Millage per litre:-	
16	Contact Number of the Service Provider (Tenderer/Quotationer) Mobile No :-	

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

Date: .....

**Seal & Signature of the  
Quotationer/ Tenderer.**



**GENERAL INFORMATION FOR HIRING VEHICLES (APPENDIX-B)**

1	Registration No. of the Vehicle:-	
2	Type of Vehicle ( AC/Non AC)	
3	GST Number :-	
4	Year of Manufacture :-	
5	Make & Model:-	
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7	Name & complete address of the owner of the vehicle	Name: - ..... Father Name: ..... Resident of Village/Town: ..... P.O: ..... P.S :- ..... District: ..... Mobile No :- .....
8	Fitness Certificate validity:-	
9	Pollution Certificate Validity	
10	Permit validity:-	
11	Insurance validity:-	
12	Name & complete address of the Driver:-	Name: - ..... Father Name: ..... Resident of Village/Town: ..... P.O: ..... P.S :- ..... District: ..... Mobile No :- .....
13	Driving Licence Number & Validity of the D.L of the Driver:-	
14	Proposed hire Charges of the Vehicle per month excluding fuel cost:-	
15	Rate of fuel consumption /Millage per litre:-	
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Certified that the information submitted above is true to the best of my knowledge and belief.

Date: .....

**Seal & Signature of the  
Quotationer/ Tenderer.**

