

**Standard Bidding Document**  
**Government of Odisha**  
**Office of the Regional Transport Officer, Kandhamal, Phulbani.**  
 No. 285 Dated. 18.03.2026  
**Quotation /Tender Call Notice**

Sealed quotation /tenders are invited from interested reputed Travel agencies /Tour operators or private individuals for providing 01 no. of Bolero Neo (AC Diesel) vehicle, which shall confirm to the terms and conditions (Annexure-ii) for official & Enforcement use in Regional Transport Officer, Kandhamal, Phulbani on monthly hiring basis.

SL No.	Type of vehicle (Car) & Model	Minimum Average Fuel Mileage	Maximum Hire Charges per month(excluding taxes)
1	Bolero Neo (AC) Diesel	10 K.M	Rs. 37,200/-

- 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 Corporation shall be registered on GeM platform.
- 3) The vehicle must be in road worthy condition, shall not be more than 1 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. which are 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/- shall be deposited by the intending bidders in shape of account payee Bank Draft drawn in favour of Regional Transport Officer, Kandhamal, Phulbani 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 be quoted separately in the general bid information (excluding fuel and lubricants)
- 8) The vehicle must achieve a fuel efficiency of 10 Kms per litre.
- 9) The details of the make and year of manufacturer of the vehicle, registration number, mileage (Kms covered per liters) and name of the driver, Driver License No. and period of validity should be specifically provided in the general bid information to be furnished with the quotation /Tender
- 10) The quotation completed in all respect should reach the undersigned on or before 06-03-2026 at 5.00 P.M in presence of the bidders or their authorized representatives or by Regd. Post which will be reopened on 07-03-2026 at 11.00 A.M.
- 11) 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 Official & Enforcement at RTO, Kandhamal, Phulbani**” on the cover of the envelope to the Regional Transport Officer, Kandhamal, through speed post/registered post or by person.

As per Finance Department Officer Memorandum No.15836/F Dated.27.05.2025 maximum hire charges per month excluding taxes is 37,200/- The application form of quotation/tender containing General Bid Information & Term and Conditions for hearing

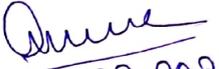
  
18.02.2026

**Seal & Signature of  
Quotation/Tender Calling Authority  
Designation**

Memo No. 286 dated 18.02.2026

Copy to all District level Officers of Kandhamal district for display of the same in their notice board /copy to Notice Board of this office.

Copy to DIO, NIC, Collectorate, Kandhamal, Phulbani for wide publication:

  
18.02.2026

**Regional Transport Officer  
Kandhamal, Phulbani .**

**Annexure-II**  
**TERM & 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 contact, 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. 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.
2. The hire charges to be paid for monthly basis is final but does not include cost of 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, replacement of spare parts, Lubricating oil of Engine, Gear Box & differential Coolant, Tyres & Tubes, Battery etc. will be borne by the bidder.
3. 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.
4. In case of breakdown for reasons whatsoever the replacement of vehicle of the same or better model shall be provided by the owner of the vehicle /bidder.
5. In case of the vehicle do not report regularly, the authority will be at liberty to terminate the agreement without prior notice.
6. The vehicles shall report for duty for minimum of 25 days in a month.
7. In case of emergency, the driver will have to report for duty as per the requirement of hirer. No extra payment shall be demanded.
8. Monthly hire charges and reimbursements towards cost of diesel (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.
9. 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.
10. If the service is found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
11. 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.
12. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.
13. Preference will be given to new vehicle.

The Authority reserves the right to cancel the tender/quotation or any part of it at any time without assigning any reason thereof.

  
18.09.2022

**Seal & Signature of  
Quotation/Tender Calling Authority  
Designation**

TENDER /QUOTATION

1. Registration No. of Vehicle:-
2. Type of vehicle (AC/Non-AC):-
3. Year of Manufacture:-
4. Model:-
5. Date of Registration:-
6. Name & Complete address of the owner of the vehicle:-
7. Fitness Certificate validity:-
8. Permit validity:-
9. Insurance validity:-
10. Name /Address of the Driver:-
11. D.L Number & validity of the D.L of the driver:-
12. Proposed hire charge of the vehicle per month excluding fuel cost:-
13. Rate of fuel consumption / mileage per litre:-
14. Contact number of the service provider (Tenderer/Quotationer):-

Mobile..... Telephone.....

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

**Seal & Signature of  
Tenderer / Quotationer**