Government of Odisha

Office of the Additional Chief Engineer-Cum –Electrical Inspector, Keonjhar

At-D.D College Road, Baniapat, Keonjhar-758001

Phone No.06766-796141, Email Id: eikeonjhar-od@od.gov.in

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QUOTATION/TENDER CALL NOTICE FOR HIRING VEHICLE FOR OFFICE OF ACE-CUM-ELECTRICAL INSPECTOR, KEONJHAR

No. 390 *Dt.* 16/04/26

Sealed tenders are invited from interested reputed Travel Agencies / Tour Operators/ Private Individuals for providing1 (One) No. of AC vehicle on monthly hiring basis which shall confirm to the **terms and conditions (Annexure-1)** preferable for engagement in the office of ACE-Cum-Electrical Inspector, Keonjhar.

Sl No	Type of Vehicle	Maximum Hiring Charges excluding GST & fuel	Minimum Average Mileage
01	BS-VI compliant petrol driven vehicle (TUV 300 / Bolero / Sumo Gold/ Ertiga or similar model)	Rs. 37,200.00 (Rupees Thirty Seven thousand two hundred)	10 km per Liter

01. The service provider shall have a valid GST registration to participate in the tendering.
02. The vehicle must be in very good and road worthy conditions and shall not be more **than three year** old from the date of initial registration (till bid submission date) 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 applying of vehicle.
03. 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.
04. The driver should be well behaved, gentle and obedient in nature.
05. The Travel Agencies have to submit the EMD amounting to Rs. 5000/- (Rupees Five Thousand) only (which is refundable to unsuccessful bidder) in shape of Demand draft of any nationalized bank in favour of ACE-Cum-Electrical Inspector, Keonjhar payable at Keonjhar along with the tender as security deposit. The EMD is to remain valid for a period of forty-five

days beyond the final bid validity period. The EMD will be refunded to the successful bidder on receipt of Performance Bid Security.

06. The monthly rate of hiring charge be quoted separately in the general bid information (Excluding fuel & Lubricants).
07. The vehicle must achieve a fuel efficiency of 10 kms/Liter.
08. 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 **(Annexure-II).**
09. The quotation completed in all respect should reach the undersigned by Regd. Post/ Speed Post or by person with proper acknowledgment on or before **07.05.2026 by 11 AM** and will be opened on the same day at **1.30 PM** by the tender opening committee in the O/o ACE-Cum-Electrical Inspector, Keonjhar in the presence of the bidders or their authorized representatives.
10. The authority reserves all rights to modify, alter any clause of this TCN without assigning any reason thereof.
11. The successful bidder is required to deposit **5%** of the approved negotiated hiring charge amounts as **performance Bid Security** in shape of Bank Guarantee from any nationalized Bank in favour ACE-Cum-Electrical Inspector, Keonjhar payable at Keonjhar which will be returned after completion period of agreement. Performance Bid Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier.
12. The application form of quotation / Tender containing General bid information & terms and condition for hiring of vehicle etc will be available in the office of ACE-Cum-EI, Keonjhar from 17.04.2026 to 07.05.2026 upto 11 AM or can be downloaded from website of https://eicelectricityodisha.nic.in/.

Complete Address for submission of Tender

Office of the ACE-Cum-Electrical Inspector, Keonjhar,
DD College Road, Baniapat, Keonjhar
758001

16.04.26

Addl. Chief engineer-Cum
Electrical Inspector, Keonjhar

ANNEXURE-1

TERMS & CONDITIONS FOR HIRTING OF VEHICLES

The following terms and conditions as fixed by Government in FD OM No. 22924/F dated 14.08.2023 & 15836/F dated 27.05.2025 must be fulfilled by successful bidder for providing a vehicle on hire on monthly rent basis.

