



**DISTRICT PROJECT OFFICE,  
SAMAGRA SHIKSHA, CUTTACK.**  
dpccuttack.ss@gmail.com



No. 5147 / Date 23/10/25  
VII-18/25

**Quotation Call Notice**

Sealed Quotations/Tenders are invited from intending Reputed Travel Agencies/ Tour Operators/ Private Individuals having valid GST Registration certificate & PAN for providing two no. of Petrol/ Diesel Driven vehicles as specifications given in the following website for use in the Office of District Project Coordinator, Samagra Shiksha, Cuttack on monthly hire basis. The detailed terms and conditions for hiring of the vehicle is indicated in Annexure-II, which can be downloaded from official website <http://www.osepa.odisha.gov.in> and <http://cuttack.odisha.gov.in>.

The quotation complete in all respect should reach to the undersigned on or before **31<sup>st</sup> October-2025 by 5:30 P.M** which will be opened on **1<sup>st</sup> November-2025 at 3:30 P.M** in the Office Chamber of the A.D.M, Cuttack in presence of the Bidders or their authorized representatives.

**By order of the Collector-cum-Chairman.**

  
DEO-cum-District Project Coordinator,  
Samagra Shiksha, Cuttack

No. 5148 / Date 23/10/25

Copy to the Notice Board of Collectorate, Cuttack/ D.E.O, Cuttack/ D.P.O, SS, Cuttack for wide publication.

  
DEO-cum-District Project Coordinator,  
Samagra Shiksha, Cuttack

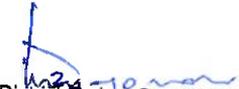
**Details of Quotation Call Notice No. ...5147..... dated: 23.10.25 of DPO, Samagra Shiksha, Cuttack.**

Sealed quotations/Tenders are invited from interested Travel Agencies/ Tour Operators or private individuals having valid GST Registration Certificate for providing three no. of vehicles, which shall confirm to the Terms and conditions (Annexure-II) for use in District Project Office, Samagra Shiksha, Cuttack on monthly hire basis. The monthly quoted hire charges of the vehicles should not exceed the maximum charges and mileage fixed by the Govt. vide Finance Deptt, Odisha , Memorandum No. 15836, dated 27.05.2025 as specified below:

Sl. No.	Type of vehicle	Maximum Monthly Hiring Charges (Exclusive of applicable taxes)	Mileage in Km. Per Litre (minimum)
1	Innova(Petrol/ Diesel)	Rs. 44,400/-	10 K.M/Lt.
2	Tiago/ Bolt/Celerio// Other Similar type of vehicle (Petrol/ Diesel)	Rs. 24,000/-	17K.M/Lt.

**In view of pollution being high through use of diesel vehicles, it is preferable to hire BS-VI compliant vehicles.**

- 1) The vehicles 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 Under Control (PUC) certificate, valid Contract Carriage Permit, proof of up-to-date tax payment etc. which are mandatory for plying of vehicle.
- 2) 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.
- 3) The Driver should be well behaved, gentle and obedient in nature.
- 4) A sum of Rs. 5000/- (Rupees Five Thousand) only shall be deposited as EMD(refundable) by the intending bidders/quotationers in shape of Bank Draft drawn on any nationalised bank in favour of the **District Project Office, Samagra Shiksha, Cuttack** payable at Cuttack.
- 5) The **EMD** submitted by the successful bidder will be retained till the vehicle is to be used in DPO, SS, Cuttack by converting it into **Performance Security**.
- 6) The monthly rate of hire charges shall be quoted separately in the general bid information (excluding fuel and lubricants). Maximum ceiling for hire charges per month is as mentioned above, includes all types of expenditure i.e. halting charge, accommodation of Driver, repair maintenance & Engine oil of vehicle etc. **No extra charges will be paid.**
- 7) The vehicle must achieve a fuel efficiency of minimum average mileage as specified above and maximum hire charges should not exceed to that.
- 8) The details of the make and year of manufacture of the vehicle, registration no., mileage (Kms covered per litre), name of the Driver with Driving License No. and period of validity should be specifically provided in the general bid information (at Annexure-III) to be furnished with the Quotation/ Tender.
- 9) Preference will be given to the Bidder having experience in respect of engagement of vehicle in government offices.
- 10) The Quotation completed in all respect should reach the undersigned by **Registered Post or Speed Post/ Courier Service only** on or before **31<sup>st</sup> October-2025 by 5:30 P.M** in sealed envelope. The envelope should addressed to "DEO-cum-District Project Coordinator, District Project Office, Samagra Shiksha, Collectorate Building, Cuttack, P.o-Chandin Chowk, PIN-753002" and should be super scribed as "Quotation for Vehicle".
- 11) The Quotations so received by due date shall be opened on **1<sup>st</sup> November-2025 at 3:30 P.M** in Office Chamber of Addl. District Magistrate, Cuttack in presence of the bidders or their authorized representatives.
- 12) The Application for quotation/tender containing general bid information and Terms & Conditions for hiring of vehicle can be downloaded from the website <http://www.osepa.odisha.gov.in> and <http://cuttack.odisha.gov.in>.
- 13) The Competent Authority reserves the right to cancel the quotations without assigning any reason.

