



**ଜିଲ୍ଲା ପରିଷଦ, କନ୍ଧମାଳ**  
ପଞ୍ଚାୟତିରାଜ ଓ ପାନୀୟ ଜଳ ବିଭାଗ  
ଓଡିଶା ସରକାର  
**ZILLA PARISHAD, KANDHAMAL**  
**Panchayati Raj & Drinking Water Department**  
Government of Odisha

THROUGH FAX/E-Mail/POST

ZP, KANDHAMAL  
Phulbani-762001

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253696(Off.), 253709(Res)  
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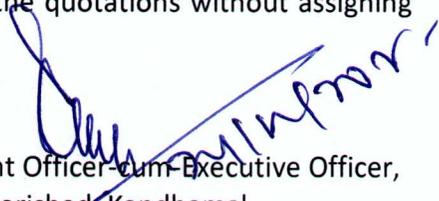
Letter No. 4487 / XLVI-25/2025 Dtd 24.12.2025

**QUOTATION CALL NOTICE**

Sealed quotations/tenders are invited from interested reputed Travel Agencies/ Tour Operators/Private Individuals for providing one number of vehicle having sitting capacity not more than 7 including driver, which shall conform to the terms and conditions (Appendix-A) for official use in Zilla Parishad, Kandhamal on monthly rent basis.

1. The service provider/Agency/Owner shall have a valid GST registration to participate in the tendering.
2. 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 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 and should be sufficiently experienced in driving transport/passenger vehicle.
4. The driver should be well behaved, gentle and obedient in nature.
5. **A sum of Rs. 5000/-** shall be deposited by the intending bidders in shape of **Account Payee Demand Draft** drawn in favour the Chief Development Officer-cum-Executive Officer, Zilla Parishad, Kandhamal and submitted along with the tender as EMD. After finalization of tender process, the amount will be refunded to unsuccessful bidders within one month.
6. The monthly rate of hire charge, excluding GST be quoted separately, excluding fuel.
7. The vehicle must achieve a fuel efficiency of **10 Kms. per litre.**
8. The details of the make and year of manufacture of the vehicle, registration no., mileage (Km. covered per liter) 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 (Appendix-B).
9. The Quotation completed in all respect should reach the undersigned on or before **31-12-2025 by 1.00 PM** through registered or speed post only. No quotation will be received by hand or through courier service. The quotation will be opened on the same day at 4.30 P.M. in presence of the bidders or their authorized representatives, if they so desire. If this day is declared later as Government holiday, the quotations/ tenders will be received and opened on the next working day as per the scheduled time.
10. The application form of quotation/tender containing General Bid Information & Terms and conditions for Hiring of Vehicles etc. will be available with Chief Development Officer-cum-Executive Officer, Zilla Parishad, Kandhamal or can be downloaded from Kandhamal Website [kandhamal.odisha.gov.in](http://kandhamal.odisha.gov.in) from **24-12-2025 to 31-12-2025.**

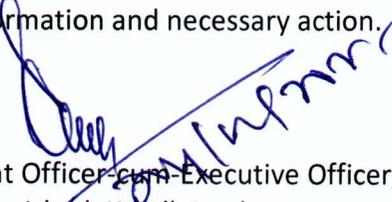
11. The quotations/tenders received beyond the stipulated date and time and incomplete quotations in any respect shall not be taken into consideration and liable for rejection. The Zilla Parishad shall not be responsible for any delay.
12. The sealed quotation/tender documents must be super scribed on the cover " QUOTATION FOR ENGAGEMENT OF VEHICLE ".
13. The vehicle must be in Road worthy condition, shall not be more than 03(three) years old from the date of initial registration etc. which are mandatory for plying of vehicle. Preference should be given to the new brand vehicle and better model within the maximum hire charges of District/Range level Offices.
14. The period of the contract shall be initially for a period of 3 years which can be extended subject to satisfactory performance.
15. The undersigned reserve the right to reject any or all the quotations without assigning any reason thereof.

  
Chief Development Officer-cum-Executive Officer,  
Zilla Parishad, Kandhamal  
(Seal & Signature of Quotation/ Tender Calling Authority)  
Designation

Memo. No. 4488 /Dated: 24.12.25

Copy to the ZILLA PARISHAD Notice Board.

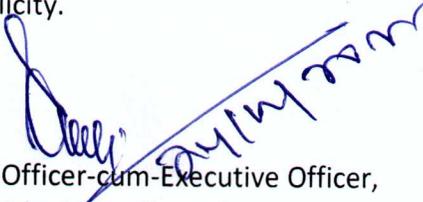
Copy to the Accountant, ZILLA PARISHAD for information and necessary action.

  
Chief Development Officer-cum-Executive Officer,  
Zilla Parishad, Kandhamal

Memo. No. 4489 /Dated: 24.12.2025

Copy to the DeGM, Collectorate, Kandhamal, Phulbani for information and necessary action. He is requested to web hoist the Quotation in the [kandhamal.odisha.gov.in](http://kandhamal.odisha.gov.in) .

Copy to the Additional District Magistrate, Kandhamal/ Sub-Collector, Balliguda/ Phulbani/ All BDOs/ Tahasildars/ Executive Officer, Phulbani Municipality/ NAC, G.Udayagiri/ Balliguda for information and necessary action. They are requested to display the same in their office notice board for wide publicity.

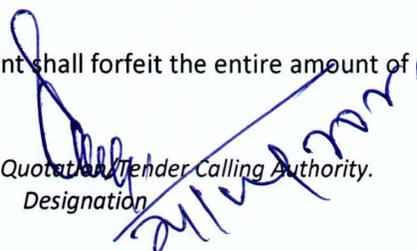
  
Chief Development Officer-cum-Executive Officer,  
Zilla Parishad, Kandhamal

**Terms & Conditions**

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 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 Agency/Owner of the vehicle 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, Tires & 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 vehicle 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 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.

Seal & Signature of Quoted Tender Calling Authority.  
Designation



**GENERAL INFORMATION FOR HIRING VEHICLES**

Sl. No.	Particulars	:	
1	Name of the Service Provider/Owner		
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 and complete Address of the Bidder/Owner of the Vehicle	:	
10	Fitness Certificate validity	:	
11	Pollution Certificate validity	:	
12	Permit validity	:	
13	Insurance validity	:	
14	Name / Address of the Driver with contact number	:	
15	D.L. No. & Validity of the D.L. of the Driver	:	
16	Contact Number of the Service Provider/Owner	:	
17	Contact Number of the Driver	:	
18	Proposed hire charge of the vehicle per month excluding fuel cost	:	
19	Rate of fuel consumption/Mileage per liter	:	

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

*Seal & Signature of the Tenderer/Bidder.*