



OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE: BHADRAK
(Gen & Misc Section)

(Email- gen.misc.bdk1993@gmail.com)

QUOTATION CALL SHORT NOTICE

No. 387 /CENSUS

Dated. 23.03.2026

Sealed quotations are invited from interested reputed Travel Agencies / Tour Operators / Service Providers for providing one number of commercial vehicle Swift Dezire /Similar vehicle (Petrol/Diesel only) having sitting capacity not more than four including driver, which shall conform to the terms and conditions (**Annexure-A**) for official use of District Administration, Bhadrak to undertake touring during Census on monthly rent basis:-

1. The service provider shall have a valid GST registration to participate in the tendering.
2. The vehicle must be 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. which 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.
4. The Driver should be well behaved, gentle and obedient in nature.
5. A sum of Rs. **5000/-** shall be deposited by the intending bidders in shape of Account payee Bank Draft drawn in favour of the Collector-cum-Principal Census Officer, Bhadrak and submitted along with the tenders as EMD. After completion of tender process, EMD shall be refunded to unsuccessful bidders.
6. The monthly rate of hire charge, excluding GST be quoted separately, excluding fuel.
7. The vehicle must achieve a fuel efficiency of 17 KMs per liter.
8. The details of the make and year of manufacture of the vehicle, registration no., mileage (KMs. 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 (**Annexure-B**).
9. The Quotation completed in all respect should reach the undersigned on or before **30.03.2026 by 12.00 Noon** and shall be opened on dtd.**04.04.2026 at 3.00 PM** in presence of the bidders or their authorized representatives.

10. The model Service Provider Agreement is attached at **Annexure-C**.
11. The application form of quotation containing General Bid Information & Terms and Conditions for hiring of Vehicles etc. will be available with Office of the Collectorate, Bhadrak (General & Miscellaneous Section) or can be downloaded from District office website (<https://bhadrak.odisha.gov.in>) from 24.03.2026 to 30.03.2026.
12. Preference will be given to new vehicle, latest model & available features.
13. The authority reserves the right to cancel the tender call without any prior notice thereof.


23/03/2026
ADM-cum-District Census Officer,
Bhadrak

Memo No. 388 /CENSUS

Dated. 23-03-2026

Copy forwarded to CDO-cum- EO, Zillaparishad, Bhadrak /All Block Development Officers / All Tahasildars / Regional Transport Officer, Bhadrak / District Office Notice Board for information and wide publication.

Copy to DIO, NIC, Bhadrak/DeGM, Bhadrak with a request for uploading of the Tender papers in district web portal.


23/03/2026
ADM-cum-District Census Officer,
Bhadrak

TERMS & CONDITIONS FOR HIRING OF VEHICLES

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, Fitness Certificate, Valid Contract Carriage Permit, proof of up to date tax payment etc. and DL of the driver available all the times.
2. 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.
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 and 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 far 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 that 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 and 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 services and termination of agreement.
13. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.


27.07.2026
ADM-cum-District Census Officer,
Bhadrak

GENERAL BID INFORMATION

Sl. No.	Particulars	
1	Name of the Service provider	
2	Complete Address	
3	GST Number	
4	Bank Account No and IFSC Code	
5	Registration No. of Vehicle	
6	Year of Manufacture	
7	Make & Model	
8	Date of Registration	
9	Name & complete address of the owner of vehicle	
10	Fitness Certificate validity	
11	Pollution Certificate validity	
12	Permit validity	
13	Insurance validity	
14	Name & Address of the Driver	
15	Driving license No. & Validity of the Driving License of the Driver	
16	Contact number of the Service provider	
17	Contact number of the Driver	
18	Proposed hire Charge of the vehicle per month excluding fuel cost	
19	Rate of fuel consumption/Mileage per liter	

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

Seal & Signature of the
Quotationer / Tenderer