



**DISTRICT PROJECT OFFICE**  
**SAMAGRA SIKSHYA, BHADRAK**  
At- Upper Bagurai, Post- Madhabnagar, Bhadrak ,  
PIN-756181



No 137 / Dated 19.01.26

**QUOTATION CALL NOTICE**

Sealed Tenders are invited from interested eligible bidders (individuals/tour operators/ travelling agencies/Firms) having valid OGST registration for providing commercial multi-purpose vehicles (Mahindra Bolero/Scorpio, Disire/Indigo, Tata AC, Pick up Van like such type of vehicles) A/C diesel/petrol for contractual deployment under District Project Office, Samarga Sikshya, Bhadrak on monthly (two vehicles) /Daily rent basis vehicle as on when required (both travels & Good vehicle) which shall confirm the terms and conditions (Annexure-A & B). The last date of receipt of the Bid is date **04/02/2026** upto 5.00 P.M. and will be opened at 11.00 A.M. on the next day i.e on dtd. **05/02/2026** in the office of the undersigned. The quotation application form containing the general Bid information and detailed terms and conditions for hiring the vehicles can be downloaded from the website [www.osepa.odisha.gov.in](http://www.osepa.odisha.gov.in) & [www.bhadrak.odisha.gov.in](http://www.bhadrak.odisha.gov.in). Interested and eligible agency / firm may download BID DOCUMENT from the above website and apply accordingly. Corrigendum / addendum, if required, will be uploaded in the above web site. Hence potential bidders are requested to be in continuous touch with the above web site.

The Tender Inviting Authority (TIA) reserves the right to accept / reject any full or part / all BID/ cancel the entire selection process at any stage without assigning any reason thereof.

  
District Project Coordinator,  
Samagra Shiksha, Bhadrak



**DISTRICT PROJECT OFFICE  
SAMAGRA SHIKSHA, BHADRAK**

At- Upper Bagurai, Post- Madhab Nagar, Bhadrak , PIN-756181



No. 138 /2026 Date. 19.01.26 /

**Annexure-A**

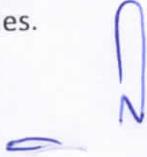
Sealed quotations are invited from interested eligible bidders (individuals/tour operators/travelling agencies/Firms) agencies having valid GST registration for providing commercial multi-purpose vehicles. ( Bolero/Scorpio/Desire/Indigo/Tata ACE & Pick UP Van like such type of vehicles) A/C diesel/petrol for contractual deployment under District Project Office, Samagra Shiksha, Bhadrak for official use on monthly rent basis & as on when required which shall confirm the following terms and conditions.

1. The vehicle must be in road worthy condition shall not be more than 3 year old from the date of initial registration and must have valid registration certificates, Insurance Certificate, Fitness certificate, Pollution certificate, proof of up-to-date tax payment etc, mandatory for running of vehicles.
2. A) The monthly rate "hiring charges" must be quoted separately in the general Bid information (Excluding fuel). The monthly rate of hiring charges quoted should not exceed the maximum hiring charges per month Rs.24,000/- excluding diesel/petrol cost (only for monthly rent basis) fixed by the Finance Department. The Government of Odisha for the category of vehicle i.e. (Mahindra Bolero/Scorpio/ like such type of vehicles). The vehicle must achieve a fuel efficiency of 17 KM per litre for (Mahindra Bolero/Scorpio like such type of vehicles). The details of make year of manufacture of the vehicle registration period of validity should be specially provided in the general bid information format.  
b) The details hiring charges excluding fuel for small/medium travel vehicle and goods vehicle as on when required must be quoted separately in the general bid information on format C & D.
3. The Driver who will be engaged to drive the vehicle must have a valid driving license and should be sufficiently experience in driving the vehicle. The Driver must follow the traffic rules and other regulations prescribed by the Govt. The District Project Office, SS,

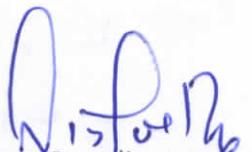
Bhadrak has the right to ask the agency for removal of driver in case found incompetent disorderedly or undisciplined.

4. The Driver should be well behaved, gentle and obedient in nature. The Driver must observe all the etiquette and protocol while performing the duty. He must be neatly dressed and carry a mobile phone for which no additional payment shall be made by District Project Office, SS, Bhadrak.

