

ଶାଣି ଉପନିର୍ଦ୍ଦେଶକଙ୍କ କାର୍ଯ୍ୟାଳୟ, ପୁଲବାଣୀ

OFFICE OF THE DEPUTY DIRECTOR OF MINES

PHULBANI CIRCLE, PHULBANI

DEPARTMENT OF STEEL & MINES, GOVT. OF ODISHA

Industrial Estate, Near FCI Square, Kandhamal, Phulbani, PIN-762001

E-mail: mo.phulbani@orissaminerals.gov.in

No. 1297 / Mines, Date. 28/11/25

(କୋଟେସନ/ଟେଣ୍ଡର କଲ ନୋଟିସ୍)

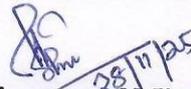
(Quotation/Tender call Notice)

Sealed quotations/tender are invited from the interested reputed Travel Agencies/Tour Operators/ Individuals for providing **one (01) No. of Vehicle (SUV)** having sitting capacity not less than seven (07) including the Driver, which shall confirm to the terms and conditions (Annexure-A) for official use in O/o- **the Deputy Director of Mines, Phulbani Circle, Phulbani** on monthly rent 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 (Preference shall be given to new vehicle) 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.
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 **Deputy Director of Mines, Phulbani Circle, Phulbani** and submitted along with the tender as EMD. After completion of tender process, EMD shall be refunded to unsuccessful bidders.
7. The monthly rate of hire charges, excluding GST be quoted separately, excluding fuel. **The maximum monthly hire charges (exclusive of applicable taxes) is Rs.37,200/- (Rupees Thirty seven thousand two hundred) only.**
8. The vehicle must achieve a fuel efficiency of **10 Kms per liter.**
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 (Appendix-B).

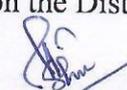
10. The Quotation completed in all respect should reach the undersigned on or before **15.12.2025** by **1.30 P.M.** either by speed post or by hand and shall be opened on the same day at **4.00 P.M.** in presence of the bidders or their authorized representatives.
11. The application form of quotation/ tender containing General Bid Information & Terms and conditions for Hiring of vehicles etc. will be available during office hours with the Deputy Director of Mines, Phulbani. Forms can also be downloaded from the website kandhamal.odisha.gov.in from **Date 29.11.2025** to **Date 13.12.2025**.


**Deputy Director of Mines,
Phulbani Circle, Phulbani**

✓ Memo No. 1298 / Mines,

Date. 28/11/2025

Copy along with enclosures forwarded to the District e-Governance Manager, Kandhamal with a request to publish this quotation/tender notice on the District Website.


**Deputy Director of Mines,
Phulbani Circle, Phulbani**

Memo No. 1299 / Mines,

Date. 28/11/2025

Copy along with enclosures forwarded to all the prime government offices, Kandhamal/Boudh/Nayagarh/ and all DDM with a request to display this quotation/tender notice on the notice board for wide publicity.


**Deputy Director of Mines,
Phulbani Circle, Phulbani**

Memo No. 1300 / Mines,

Date. 28/11/2025

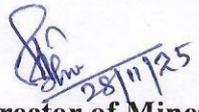
Copy forwarded to the Director of Mines & Geology, Odisha, Bhubaneswar for favour of kind information and necessary action.


**Deputy Director of Mines,
Phulbani Circle, Phulbani**

TERMS & CONDITIONS

The following terms and conditions must be fulfilled by the successful bidder for proving 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 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 vehicles 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, lubrication oil of engine, gear box and different 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 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 owner of the vehicle/bidder.
6. In case of the vehicle do not report regularly, the Principal will be at liberty to terminate the agreement without prior notice.
7. The vehicle shall report for duty for minimum 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) will be paid in every succeeding month, as per possible within fifteen days of bills by the service provider and no advance payment will be made.
10. The vehicle shall not be more than 3 years old (Preference shall be given to new vehicle) 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.


Deputy Director of Mines,
Phulbani Circle, Phulbani

GENERAL INFORMATION

SL. NO.	PARTICULARS	
1	Name of the Service Provider	
2	Complete Address	
3	OGST Number	
4	GeM Registration Number	
5	Bank Account No. & 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
Quotationer/ Tenderer**