



DISTRICT SKILL DEVELOPMENT CUM EMPLOYMENT OFFICE, BHADRAK

At/Po- Dagarsahi, Charampa, Dist- Bhadrak

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No. DSDEOBHDK-MISC-MISC-0007-2026 427 / DSDEO

Date 15.04 /2026

SHORT TENDER CALL NOTICE

Sealed quotations/ Tenders are invited from interested reputed Travel Agencies/Tour Operators or Private Individuals for providing 01(One) number of Petrol driven vehicle having sitting capacity not more than 5 including driver , which shall confirm to the terms & conditions (Annexure-II) for official use in the District Skill Development cum Employment Office, Bhadrak on monthly rent basis for 1 year i.e. from April-2026 to March 2027. The last date sealed quotations **22-04-2026 by 10.00 A.M** By Post /By Courier /By hand at Drop Box of District Skill Development cum Employment Office, At-Dagarasahi, Charampa, Bhadrak, Pin -756100 & shall be opened **on the same day at 11.00 A.M** in presence of the Bidders or their authorized representatives in the office chamber of the Addl. District Magistrate (General Administration) , Bhadrak . The Quotations must have Following Documents attached with self-attested.

1. The service provider shall have a valid GST registration Number to participate in the tendering
2. The vehicle must be in the road worthy condition, shall not be more than 3 years old from the date of initial registration & must have valid registration certificate, insurance certificate, fitness certificate, valid contract carriage permit, proof of up-to-date tax payment etc. which are mandatory for playing of vehicle.
3. The driver of the vehicle must have a valid driving license for driving light transport passenger vehicle & should be sufficiently experienced in driving in transport passenger vehicle.
4. The driver should be gentle & obedient in nature.
5. A sum of **Rs.5000/-** shall be deposited by intending bidders in shape of Account payee Bank draft in favour of the District Skill Development cum Employment Officer, Bhadrak. 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 charge be quoted separately in the general bid information (Excluding fuel & lubricants).
7. The vehicle must achieve a fuel efficiency of 17 K.M.s per Liter (Petrol).
8. The details of the make & year of manufacture of the vehicle, registration number, mileage (kilometers covered per liter) & name of the driver with driving license number & period of validity should be specifically provided in the general bid information to be furnished with the quotation/tender (Annexure-III)

[Handwritten signature]

9. The application form of the quotation/tender containing general bid information, terms & conditions for hiring of vehicles etc. will be available with District Skill Development cum Employment Office, Bhadrak. from 15.04.2026 to 22.04.2026 (10.00 A.M)or can download from District website bhadrak.odisha.gov.in from 15.04.2026 to 22.04.2026 (10.00 A.M)


**Addl. District Magistrate
Bhadrak**

ANNEXURE-II.

TERMS & CONDITIONS FOR HIRING OF VEHICLES

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

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 (LMV)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 basing on actual consumption and showing Bill 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, Tyers & 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 owner.
5. 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.
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 all working days in a month and if need in office related work than provide in holidays also.
8. In case of emergency, the driver will have to report for duty as per the requirement. No extra payment shall be demanded.

9. Monthly hire charges and reimbursements towards cost of fuel (as per actual) 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.
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.

Suk
15/04/2026
**Addl. District Magistrate
Bhadrak**

Memo No. 428(4)/DSDEO, Bhadrak

Dated. 15 /04/2026

Copy submitted to –

1. The District E -Governance manger, Collectorate Bhadrak for kind information with a request to kindly hoist the same in district web site till 22.04.2026 (10.00 A.M)
2. The RTO, Bhadrak/CDO-cum- EO, Zila Parishad Office, Bhadrak DIPRO, Bhadrak, District Skill Development cum Employment Office, Bhadrak for kind information with request to display in the office notice board for wide publicity purpose.
3. The Collector and District Magistrate, Bhadrak for favour of kind information & necessary Action.
4. The Director of Skill Development Cum Employment, Odisha Bhubaneswar for kind information.

15.4.2026
**District Skill Development -cum-
Employment Officer, Bhadrak**

ANNEXURE-III.

GENERAL INFORMATION FOR HIRING VEHICLES

1. Registration No. of Vehicle :-
2. Type of Vehicle (AC/Non-AC) :-
3. Year of Manufacture :-
4. Model :-
5. Date of Registration :-
6. Name & complete address
of the owner of vehicle :-
7. Fitness Certificate Validity :-
8. Permit Validity :-
9. Insurance Validity :-
10. Name / Address of the Driver :-
11. D.L. No. & Validity of the D.L.
of the Driver :-
12. Proposed hire Charge of the vehicle per month
excluding fuel cost :- Rs.
13. Rate of fuel consumption/Mileage per liter: -
14. Contact Number of the Service Provider
(Tenderer/ Quotationer)
Mobile Telephone

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

Signature of the
Quotationer/Tenderer.

Date: -

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