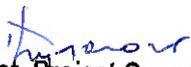
  
DEO-cum-District Project Coordinator,  
Samagra Shiksha, Cuttack

TERMS & CONDITIONS FOR HIRING OF VEHICLES

The following terms and conditions must be fulfilled by the successful bidder for providing a vehicle for 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, Valid Insurance Certificate, Valid Fitness Certificate, Valid Contract Carriage Permit, Pollution under Control certificate, proof of up-to-date tax payment etc. and D.L of the driver available all the times. 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 owner of the vehicle shall be responsible for all such litigation.
- 2) Service provider/Travel Agency is required to furnish copy of GST registration / GeM registration compulsorily to provide vehicle on hire basis to the Govt. office.
- 3) The Authority will not carry any stolen / contraband / forest articles / excise articles etc. in the vehicle and will not violate provisions of MV Laws and will use the vehicle at his risk and responsibility and if anything happens in violation of the previous of MV Laws etc., the owner of the vehicle will not be held responsible for the same. On the other hand during the strike, bandh, dharana any mass, Public, Political movement if any harm, injuries, damages is caused to the vehicle the same shall be borne by the Insurance of the Owner of the vehicle.
- 4) The hire charges to be paid on monthly basis is final but **does not include fuel cost**. The cost of fuel is to be borne by this office basing on actual consumption recorded as per logbook. 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.
- 5) It shall be the responsibility of the bidder to provide a good driver. The salary and other accommodation of the driver shall be borne by the owner.
- 6) 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 for smooth functioning of Office Work.
- 7) In case of the vehicle do not report regularly, the authority will be at liberty to reject the agreement and may engage vehicle from other source.
- 8) In case if the vehicle is not available hiring charges will be deducted from monthly hire charges proportionately.
- 9) Without prior intimation to the Authority the owner of the vehicle can not frequently change the Driver of the vehicle.

- 10) Monthly hire charges of selected bidder will be paid in every succeeding month, as far as possible within fifteen days of the submission of bills by the service provider along with all related documents and no advance payment will be made.
- 11) The vehicle shall not be more than 3 year old from the initial registration and also in good running condition during the period of contract.
- 12) If the service found to be unsatisfactory, the client shall be served with one month notice for termination of agreement.
- 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 submit one month notice before such withdrawal of service and termination of agreement otherwise the amount deposited as Performance Security (EMD amount submitted by him) will be forfeited.
- 14) The vehicle shall be parked and be available for service in official premises of DPO, SS, Cuttack and this condition is applicable for all days of the month including public holidays and hours beyond official time.( two days per month for repair & maintenance is to be excluded).
- 15) The hired vehicles cannot be used for any private/commercial purpose beyond office hours or during holidays.
- 16) The Authority is kept at liberty to move anywhere within the state of Odisha for official journey.
- 17) If the bidder violates any of the terms of contract, the Authority shall forfeit the entire amount of EMD.

  
DEO-cum-Dist. Project Coordinator,  
Samagra Shiksha, Cuttack.

## GENERAL INFORMATION FOR HIRING VEHICLES

(To be furnished by Quotationer)

<u>Sl No.</u>	<u>Particulars</u>	<u>Information</u>
1	Registration no. of Vehicle	
2	Type of Vehicle(AC/Non AC)	
3	Fuel used(Petrol/ Diesel)	
4	Year of Manufacture	
5	Model	
6	Date of Registration	
7	Name and complete Address /contact no. of the owner of the vehicle	
8	Fitness certificate validity	
9	Permit Validity	
10	Insurance Validity	
11	Pollution under Control Certificate validity till	
12	Name and Address of the Driver	
13	D.L. No. & Validity of D.L of the Driver	
14	Proposed hire charge of the vehicle per month excluding fuel cost	
14	Mileage per litre	
15	Has the Service Provider provided vehicle to any Govt. Deptt./Offices(Yes/No).	
16	If Yes, Please mention the name of the Deptt./Office	

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

Date:

Place:

Full signature of the Quotationer/Bidder with Seal

