



**OFFICE OF THE DISTRICT INFORMATION & PUBLIC RELATIONS OFFICER:
MAYURBHANJ, BARIPADA,**

(QUOTATION/ TENDER CALL NOTICE)

No- 1050

/DI&PRO, MBJ. Dt.

21-08-2025

Scaled quotations/tenders are invited from interested reputed Travel Agencies/ Tour Operators / Individuals for providing one No. of A.C. Petrol driven vehicle having sitting capacity not more than five including Driver, which shall conform to the terms and conditions (Annexure-A) vide Office Memorandum No-15836/F Dt.27.05.2025 of the Finance Department Govt. of Odisha for official use in the Office of the **District Information & Public Relations Office**, Dist- Mayurbhanj on monthly rent basis i.e. **(Maximum Rs. 24,000/-)**

1. The service provider shall have a valid GST registration to participate in the Tendering.
2. The vehicle must be in 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, Pollution Certificate, valid Contract Carriage Permit, proof of up-to date tax payment etc. which are mandatory for plying vehicle.
3. The driver of the vehicle must have a 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. 5,000/- (Rupees Five Thousand)** only shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the **"District Information & Public Relations Officer, Mayurbhanj"** and to be submitted along with the tender as EMD. After completion of tender process the EMD shall be refunded to unsuccessful bidders.
6. The monthly rate of hire charge, **excluding GST** be quoted separately in the general bid information, excluding fuel Costs.

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7. The vehicle must achieve a fuel efficiency of **not less than 17 (Seventeen) K.Ms. per litre of Petrol.**
8. The details of the make and year of manufacture of the vehicle, registration no. mileage (K.Ms. covered per litre) 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/Tender (Annexure-B).
9. The sealed Quotation completed in all respect should reach **the O/o the District Information & Public Relations Office, Mayurbhanj, Baripada, PIN-757001 on or before Dated 15-09-2025 by 01.00 PM through Speed/ Regd. Post only** and shall be opened on the same day **i.e. on Dt.15-09-2025 at 04:00 PM** in the Office Chamber of **Additional District Magistrate, (Gen.) Mayurbhanj**, in presence of the Purchase Committee Members and bidders or their authorized representatives. The application received beyond the stipulated date and time will not be entertained. The envelope carrying the Quotation/Tender must be super scribed in capital letter "QUOTATION FOR HIRING OF VEHICLE FOR OFFICE OF "THE DISTRICT INFORMATION & PUBLIC RELATIONS OFFICE, MAYURBHANJ, BARIPADA," on the top of the envelope.
10. The application form of Quotation/Tender containing general Bid information and terms & condition for hiring of vehicles etc. will be available in the **Mayurbhanj District Website from dt.21-08-2025 to Dt14-09-2025**
11. **The authority reserves the right to reject all or any of the quotation without assigning any reason thereof.**

[Signature]
21/08/2025
District Information and Public
Relations Officer, Mayurbhanj.

Memo No. 1051 /DI&PRO, MBJ Dt. 21-08-2025 -
Copy to the Collector & District Magistrate, Mayurbhanj for favour
of kind information.

[Signature]
21/08/2025
District Information and Public
Relations Officer, Mayurbhanj.

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Memo No. 1052 /DI&PRO, MBJ, Dt. 21-08-2025

Copy submitted to the Additional District Magistrate (Gen.), Mayurbhanj for favour of kind information.

AB Shanty
21/08/2025
District Information and Public
Relations Officer, Mayurbhanj

District Information &
Public Relations Officer
Mayurbhanj

Memo No. 1053 /DI&PRO, MBJ, Dt. 21-08-2025

Copy to the Notice Board for information & wide publication.

Copy forwarded to the Notice Board of Collector & District Magistrate, Mayurbhanj /C.D.O-Cum-E.O., Zilla Parishad, Mayurbhanj/BDO, Baripada/Tahasildar, Baripada /R.T.O., Mayurbhanj. They are requested to display the Quotation notice in their Office Notice Board for wide publication.

Copy forwarded to the District Information & Public Relations Officer, Mayurbhanj/District Culture Officer, Mayurbhanj/Dist. Tourism Development Officer, Mayurbhanj for information and necessary action. **They are requested to display the quotation notice in their Office Notice Board for wide publication and also remain present on the date, time and venue fixed for opening of the Tenders/Quotations.**

Copy to the Notice Board of Taxi Stand Association, Baripada for wide publication.

Copy to the DeGM, Oswan, Baripada, Mayurbhanj for favour of Information. She is requested to upload the above Quotation Call Notice in the District Website i.e. www.mayurbhanj.odisha.gov.in for wide publication.

Copy to Under Secretary to Govt., I&PR Deptt., (Vehicle Section), I&PR Deptt., Odisha, Bhubaneswar /Deputy Director, I&PR (CD), Cuttack for information and necessary action.

AB Shanty
21/08/2025
District Information and Public
Relations Officer, Mayurbhanj

District Information &
Public Relations Officer
Mayurbhanj

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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(**vehicle owner**) 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(**vehicle owner**).
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. The Driver must be resided preferably in Baripada, Town Area for quick report in the Office as and when required for emergency nature of work.
6. 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.
7. In case of the vehicle do not report regularly, the authority will be at liberty to terminate the agreement without prior notice.
8. The vehicles shall report for duty for minimum of 25 days in a month.
9. In case of emergency, the driver will have to report for duty as per the requirement. No extra payment shall be made.
10. 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.
11. 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.
12. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.

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13. 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.

14. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.

15. It will be ensured through Service Providers of the hired vehicle that the vehicle is kept under optimum running condition and avoid accidents attributable to lack of maintenance/upkeep. The hired vehicle cannot be used for any private/commercial purpose beyond office hours or during the holidays.

16. Log Book shall be maintained for the hired vehicles as in the case of Govt. Vehicles. Kilometre reading and POL drawn shall be necessarily recorded in relevant columns and verified regularly by an authorized Officer before making payment.

A/Shanty
21/08/2024
District Information and Public
Relations Officer, Mayurbhanj.

District Information &
Public Relations Officer
Mayurbhanj

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GENERAL 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 and Model	
8	Date of Registration	
9	Name & Complete address of the owner of the vehicle	
10	Fitness certificate validity	
11	Pollution certificate validity	
12	Permit Validity	
13	Insurance Validity	
14	Name/Address of the Driver	
15	D.L. No & Validity of the D.L. of the Driver	
16	Contact number of the Service provider	
17	Contact Number of Driver	
18	Proposed hire Charge of the vehicle per month excluding fuel cost.	
19	Rate of fuel consumption/Milcage per litre	

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

**SEAL AND SIGNATURE OF THE
QUOTATIONER/TENDERER**