



ଅଧିକାରୀଙ୍କ କାର୍ଯ୍ୟାଳୟ, ମୟୂରଭଞ୍ଜ ଅନୁସନ୍ଧାନ ବିଭାଗ, ଉଦାଳା

**OFFICE OF THE SUPERINTENDING ENGINEER,
MAYURBHANJ INVESTIGATION DIVISION, UDALA**

AT/PO: UDALA, DIST: MAYURBHANJ, PIN: 757041

[Email Id: eemid.udala@rediffmail.com]

SHORT QUOTATION CALL NOTICE No.MID-QCN - 09 /2025-26, Dated. 18/03/2026 .

Sealed quotations are invited from interested reputed Travel Agency/Tour Operators/ individuals for providing 2 (two) nos. of TUV 300/Bolero/Sumo Gold/Ertiga /Scorpio etc. / similar model and segments of AC Petrol/ Diesel driven vehicles having mileage @ 12km/ltr and hiring charges as per terms & conditions of OM No.15836/F, Dt. 27.05.2025 of finance Dept. having seating capacity not more than 7 (seven) including driver, which shall conform to the terms and conditions (Annexure – A) for official use in the office of the Superintending Engineer, Mayurbhanj Investigation Division, Udala on monthly rent basis for the following works.

SL. No.	Name of the works
1	Hiring of one no private vehicle for the use of Superintending Engineer, Mayurbhanj Investigation Division, Udala for the period from 01.04.2026 to 31.03.2027.
2	Hiring of one no private vehicle for the use of Assistant Executive Engineer, Mayurbhanj Investigation Sub-Division, No-I, II, III & IV for the period 01.04.2026 to 31.03.2027.

Terms & Condition

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. 5000/- (Five Thousands) shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the Superintending Engineer, Mayurbhanj Investigation Division, Udala 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 12 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 **dated. 30.03.2026 by 1.00 P.M.** and shall be opened on the same day at 3.00 P.M. in presence of the bidders or their authorized representatives.
10. The application form of quotation/tender containing General Bid Information & Terms and conditions for Hiring of Vehicles etc. will be available in the Govt. website www.odisha.gov.in & can be downloaded from date. 19.03.2026 from 10 AM to date. 29.03.2026 up to 5.00 PM.

11. 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 govt. 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.
12. Monthly hire charges and reimbursements towards cost of fuel (as per norm) will be paid in every succeeding month but subject to available of funds.
13. No interest / Extra payment will be paid for delay in payment.
14. In case of the driver with the vehicle do not report regularly, the authority will be at liberty to terminate the agreement without prior notice.
15. The authority reserves the right to reject any or all the quotations without assigning any reason there-of.
(Fifteen conditions) only.

[Signature] 18.03.26
Superintending Engineer

Mayurbhanj Investigation Division, Udala
[Signature] 18/3/26

Memo No- 399 /dt. 18.03.26

Copy submitted to the Chief Engineer, Survey & Investigation, Odisha, Bhubaneswar /Additional Chief Engineer, Central Investigation circle, Bhubaneswar for favour of kind information.

Memo No- 400 /dt. 18.03.26

[Signature] 18.03.26
Superintending Engineer

[Signature] 18/3/26

Copy submitted to the Collector & District Magistrate, Mayurbhanj, Baripada / Additional District Magistrate, Mayurbhanj, Baripada for favour of kind information.

Memo No- 401 /dt. 18.03.26

[Signature] 18.03.26
Superintending Engineer

[Signature] 18/3/26

Copy to the DeGM, Mayurbhanj for information & necessary action. **He is requested to upload the notice in the district website.**

Memo No- 402 /dt. 18.03.26

[Signature] 18.03.26
Superintending Engineer

[Signature] 18/3/26

Copy to the Superintending Engineer, Mayurbhanj Irrigation Division, Baripada / Minor Irrigation Division, Baripada / R & B Division, Udala / Assistant Executive Engineer, KaloIrr. Sub-Division, Chuinposi / SuneIrr.Sub-Division No. IV, Udala / Minor Irrigation Sub-Division, Udala /Tahasildar Udala / B.D.O., Udala Block / P.A., I.T.D.A., Udala for information and wide circulation.

Memo No- 403 /dt. 18.03.26

[Signature] 18.03.26
Superintending Engineer

[Signature] 18/3/26

Copy forwarded to all Assistant Executive Engineers under this Division for information and wide circulation.

Copy to the Divisional Accountant / Divisional Cashier for information and necessary action.

Copy to the Notice Board of this Division for public information.

[Signature] 18.03.26
Superintending Engineer

[Signature] 18/3/26

Annexure-A

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, 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 and having commercial license.
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. The Agency to ensure that vehicle deployed shall arrive at designated location on time. In the event of delay in arrival beyond 15 minutes, user shall have right to hire other taxi services (which may or may not be of similar hired car category). The fare charges shall be charged to service provider.
14. The Agency to ensure that all maintenance work related to assigned vehicle shall be carried out in off duty hours.
15. In the event of break- down, servicing & repairs of the assigned vehicle the Agency at his own cost shall make alternate arrangement by providing similar or higher class of vehicle (s) for which agreement is entered into. Failure to do so will evoke penalty or possible termination of contract.

