



CHIEF DISTRICT VETERINARY OFFICER, MAYURBHANJ

FISHERIES & ANIMAL RESOURCES DEVELOPMENT DEPT.

GOVERNMENT OF ODISHA

Bid Reference No: 581/ CDVO MAYURBHANJ

Date: 12.02.2026

Tender Call Notice for

**“Hiring Private Vehicle for official use by Chief District Veterinary Officer
Mayurbhanj, Baripada”.**

Name and Address of the Tender Inviting Authority

**CHIEF DISTRICT VETERINARY OFFICER MAYURBHANJ
cdvombj@gmail.com**

Contact person:

**Add. District Veterinary Officer (DC) Mayurbhanj
Tel -9778891242**

SECTION I

IMPORTANT DATES OF THE TENDER

**Date of publication of Bid
Document in Website**

12.02.2026

**Last Date & Time of Receipt of Bid
Document**

24.02.2026 (01:00 PM)

**Date & Time of Opening of Tender
(Technical & Financial BID)**

25.02.2026 (04:00 PM)

Place for Opening of Documents:

**Office Chamber of the
Chief District Veterinary Officer
Mayurbhanj**

**Address of Communication
for receipt of Bid Document :**

**O/O – The Chief District Veterinary Officer
Mayurbhanj, Near Roxy Cinema
Lalbazar, Baripada - 757001**

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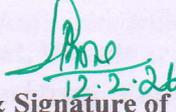
Annexure-I

Government of Odisha
OFFICE OF THE CHIEF DISTRICT VETERINARY OFFICER, MAYURBHANJ

Tender Call Notice

Sealed tenders are invited from interested reputed Travel Agencies / Tour Operators / Individuals for providing 1 no. of vehicles having sitting capacity not more than 5 including driver, which shall conform to the Terms and conditions (**Appendix-A**) for official use in office of the Chief District Veterinary Officer Mayurbhanj, Baripada on monthly rent basis.

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 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. mandatory for plying of 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. 10000.00 (Ten Thousand only) shall be deposited by the intending bidders in shape of Account Payee Bank Draft/ DD drawn in favour of the CDVO Mayurbhanj and submitted along with the tender 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 Km. per litre.
8. The details of the make and year of manufacture of the vehicle, registration no., mileage (Km. 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 (**Appendix-B**).
9. The Quotation completed in all respect should reach the undersigned on or before 17.02.2026 by 01:00 PM and shall be opened on 18.02.2026 at 04:00 PM in presence of the bidders or their authorized representatives.
10. The application form of tender containing General Bid Information & Terms and conditions for Hiring of Vehicles etc. will be available with the office on payment of Rs.500.00 in form of DD drawn in favour of CDVO Mayurbhanj/ can be downloaded from district website <https://mayurbhanj.odisha.gov.in>

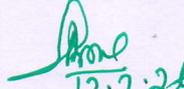

12.2.26
Seal & Signature of
Chief District Veterinary Officer,
Tender Calling Authority, Department
Mayurbhanj, Baripada



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.


12.2.26

Seal & Signature of

Tender Calling Authority with Designation
Chief Dist. Veterinary Officer
Mayurbhanj, Baripada



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



Annexure-II

DECLARATION

1. I Son/ Daughter/
Wife of Shri Proprietor/Director/
Authorized Signatory of the Service Provider, mentioned above, am competent to
sign this declaration and execute this tender document.
2. I have carefully read and understood all the terms and conditions of the tender and
undertake to abide by them;
3. The information/ documents furnished along with the above application are true and
authentic to the best of my knowledge and belief. I/we, am / are well aware of the
fact that furnishing of any false information /fabricated document would lead to
rejection of my tender at any stage besides liabilities towards prosecution under
appropriate law.
4. I agree to deposit the required performance security deposit of **Rs.10,000/- (Rupees
Ten thousand)** only within 05 days of selection.

Date:

Signature of the authorized person

Place:

Name:

Seal:

UNDERTAKING

(On the Bidder's letter Head regarding not having any pending Judicial Proceedings for any criminal offences)

I/We, hereby undertake that, there is no criminal case pending in any court of law against our company or against the proprietor / Director/ Persons to be deployed by our company.

I/We further certify that, the proprietor / Director/ Persons to be deployed by our company have not been convicted of any offence in any court in India during the recent past. I understand that, I am fully responsible for the contents of this understanding and its truthfulness.

Yours sincerely,

Authorised Signature

(in full and initials)

DECLARATION

**For not have been blacklisted by State Govt./Central Govt./Public sector undertaking
(in Rs.10/- non-judicial stamp paper signed by the Notary).**

I/We hereby declare that our organization..... or the proprietor / Director has not been blacklisted /debarred by any of the State Govt./Central Govt./Public sector under taking in the recent past.

Date:

Signature of the authorized person

Place:

Name:

Seal:

LETTER OF AUTHORISATION FOR ATTENDING BID OPENING

(With reference to the Tender Notice No _____ date _____)

To

The Chief District Veterinary Officer
Dhenkanal

Subject: Authorization for attending bid opening on _____ (date) in the tender for "Hiring Private Vehicle for office use of CDVO Mayurbhanj, Baripada".

Sir,

The Following person is hereby authorized to attend the bid opening for the tender mentioned above on behalf of _____ (Bidder).

Sl. No	Name of the Person	Details of valid Identification Proof	Full Signature of the authorized person

Encl.-Copy of valid ID Proof of the authorized person

Signature of the Authorized Signatory

(Note- The authorization letter should be printed in official writing pad)