01. Clear & legible copies of all documents shall be attached.
02. The hired vehicles during period of contract, shall have all necessary valid MV documents such as valid Registration Certificate, Insurance Certificate, Pollution Certificate, Fitness Certificates, valid Contract Carriage Permit, proof of up to date tax payment etc. and D.L of the driver available all the times.
03. 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 hirer shall be responsible for all such litigation.
04. 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 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.
05. 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.
06. 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.
07. In case of the vehicle do not report, the authority will be at liberty to terminate the agreement without prior notice and may engage vehicle from other sources.
08. The vehicles shall report for duty for minimum of 25 days in a month.
09. In case of emergency, the driver will have to report for duty as per the requirement. No extra payment shall be demand.
10. 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.

11. 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.
12. If the services are found to be unsatisfactory, the client shall give two month notice and terminate the agreement.
13. In case the service provider intends to withdraw the service of his vehicle and terminate the agreement, it shall be mandatory upon him to grant two month notice before such withdrawal of service and termination of agreement.
14. If the bidder violates any of the terms of contract, the authority shall forfeit the entire amount security deposit.
15. The selected/ successful Bidder will have to execute an agreement with the authority as per Government in FD OM No. 22924/F dated 14.08.2023.
16. The period of contract shall be initially for a period of 03 (Three) years which can be extended subject to satisfactory performance.
17. The undersigned reserves the right to reject any or all the tenders without assigning any reason thereof.

08.04.26

Addl. Chief engineer-Cum
Electrical Inspector, Keonjhar

APPLICATION & GENERAL INFORMATION FOR HIRING OF VEHICLES FOR ADDITIONAL CHIEF ENGINEER-CUM-ELECTRICAL INSPECTOR, KEONJHAR

(Copies of relevant documents must be attached by the service provider)

1. Name of the service provider –
2. Complete Address of the service provider –
3. OGST registration No.-
4. Bank Account No. and IFSC code-
5. Registration No. of Vehicle -
6. Year of Manufacture –
7. Make and Model –
8. Date of Registration –
9. Name and complete address of the owner of Vehicle –
10. Fitness certificate validity -
11. Pollution Certificate validity –
12. Permit Validity –
13. Insurance Validity –
14. Name and address of Driver –
15. D.L. No. & Validity of the D.L. of the Driver –
16. Proposed hire charge of the vehicle per month excluding fuel cost –
    (To be quoted in a separate closed envelope as Financial Bid-Enclosed in Annexure-III)
17. Rate of fuel consumption/ Milage per liter –
18. Contact Number of the Service Provider(Tenderer/ Quotationer) –
19. Contact Number of the Driver –
20. Undertaking that the vehicles to be provided will not belong to any employee of hiring office –
21. Undertaking that the firm has not been debarred/ blacklisted by any Government Organization/ Semi-Government Organization/PSUs.

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

Seal and signature of Tenderer

Mark / Write where necessary

Documents submitted	Yes	No	Remarks
Copy of registration of the firms with Government for commercial use of the vehicle.			
Proof of experience			
Proof of Registration of Vehicle			
Proof of GeM Registration of Vehicle			
Copy of Income Tax PAN Card Submitted			
Copy of GST registration Certificate			
Proof of Fitness certificate details			
Proof of Pollution Certificate Validity			
Proof of Permit validity details			
Proof of Insurance validity details			
Agreed to all the clauses of this specification (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.)			
Undertaking that the vehicles to be provided will not belong to any employee of hiring office			
Undertaking that the firm has not been debarred/ blacklisted by any Government Organization/ Semi- Government Organization/PSUs			
EMD Amount of Rs.5000/- Details to be given Draft No. & Date			

Signature of the bidder

Complete address

Full name of the bidder

Seal

any Government Organization/ Semi- Government

Date:

Place:

ANNEXURE-III

TENDER FORM
Financial Bid–Cover A

Sl.No.	Type of vehicle	Monthly rent excluding GST, fuel and lubricants
1.	Make and Model	

B.GST:- Please mention the % of GST as applicable:-

Note:- GST will be paid extra as applicable and will not be taken into account for evaluation.

I/We hereby declare that all the above particulars are correct. I/We have read the terms and conditions of the bid enclosed with this form separately duly signed on each page and I / we shall abide the same.

(Signature & Seal of the Authorized Signatory)