Signature of the Bidder


Superintending Engineer
14/3/26

16. The Agency shall not be allowed to sub-let the Contract.
17. Police verifications for deployed driver shall be ensured by the Agency.
18. The Agency shall update the log book at least once in every 72 hours. Failure to do so shall be penalized as per this contract. At the time of termination of contract the Agency shall hand over the log book (s) to the designated Officer of the Mayurbhanj Investigation Division, Udala.
19. The cost of the fuel be burned by the Agency.
20. The Agency will deploy the vehicle, which is well maintained, cleaned thoroughly both internally and externally. Vehicle shall be equipped with first-aid medical kit. The vehicle should have a mobile charger and ambient freshener.
21. The Agency shall ensure that all electrical connections including lights (both back and front), horn, turn indicators, and other vehicle systems shall be periodically checked and maintained by Agency to avoid any inconvenience to user department.
22. The Agency shall ensure that the vehicle should be parked at the place as advised by the Superintending Engineer, Mayurbhanj Investigation Division, Udala and should be available, when not in duty. If the vehicle needs to be away from headquarter for some reason like refueling, petty repairing etc., it should be with the knowledge of the Controlling Officer i.e, the Superintending Engineer, Mayurbhanj Investigation Division, Udala. Moving away without the knowledge of Controlling Officer i.e, the Superintending Engineer, Mayurbhanj Investigation Division, Udala will be considered as non-available and will be liable for penalty.
23. The Agency shall be responsible for the acts and deeds of drivers of the vehicles.
24. The Driver having a valid commercial driving license shall be deployed by the agency.
25. The Driver should be properly dressed in neat and clean attire, if required the driver should wear uniform of specific colour as per requirement of the Principal. The Agency shall provide at his own cost proper uniform and badges as per STATE MOTOR VEHICLE RULE (amended up to date) and photo identity cards to the drivers.
26. The driver of the vehicle deployed for user department duties should maintain polite & courteous behavior towards department users as well as to other departmental staff. Following may be construed as "Misbehaviour" and shall attract penalties as per provisions of the contract. Repeated instances may result in termination of services.
 - i. Denial of duty during contract period, or during hours as noticed by user departments;
 - ii. Use of abusive language.
27. The driver in no case shall report to duty in an inebriated state or consume alcohol while on duty. In such an event user department shall have full rights to terminate the contract with immediate effect.
28. The Driver must be provided with a working mobile phone and contact number be provided to the user department.
29. In an event that for any reasons the driver changes his contact number during the tenure of contract then the Agency will immediately notify the user department of the above change.
30. The driver shall be reachable at all times during duty hours.
31. Gossiping with the guests and using mobile phone during driving is not allowed. In case of urgency, the driver should park the vehicle with permission from the user and talk in the mobile to the minimum duration.
32. As soon as the driver is advised to attend any guest by the administration, the driver should call/SMS the guest giving his mobile and vehicle details. Charges of Calls/SMSs will be on agency's account.

Signature of the Bidder


Superintending Engineer
18/12

33. Vehicle and the driver should not be changed frequently. Any such changes should be informed by the agency to the authority well in advance for permission.
34. The hire charges do not include fuel cost (petrol/diesel) which is to be paid separately as per existing Government norms. All the expenditure of the vehicle towards repair maintenance, replacement of spare parts, lubricating oil of engine, gear Box & differential coolant, tyres & tubes, battery etc. and salary of driver, payment of insurance/Road tax etc. required for operation of vehicle in a state will be borne by the Agency.
35. The Agency shall take comprehensive insurance cover with third party unlimited liability risk of the vehicle as per the user department requirement. User shall not be liable for any damages whatsoever to public property and/or any third person due to any accident arising out of and in the course of deployment of Agency's vehicle.
36. The Agency shall be solely responsible for any claims by any third party and/or employees of user department travelling in the vehicle for any injuries caused by the driver of the vehicle whether by accident or otherwise.
37. The user department will in no way be responsible for violation of traffic rules and/or infringement of any other law for the time being in force, either by the driver of the vehicle or by the Agency. The driver as well as Agency shall comply with relevant rules and regulations of Motor Vehicle Act and Rules applicable at present or in future during the tenure of the contract and as may be enforced from time to time for which user departments would not be held liable/responsible in any manner whatsoever. Onus of compliance of all the applicable Laws/Acts/Rules including those under Motor Vehicle Acts/Rules shall rest with the Agency only and user/user departments will not be liable in any manner.
38. The Agency shall be responsible for ensuring compliance with the provisions related to Labour Law and especially Minimum Wages Act, payment of Wages Act, PF, ESI Act, Payment of Bonus Act, Contract Labour [R&A] Act, Workmen Compensation Act etc. as applicable from time to time. The employees of the Agency shall not be deemed to be employees of the user department and hence the compliance of the applicable acts laws will be the sole responsibility of the Agency.
39. The Agency shall be personally responsible for any theft, misconduct and/or disobedience on the part of drivers so provided by him.
40. During the contract period, if the vehicle is seized or detained or requisitioned by Police/Motor Vehicle Authority or any other authorities for whatsoever reasons that will be at the service provider's risk. Also, alternate vehicle of similar or higher category will be provided by the Agency without any extra charges.
41. The vehicle deployed for duty for the user department shall at no point of time carry any person other than personnel authorized by the user department.
42. The vehicle cannot be put to any private/commercial use beyond the duty hours or on holidays. Unauthorized use of the vehicle by the driver/Agency will lead to unilateral termination of the contract with immediate effect. The Agency has to ensure the safety of the passenger by avoiding negligent driving by their drivers such as over speeding, rash driving and driving vehicle without brakes/with defective brakes.
43. The mileage count will start from the location of pickup and no extra kilometres from the garage to the pickup point will be provided. The mileage count will also terminate at the dropping point and not up to the garage.
44. The Superintending Engineer, Mayurbhanj Investigation Division, Udala shall make the payment towards hire charges of the vehicle at the end of the every month by credit into the bank account of the Agency within 15 days from the date of receipt of bills complete in all respect.
45. The payment shall be subject to any deductions such as penalties, statutory deduction etc.

