



**DISTRICT PROJECT OFFICE
SAMAGRA SHIKSHA
NUAPADA-766105**



**ସମଗ୍ର ଶିକ୍ଷା
ସମଗ୍ର ଶିକ୍ଷା
Samagra Shiksha**

E-mail:-dpenuapadassa.osepa@gov.in

**TENDER DOCUMENTS FOR HIRING OF VEHICLES ON MONTHLY BASIS
AT DISTRICT PROJECT OFFICE, SAMAGRA SHIKSHA, NUAPADA.
(To be received through Registered Post / Speed Post / Courier only)**

Important Dates

Date of download of tender bid
Last date of submission of bids
Date of opening Tender

**From 21/01/ 2026/ to 06/02/2026
06/02/2026 (till 01.00 PM)
06/02/2026 (at 04.00 PM)**

Address:

**DISTRICT PROJECT OFFICE, SAMAGRA SHIKSHA, NUAPADA.
AT:- SECONDARY TRAINING SCHOOL CAMPUS,
PO/DIST: NUAPADA, ODISHA, PIN-766105.**

Model Bidding Document

Government of Odisha, S & ME Department, SS, Koraput

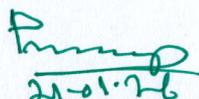
Quotation / Tender Call Notice

No. **223**

Date: **21.01.2026**

Sealed quotations/tenders are invited from interested reputed Travel Agencies/Tour Operators or private individuals for hiring of 1 (One) No. of Non-AC / AC diesel / commercial light diesel / petrol vehicle having sitting capacity not more than 7 (seven), which shall conform to the **terms and conditions (Annexure-II)** for official use of District Project Office, Samagra Shiksha, Koraput, Nuapada on monthly rental basis for the year 2026-2027.

1. The vehicle must be Road Worthy condition, shall not be more than 3 (Three) years old from the date of initial registration and must have valid Registration Certificate, GSTIN, Insurance, Fitness Certificate, Valid Contract Carriage Permit, Proof of up to date tax payment, PAN Card etc. which are mandatory for plying of vehicle.
2. A Sum of **Rs.5,000/-**(Rupees Five Thousand) only shall be deposited by the intending bidders in shape of Account payee Bank Draft drawn in favour of **District Project Coordinator, Samagra Shiksha, Nuapada** payable at Nuapada and submit along with the tender as EMD. After completion of tender process, the amount will be refunded to unsuccessful bidders. **The EMD of successful bidder will retain and will be refundable without interest after successful completion of the agreement period.**
3. The monthly rate of hire charge be quoted separately in the general bid information excluding fuel & lubricants including salary of Driver) within **Rs.24,000/-** ceiling limit.
4. The vehicle must achieve a fuel efficiency of **17(seventeen) KMs per liter / actual mileage** for Petrol vehicle & **10 Kms per litre / actual mileage** for the Diesel vehicle (Bolero / Scorpio / TUV etc.).
5. The details of the make and year of manufacture of the vehicle, registration no., mileage (KMs covered per liter) should be specifically provided in the **general bid information to be furnished with the Quotation/Tender (Annexure-III)**.
6. The quotation completed in all respect should reach the undersigned on or before 01.00 P.M on **06-02-2026** and shall be opened on the **same day i.e. on 06-02-2026 at 04.00 P.M.** in presence of the bidder or their authorized representatives in the office chamber of District Project Coordinator, Samagra Shiksha, Nuapada.
7. The application form of quotation / tender containing General Bid information & Terms & conditions for Hiring of Vehicles etc. can only be downloaded from the District website: **https://nuapada.odisha.gov.in/** & the official website: **www.opepa.nic.in** and shall furnish a demand draft of Rs. **100** /- Rupees (One Hundred) only drawn in favour of **District Project Coordinator, Samagra Shiksha, Nuapada** payable at Nuapada towards cost of bid documents (Non-refundable). The quotations received after due date and time shall not be entertained for evaluation of quotation.
8. After the quotation is finalized the successful Bidder shall have to produce the vehicle for physical verification within one day.
9. The vehicle should not belong to any employee of Govt. organization.
10. The vehicle shall remain at the disposal of the **District Project Coordinator, Samagra Shiksha, Nuapada.**
11. Payment will be made after submission of log book of vehicle duly certified by the officer using the vehicle along with the prescribed bill.
12. Necessary income tax and GST (if applicable) will be deducted from the bill as per rules.


**District Project Coordinator,
Samagra Shiksha, Nuapada.**

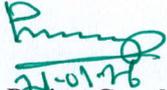
TERMS & CONDITIONS FOR HIRING OF VEHICLES ON MONTHLY BASIS:

The following terms and conditions must be fulfilled by the successful bidder for providing the vehicle on hire on monthly basis.

