

OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE: JAGATSINGHPUR  
(NIZARAT SECTION)

Quotation/Tender Call Notice

No 4588 //Niz Date 20/2/2026 //

Sealed quotations/tenders are invited from interested reputed Travel Agencies/Tour Operators or private individuals for providing One (**BS-VI- Emission compliant**) Diesel driven vehicle (**INNOVA CRYSTA MODEL ZX**) which shall conform to the Terms and conditions (Appendix-A) for official use by Collector & District Magistrate, Jagatsinghpur on monthly rent basis:

1. The service provider shall have a valid GST registration in order to participate in the Tender process.
2. The vehicle must be in Road Worthy condition, shall not be older than 3 years 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.
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/- (Rupees Five Thousand) only shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of "**Collector & District Magistrate, Jagatsinghpur**" at any nationalized bank and submitted along with the tender as EMD. After completion of tender process, the EMD amount will be refunded to unsuccessful bidders.
6. The monthly rate of hire charge (Excluding GST) be quoted separately in the general bid information to be furnished with the Quotation / Tender (Appendix -B). (excluding fuel and lubricants). The maximum hire charges per month is Rs 44400/- (Rupees Forty Four Thousand Four Hundred) only as per Govt. norm.
7. The Vehicle must achieve a fuel efficiency of 10 (Ten) Kms per litre.
8. The details of the make and year of manufacture of the vehicle, registration no., mileage (Kms covered per liter) 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 (Appendix -B).
9. The Quotation completed in all respect should reach in the office of the undersigned on or before 10.03.2026 by 4.30 p.m. in the Drop Box kept at District Nizarat Section, Collectorate, Jagatsinghpur or by **REGD POST** in the following address and shall be opened on the same day at 5.30 p.m. in presence of the Quotation committee members, bidders or their authorized representatives.

ADDRESS

Collector & District Magistrate, Jagatsinghpur  
At/P.O./Dist-Jagatsinghpur  
PIN-754103

The application form of quotation/ tender containing general Bid information (Appendix -B).& terms and conditions for hiring of vehicles etc. (Appendix -A) will be available in this official website i.e. <https://jagatsinghpur.odisha.gov.in> or will be available in the office of the District Nizarat Section, Collectorate, Jagatsinghpur on or before 09.03.2026 by 5.30 p.m on any working day.

  
Collector & District Magistrate,  
Jagatsinghpur

Memo No. : 4589 Date: 20/2/2026

Copy submitted to the DIO, NIC, Jagatsinghpur with a request to get the above quotation notice published immediately in the Official website of the district.

  
Collector & District Magistrate,  
Jagatsinghpur

Memo No. : 4590 Date: 20/2/2026

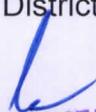
Copy submitted to the Additional District Magistrate, Paradeep. PD, DRDA, Jagatsinghpur/ Sub Collector, Jagatsinghpur/ All District Level Officers, Jagatsinghpur district with a request to publish the quotation call notice in their notice board for wide publication.

  
Collector & District Magistrate,  
Jagatsinghpur

**TERMS & CONDITIONS FOR HIRING OF VEHICLES.**

The following terms and conditions must be fulfilled by the bidder for providing a vehicle on 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, Insurance Certificate, Fitness Certificate, Pollution 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, Tires & Tubes, Battery etc and other operating cost including taxes (except service tax on hire charges) will be borne by the bidder.
4. It shall be the responsibility of the bidder to provide a good driver and the salary 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 does not report regularly, the authority will be at liberty to reject the agreement and may engage vehicle from other source 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 of hirer. No extra payment shall be demanded.
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. The period of the contract shall be for a period of 3 years which may be extended by maximum 1 year subject to satisfactory performance.
12. The hired vehicles cannot be used by the service provider for any private/commercial purpose beyond office hours or during holidays.
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, the Collector & District Magistrate, Jagatsinghpur shall forfeit the entire amount of security deposit.

  
**COLLECTOR & DIST. MAGISTRATE**  
**JAGATSINGHPUR**  
**Seal & Signature of**  
**Quotation/Tender Calling Authority**  
**Designation**

GENERAL BID INFORMATION

SI No	Particulars	
01	Name of the Service provider/Bidder	
02	Complete Address	
03	GST Registration Number	
04	GeM Registration Number	
05	Bank Account Number and IFSC Code	
06	Registration Number of the vehicle	
07	Year of manufacture	
08	Make & Model	
09	Date of registration	
10	Name and complete address of the Owner of vehicle	
11	Fitness certificate validity	
12	Pollution certificate validity	
13	Permit validity	
14	Insurance validity	
15	Name and address of the driver	
16	D.L.No. & validity of the D.L. of the driver	
17	Contact Number of the service provider (Bidder)	
18	Contact Number of the Driver	
19	Proposed hire charges of the vehicle per Month excluding fuel cost & GST	
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 and signature of the  
Tenderer/Quotationer