Signature of the Bidder


Superintending Engineer
13/26

46. The Superintending Engineer, Mayurbhanj Investigation Division, Udala shall accept the log book entries updated by Driver. Failure to take action on log book entries updated by Driver shall result in auto acceptance of reading provided by the Agency.
47. The Superintending Engineer, Mayurbhanj Investigation Division, Udala shall be responsible for costs relating to fuel, toll gate charges, parking charges and other statutory levies, if any paid during the journey would be billed on actual and shall be paid by the Superintending Engineer, Mayurbhanj Investigation Division, Udala
48. All distances shall be calculated from the reporting point. No payment shall be made for journey from garage to reporting point.
49. The Superintending Engineer, Mayurbhanj Investigation Division, Udala shall have the right to terminate the Agreement, upon it giving 1 (one) month notice in writing.
50. The Agency shall have the option to terminate the agreement upon giving 1(one) month notice in writing and upon refund of any rental fees paid in advance, over and above the notice period.
51. Final payment after termination of the contract shall be released on submission of the log book(s) of the vehicle, car pass and pass/ID card issued to the driver, if any.
52. Neither party to the Agreement shall be liable for failure to perform any of its obligations hereunder if prevented from doing so by reason of force majeure.
53. The Agency shall not assign or transfer its obligations and or rights under this Agreement to any third party, whether an associated entity or not, whether in whole or in part without the prior written consent of the Superintending Engineer, Mayurbhanj Investigation Division, Udala.
54. The Agency shall immediately notify Principal of any change of ownership or management of the Agency's business.
55. In the event of any dispute or difference relating to the interpretation and/or application of the provisions of this Agreement, such dispute or difference shall be resolved through mutual consultation by the Superintending Engineer, Mayurbhanj Investigation Division, Udala on behalf of Government of Odisha and the Authorized signatory of the Agency.
56. The Agreement shall be governed by the Indian laws for the time being in force.
57. The bidder must submit copy of PAN Card, GST certificate & GeM certificate with the Quotation.
58. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.

Signature of the Bidder


Superintending Engineer
14/2/26

Annexure – B**GENERAL INFORMATION FOR HIRING VEHICLES****(To be filled & signed by the Quotationer)**

Sl. No.	Particulars		
1	Name of the work	:-	
2	Name of the Service provider	:-	
3	Complete Address	:-	
4	GST Number	:-	
5	GeM Registration Number	:-	
6	Bank Account No. and IFSC Code	:-	
7	Registration No. of Vehicle	:-	
8	Year of Manufacture	:-	
9	Make & Model	:-	
10	Date of Registration	:-	
11	Name & Complete Address of the Vehicle owner	:-	
12	Fitness Certificate validity	:-	
13	Pollution Certificate validity	:-	
14	Insurance validity	:-	
15	Name/ Address of Driver	:-	
16	D.L. No. & Validity of the Driver	:-	
17	Contact Number of Driver	:-	
18	Maximum hire Charge of the Vehicle per month excluding fuel Cost & Taxes (as per vide Lr. No. 15836/F Dt. 27/05/2025 Finance Deptt. Govt. of Odisha.)	:-	Rs. 37,200/-
19	Proposed hire charge of the vehicle per month excluding fuel cost	:-	
20	Rate of fuel consumption/ Mileage per liter.	:-	
21	Contact Number of the Service provider (Tender/Quotation) Mobile No	:-	

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


 Superintending Engineer
 Mayurbahnj Investigation Division, Udala
 18/9/26

Seal & Signature of the
Quotationer / Tenderer