- 1) The hired vehicles, during period of contract, shall have all necessary valid MV documents such as:- valid Registration Certificate, GSTIN No. Insurance Certificate, Fitness Certificate, valid Contract Carriage Permit, proof of up to date tax payment etc. The undersigned shall not be responsible for any damage/loss caused to hired vehicles or losses 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 fuel, which is to be paid separately basing on actual consumption as per Govt. 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 & Salary of Driver will be solely borne by the owner.
- 3) In case of breakdown for the reasons whatsoever, the replacement of a vehicle of the same or better model shall be provided by the owner of the vehicle/bidder so as to avoid any inconvenience to the office.
- 4) In case of the vehicle do not report regularly, the authority will be at liberty to reject the agreement and may engage any vehicle form the other sources.
- 5) Monthly hire charges maximum to **Rs. 24,000/- (Rupees Twenty Four Thousand)** only as per Memorandum No.15836 dtd.27-05-2025 of Finance Department, Govt. Odisha approved rate or the lowest price quoted as approved and reimbursement towards cost of POL as per Govt. Norms i.e. **17 (seventeen) KMs per liter / Actual millage** for Petrol vehicle and **10 (Ten) KMs per litre / Actual millage** for Diesel vehicle will be paid in every succeeding month, as far as possible within 15 (fifteen) days of submission of relevant bills and no advance payment will be made.
- 6) The vehicle shall not be more than 3 (three) years old from the initial registration and also in good running condition for the period of contract.
- 7) If the services are found to be unsatisfactory, the undersigned reserves every right to issue notice for terminate the agreement.
- 8) In case the service provider intends to withdraw the services of his vehicle and terminate the agreement, it shall be mandatory upon him to give one month notice before such withdrawal of service and termination of agreement
- 9) If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.
- 10) The bidder or the representative should remain present at the time of opening of the tender otherwise no compliant shall be entertained. The right to negotiate the rates with the undersigned if necessary.
- 11) The successful bidder of the vehicle shall enter into agreement on non-judicial stamp paper with **the District Project Coordinator, Samagra Shiksha Nuapada** before execution of the engagement order.



- 12) The Check list given below must be verified thoroughly before submission of the quotation to avoid rejection of the tender due to non-submission of the required certificates and document.
- Valid Registration Certificate,
 - GSTIN No.
 - Insurance Certificate,
 - Fitness Certificate,
 - Road permit for Odisha.
 - Valid Contract Carriage Permit
 - Photo copy of PAN Card
 - Proof of up to date tax payment etc.
- 13) A Sum of **Rs.5,000/-**(Rupees Five Thousand) only towards Security Deposit shall be deposited by the intending bidders in shape of Account payee Bank Draft/Banker Cheque drawn in favour of **District Project Coordinator, Samagra Shiksha**, payable at Nuapada.
- 14) The application shall be downloaded from the District website **https://nuapada.odisha.gov.in/** The applicant shall have to furnish a demand draft of Rs. **100/-** Rupees (One Hundred) only drawn in favour of **District Project Coordinator, Samagra Shiksha, Nuapada** payable at Nuapada towards the cost of Tender Document along with application
- 15) The quotations shall be submitted to **the District Project Office, Samagra Shiksha, Govt. Secondary Training School Campus, AT/PO/Dist: Nuapada, Pin-766105, Odisha** superscripted as **QUOTATION FOR HIRING OF VEHICLE ON MONTHLY BASIS** through **Registered / Speed post / By hand only** on or before 01.00 P.M. on **06-02-2026**. Quotations received after due date and time shall not be considered for evaluation of Tender.
- 16) Any other documents relates to the vehicle may be submitted along with the Tender.
- 17) The **District Project Coordinator, Samagra Shiksha, Nuapada** reserves every right to accept or reject any or all of the quotations in full or in part without assigning any reason thereof, no intimation will be given to the bidders in this connection.


21-01-26
District Project Coordinator,
Samagra Shiksha, Nuapada

Annexure-III

GENERAL INFORMATION FOR HIRING VEHICLE:

- 1) Registration No. of Vehicle :-
- 2) GSTIN No. :-
- 3) Type of Vehicle(A/C/Non-A/C) :-
- 4) Year of Manufacture :-
- 5) Model :-
- 6) Date of registration :-
- 7) Name & Complete Address
of the owner of vehicle :-
- 8) Fitness Certificate Validity :-
- 9) Permit Validity(Odisha) :-
- 10) Insurance Validity :-

11) Proposed hire charge of the vehicle per month excluding fuel cost.

Sl. No.	Type of Vehicle With AC & Non AC	Rate of Fuel Consumption / Mileage (Per Liter) (Not below 17(Seventeen) KMs Per Liter /Actual mileage for the Petrol vehicle and 10 (Ten) KMs for Diesel vehicle	Monthly Rent (excluding POL/DOL the rate should be maximum to Rs. 24,000.00 as per approved rate of OSEPA, BBSR) in Rs.
1	2	3	4
1			

- 12) Contact Number of the Bidder / Quotationer Mobile No. _____ Telephone No: _____

“I agree to abide by the terms and conditions for engagement of the vehicle and will also abide by any further terms and conditions that may be decided by the District Project Coordinator, Samagra Shiksha, Nuapada. Certified that the information submitted above is true to the best of my knowledge and belief.”

**Signature of the Quotationer
/ Bidder**