

OFFICE OF THE ADDITIONAL ASSISTANT COMMISSIONER OF ENDOWMENTS,
ODISHA, CUTTACK

Quotation/ Tender Call Notice No.

Sealed Quotations/Tenders are invited from interested reputed Travel Agencies/ Tour Operators/ Private Individuals for providing 01(One) number of Mahindra TUV300/ Bolero Neo/ Kia Carens/ Maruti Suzuki Ertiga / XL6 etc. Petrol/Diesel driven vehicle having sitting capacity not more than 10 (Ten) including driver, which shall conform to the Terms & Conditions (Annexure-A) for official use in Office of the Additional Assistant Commissioner of Endowments, Cuttack on monthly rent basis:

1. The service provider shall have a valid GST registration and PAN No. to participate in the tendering.
2. The service provider participating in the bidding process under the jurisdiction of Municipal Corporation, Cuttack.
3. 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, which are mandatory for plying of vehicle.
4. 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.
5. The Driver should be well behaved, gentle and obedient in nature.
6. 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 Additional Assistant Endowment Commissioner, Cuttack and to be submitted along with the quotation/Tender as Security Deposit. After completion of Quotation/process, the amount will be refunded to unsuccessful bidders.
7. The monthly rate of hiring charges should not exceed Rs.37,200/- (Rupees Thirty Seven Thousand Two Hundred) only/- Excluding 18% G.S.T. and it can be quoted separately in the general bid information (Excluding fuel and lubricants).
8. The vehicle must achieve a fuel efficiency of 10 KM per Litre.
9. The details of the make and year of the manufacture of the vehicle, Registration No., Mileage (KM covered per Litre) and Name of the Driver with Driving License No. and period of validity should be specifically provided in the general bid information to be furnished with the Quotation/Tender paper as in Annexure-B.
10. The sealed Quotation/Tender completed in all respect should reach the undersigned by Regd. Post/Speed Post/by hand on or before 16 February 2026 by 4 PM and shall be opened on the same date at 4.30 PM by the Additional Assistant Endowment Commissioner, Cuttack, in the Office of the Additional Assistant Endowment Commissioner, Cuttack in presence of the bidders or their authorised representatives.
11. The application form of Quotation/Tender containing General Bid Information and Terms & Conditions for Hiring of Vehicles etc. will be available with the Office of the Additional Assistant Endowment Commissioner, Cuttack on payment of Rs. 100/- (Rupees One Hundred) only from 10.00 A.M. to 5.00 P.M. or can be downloaded from District Website. In case the application form is downloaded from the District Website, the applicant shall furnish a demand draft of Rs.100/- in

favour of the Additional Assistant Endowment Commissioner, Cuttack towards the cost of the application fees along with the application.

12. The Authority reserves the right to cancel the Quotation without assigning any reason thereof.

16.01.26

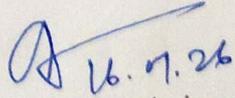
Quotation / Tender Calling Authority
Additional Assistant Commissioner of
Endowments, Cuttack.

OFFICE ADDRESS

Office of the Additional Assistant Commissioner Endowment, Cuttack, At.-J.O.16, K.V.K. Road,
P.O.-Buxi Bazar, P.S.-Cantonment, Dist.-Cuttack, Pin-753001.

Annexure-A

1. The following Terms and Conditions as fixed by Government in F.D.O.M. No.15836/F., Date 27.05.2025 must be fulfilled by the successful bidder for providing a vehicle on hire on monthly rent basis.
2. The hired vehicles, during period of contract, shall have all necessary valid MV documents such as: valid Registration Certificate, Insurance 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.
3. 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 damages to any property on account of use of hired vehicle in any manner whatsoever. The hired shall be responsible for all such litigation.
4. The hire charges to be paid on monthly basis is final but does not include cost of fuel, which is to be paid separately basing on actual consumption and 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 owner.
5. It shall be the responsibility of the bidder to provide a good driver and the salary 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. In case of the vehicle and Driver does not report regularly, the authority will be at liberty to reject the agreement and may engage vehicle from other source.
7. The vehicle and Driver 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 of hirer. No extra payment shall be demanded.
9. Monthly hire charges and reimbursements towards cost of Diesel/Petrol (as per actual) and lubricants (as 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 subject to availability of allotment. 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.
14. The Service Provider will ensure 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 holidays.


Additional Assistant Commissioner
of Endowments, Cuttack

Annexure-B

APPLICATION & GENERAL INFORMATION FOR HIRING VEHICLES
(Copies of relevant documents must be attached)

Sl. No.	Particular	
1.	Name of the Service Provider	
2.	Complete Address	
3.	OGST Number	
4.	GeM Registration Number	
5.	Bank A/C No. & 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 Driver	
16.	D.L. No. & Validity of D.L. of the Driver	
17.	Proposed Hire Charge of the vehicle per month excluding fuel cost	
18.	Rate of fuel consumption / Mileage per Litre	
19.	Contact Number of the Service Provider (Tenderer / Quotationer)	
20.	Contact Number of Driver	

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

Seal & Signature of the
Quotationer/Tenderer