GOVERNMENT OF ODISHA
OFFICE OF THE SUPERINTENDING ENGINEER-CUM- DEPUTY ELECTRICAL INSPECTOR, KORAPUT & MALKANGIRI, AT PLOT NO. 127, PUJARIPUT,
PO/DIST: KORAPUT – 764020, E-mail: deikoraput-od@od.gov.in
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No. **1211** / Dated: **06.11.2025**

Quotation/Tender Call Notice

Sealed quotations / tenders are invited from interested reputed Travel Agencies / Tour Operators / Private individuals for providing 01 (one) no. of Diesel / Petrol driven vehicle having sitting capacity not more than 10 (ten) including driver, which shall confirm to the terms and conditions **(Annexure-A)** for official use in the Office of the **Superintending Engineer-Cum-Deputy Electrical Inspector, Koraput & Malkangiri** on monthly rent basis.

1) The service provider shall have a valid OGST registration to participate in the tendering.
2) The service provider participating in the bidding process under the jurisdiction of Munipal Corporation 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 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. 5,000/-** shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the **Superintending Engineer-Cum-Electrical Inspector, Koraput**, drawn on any nationalized bank payable at **Koraput** and submitted along with the tender as security deposit. After completion of tender process, the amount will be refunded to the unsuccessful bidders.
7) The monthly rate of hire charge, excluding GST be quoted separately in the general bid information (excluding fuel and lubricants).
8) The Vehicle must achieve a fuel efficiency of 10 Km.per litre.
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 **(Annexure-B).**
10) The Quotation completed in all respect should reach the undersigned on or before **29.11.2025** by **3.00 PM** and shall be opened on the same day at **4.00 PM** 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 in the office during office hours on the working days from **19.11.2025** to **29.11.2025** or can be downloaded from website www.eicelectricityodisha.nic.in.
12) The undersigned reserves the right to reject the tenders without assigning any reason thereof.

Sd/-
S.E.-Cum-Deputy Electrical Inspector,
Koraput & Malkangiri

Annexure – A

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 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 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.

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 service provider.

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 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 made.

9. Monthly hire charges and reimbursements towards cost of fuel (as per norms) 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.

Sd/-
S.E.-Cum-Deputy Electrical Inspector,
Koraput & Malkangiri

Annexure –B

GENERAL INFORMATION FOR HIRING OF VEHICLES

SI No	Particulars	
1	Name of the Service Provider	
2	Complete Address	
3	OGST Number	
4	GeM Registration Number	
5	Bank Account No and 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 (Tenderer/Quotationer)	
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

Mark / Write where necessary

Documents submitted	Yes	No	Remarks
Copy of registration of the firms with Govt. Department for commercial use of the vehicle			
Proof of experience			
Copy of Income Tax PAN Card submitted			
Agreed to all the clauses of this specification (Write Yes or No)			
Supply of hired vehicles to any other office of Repute submitted (Write Yes or No)			
Number of vehicles at your custody engaged on an average per day			
Whether vehicle to be engaged are having commercial vehicle permit (Write Yes or No)			
EMD Amount of Rs.**5000/-** Details to be given Draft No. & Date			

Signature of the bidder

Full name of the bidder

Date:

Complete address

Seal of the establishment (If any)

Place