*(Handwritten signature)*

5. The fuel will be provided by service provider/agency as per running of the vehicle.
6. The salary and other benefit to Driver of the vehicle will be borne by the Agency.
7. Repair and maintenance will be at the cost and risk of the Agency.
8. The Agency has to provide similar type of vehicle only as an alternative arrangement during the breakdown of the above vehicle. Road tax, Insurance charges of the vehicle including taxy permit and other incidental expenses will be borne by the agency.
9. When the driver will remain on leave another substitute driver must be adjusted.
10. All the valid documents of the vehicle such as Driving License of the Driver, Road Tax, Ownership R.C. Book, Fitness Insurance, etc. should be up to date and available with the Driver at his custody.
11. The Driver has to maintain a log book. All the entries will be made on daily basis and the log book will be counter signed by the Officer used the vehicle. The log book will be submitted by the Driver once in a month to the concerned sections for verification of the same.
12. The payment towards hiring of vehicle shall be made on monthly basis within 7<sup>th</sup> after verification of the log book. No advance payment will be made in this regard.
13. GST will be paid extra as applicable. TDS will be deducted as per Govt. norms.
14. The vehicle should conform the pollution norm prescribed if any by the Transport Department of Govt.
15. The vehicle must be kept neat and clean and in perfect condition and should be provided with the basis neat and clean seat covers and curtains.
16. The vehicle will be stationed in the District Project Office, SS, Bhadrak campus 24 X 7 when not in use.
17. The rate contract of hiring of vehicle shall be valid initially for one year and can be curtailed/extended by the District Project Office, SS, Bhadrak either party can terminate the contract within 30 days prior notice.
18. In no case the rate will be revised during the period of contract will be revision of cost of fuel, labour etc. if any.
19. The District Project Office, SS, Bhadrak will not be responsible for any legal disputes with any party in connection with the vehicle/owner or any other accident during the period of engagement.
20. The District Project Office, SS, Bhadrak shall not be responsible whether financially or otherwise for any injury or loss to the Driver or person deployed by the Agency during the course of performing duties.
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21. A sum of Rs.5000/- (Rupees five thousand) only shall be deposited by intending bidders against each vehicle in shape of A/C payee Bank Draft drawn in favour of District Project Office, SS, Bhadrak and submitted along with the quotation as security deposit. After completion of process the amount will be refunded to unsuccessful bidders. The quotation form without security deposit will be rejected.
22. The sealed quotation should be submitted in specific format super scribing as "Quotation for hiring of vehicle" addressed to the District Project Office, SS, Bhadrak. The Quotation paper completed in all respect should reach District Project Office, SS, Bhadrak through Speed Post/Registered Post with address to The District Project Coordinator, Samagra Shiksha Bhadrak, At- Upper Bagurai, Post- Madhab Nagar, Bhadrak ,Pin- 756181 on or before date 04/02/2026 by 5.00 P.M. and shall be opened on next day i.e on dtd.05.02.2026 at 11.00 A.M. in the presence of the Bidders or their authorized representatives. Delay in postal delivery after due date and time will not be taken into consideration.
23. Any other points related to hiring of the vehicle may be settled on negotiation subject to confirmation of the same by the competent authority.
24. The authority reserves the right to accept or reject the quotations without assigning any reasons thereof.
25. All the disputes shall be subjected to the jurisdiction of the Court at Bhadrak in the State of Odisha.

  
District Project Coordinator,  
Samagra Shiksha Bhadrak

**GENERAL INFORMATION FOR HIRING OF VEHICLES**

1. Registration No. of vehicle :
2. Types of vehicle with model:
3. Year of manufacturing :
4. Date of Registration:
5. Name and Corresponding address of the owner of vehicle:
6. Validity of fitness certificate:
7. Road permit validity:
8. Insurance validity:
9. Name and address of the Driver:
10. Driving License No. and validity of Driving License of the Driver:
11. Proposed hire charge of the vehicle per month excluding fuel cost:
12. Rate of fuel consumption:/mileage per litre
13. Contact No. of service provider (quotationer/ tenderer )

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

Seal and Signature of the Quotationer

**Annexure-C**

**Terms and Conditions for engagement of vehicle in District Project Office, SS Bhadrak on the basis of as on when required.**

1. The vehicles to be provided to the office as on when required after receipt of requisition from DPC Samagra Shiksha Bhadrak.
2. The vehicles shall have a valid RC book , pollution certificate , updated insurance and tax clearance certificate
3. The vehicle will be stationed at the District Project Office, SS Bhadrak on the day of requisition. The services of vehicle may be used at any time of the day.
4. In case the vehicle is breakdown on the route in the day of journey, a substitute vehicle will be provided by the travel agency immediately.
5. The driver has responsibility to sign the duty slip on same day from starting KM of the journey & at end of the journey from the officer/staffs cover the KM on a day.
6. Payment shall be made on fortnight basis subject to submission bills & duty slips duly sign by the staffs.
7. The driver cannot claim any benefit admissible to the staff of the office and in case of accident or break down this office shall not have any liability.
8. Period of engagement of the vehicle will be for one year which may be extended subject to satisfactory service.
9. The successful quotationer shall have to execute an agreement with the District Project Coordinator.

**How to apply :**

- a. Interested travel agencies are required to apply in the prescribed format either by registered/speed post within **dt.04/02/2026 by 5.00 PM.**
- b. The vehicle hiring charges per day ( AC) should be mentioned in prescribed format (annexure-D) clearly in number without any overwriting with POL consumption KM/litre.

To  
The District Project Coordinator,

Annexure-D

**Samagra Shiksha, Bhadrak**

W.r.t. to the quotation call notice no \_\_\_\_\_ dated \_\_\_\_\_ /01/2026, I am to submit herewith my quotation for engagement of the vehicle in your office on **as and when required basis**. Details are as under.

1	Name & Address of the Travel Agency	
2	Name & address of the agency owner	
3	Contract No (Land line & cell no)	
4	(a)Registration Certificate No/Date(self-attested photo copy attaches) (b) Tax Clearance Certificate no/date(self-attested photo copy attaches) (c) PAN Card (self-attested photo copy attached)	

Hiring Charges								
Type of Vehicles	Rate for AC vehicle				Rate for Non- AC vehicle			
	Hiring Charges per Day (within district)	KM running per ltr. POL	Rate per KM (out side district)	Night halt Charges if any for outside district journey	Hiring Charges per Day (within district)	KM running per ltr. POL	Rate per KM(out side district)	Night halt Charges if any for outside district journey
Scorpio								
Bolero								
Desire								
Indigo								
Tata ACE								
Pick up Van								

**Declaration:**

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, SS Bhadrak at the time of execution of agreement.

Dated :

Signature of the vehicle owner / travel agency with seal  
( Name in full )