

OFFICE OF THE DIST. INFORMATION & PUBLIC RELATIONS OFFICER,

NUAPADA

No. 148 /Dt. 17/05/2026

QUOTATION/TENDER CALL NOTICE FOR HIRING OF PRIVATE VEHICLE

Sealed Quotations/tenders are invited from interested reputed Travel Agencies /Tour Operators/Service Providers or Private individuals for providing one (1) No. of vehicle preferably white in colour (petrol operated, BS-IV compliant) having sitting capacity not more than four including Driver, which shall conform to the term & conditions (Annexure-II) for official use in the Office of the District Information and Public Relations, Nuapada on rent basis as per F.D.O.M No. 22924/14.08.2023 and 15836/27.05.2025 of Finance Department maximum hiring charges per month @ Rs.24,000/- (Rupees Twenty four Thousand) only excluding fuel and minimum average mileage @ 17kms per litre.

1. The Service Provider shall have a valid OGST registration to participate in the tender process.
2. The vehicle must be road worthy condition, shall not be more than 03 years old from the date of initial registration and must have valid Registration Certificate, Insurance Certificate, Fitness Certificate, Valid Contact Carriage Permit, Proof of up to date tax payment etc. are mandatory for plying of vehicle.
3. The Driver of the vehicle must have valid Driving License for driving light transport passenger vehicle and should be sufficiently experienced in driving transport passenger vehicle. He should be physically fit, capable of driving long distance at all hours and not be more than 50 years of age.
4. The driver should be well behaved, gentle and obedient in nature.
5. A sum of Rs.5000/- (Five thousand rupees) only shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the District Information and Public Relations Officer, Nuapada and submitted along with the tender as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders.
6. The monthly rate of hire charges should be quoted separately in general bid information (excluding fuel & lubricants).
7. The vehicle must achieve a fuel efficiency of 17 kms per litre.
8. The details of the make and year of manufacture of the vehicle, Registration Number, mileage (kms covered per litre) and name of the driver with driving license number and validity should specifically be provided in the general bid information to be furnished with the Quotation/Tender (Annexure-B).
9. The Quotations/Tenders completed in all respect should reach the undersigned on or before 05.05.2026 by 4PM. The Quotation shall be submitted to the District Information and Public Relations Officer, Nuapada in the enclosed format through Courier/Registered Post/Speed Post only. The envelope containing the Quotation should be super scribed on the top "Sealed Quotation/Tender for hiring of one petrol vehicle of District Information and Public Relations Officer, Nuapada". Bids received beyond the last date/time shall not be accepted. The Bid will be opened on 06.05.2026 at 4PM in the Office chamber of Addl. District Magistrate, Nuapada. The bidders or their authorised representative can remain present at the time of opening of the Bids.
10. In case the Quotation/Tender cannot be opened on the specified date and time owing to

some exigency, the same shall be opened on the next working day at the same time.

11. The tender papers are available in the website i.e. <http://nuapada.odisha.gov.in> which can be downloaded for use and submitted accordingly.
12. The authority reserves the right for rejection of tender process in full/partial at anytime without assigning any reason.

  
DI&PRO, Nuapada

Memo No. 149 Date. 17-4-26

Copy submitted to the Collector&D.M., Nuapada for favour of kind information.

Memo No. 150 Date. 17-4-26

Copy to the Notice Board of Collectorate, Nuapada In/ CDO-cum-EO, Zilla Parisad, Nuapada / Sub-Collector, Nuapada / RTO, Nuapada/ All District Office Notice Board for information and necessary action with a request to display the quotation call notice in the Office Notice Board of their respective Offices. G.M. D.C.M.

  
DI&PRO, Nuapada

Memo No. 151 Date. 17-6-26

Copy along with quotation call notice submitted to the District e-governance Manager, Nuapada for favour of kind information and has to display the tender call notice in the District portal for wide publicity.

  
DI&PRO, Nuapada

Memo No. 152 Date. 17.4.26

Copy submitted to the Under Secretary to Govt, I&PR Deptt. ((Vehicle Section), BBSR /Deputy Director, I&PR Deptt. (N.D.), Sambalpur for kind information.

  
DI&PRO, Nuapada

Terms & Conditions

The following terms and conditions must be fulfilled by 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 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 norm) 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.



Seal & Signature of

Quotation / Tender Calling Authority with Designation

TENDERFORM

To

District Information and Public Relations Officer, Nuapada

Sub—TENDER FOR HIRING OF VEHICLE FOR OFFICE OF THE D.I.&P.R.O., NUAPADA UNDER  
I&PR DEPTT., GOVT. OF ODISHA

With reference to your Tender Notice No. \_\_\_\_\_, date \_\_\_\_\_ for tender on the above subject, I/We hereby offer my/our Tender on the terms and conditions (annexed here to) and the rates specified in the schedule attached .

Should this tender be accepted either fully or in parts/ We hereby agree to abide by and fulfill all the terms and conditions of the contract hereafter as applicable or in default thereof for fit to and pay to the District Information and Public Relations Officer, Nuapada, the sum of money mentioned in the said conditions without prejudice.

The sum of Rs.5000/- by Account Payee Demand Draft towards Earnest Money Deposit vide Demand Draft No. \_\_\_\_\_ dated \_\_\_\_\_ is enclosed .

If I/We fail to carry out the work according to the specification given in the schedule entire money and security deposits may be forfeited without prejudice to any other right or remedies of the District Information and Public Relations Office, Nuapada.

"I \_\_\_\_\_ s/o \_\_\_\_\_  
r/o \_\_\_\_\_ hereby certifies that none of my relatives as defined in the tender document is/are employed in the District Information and Public Relations Office, Nuapada as per details given in tender document .In case at any stage, it is found that the information given by me is false/incorrect, the DI&PRO, Nuapada shall have the absolute right to take any action as deemed fit/without any prior information to me".

Thanking you

Yours faithfully,

Signature

Place-

Date-

Name-

Mobile No.

Annexure-B

General Information

Sl No	Particulars	
1	Name of the Service Provider	
2	Complete Address	
3	GST 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	
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 Tenderer