



**DISTRICT SKILL DEVELOPMENT-CUM-EMPLOYMENT OFFICE,  
JAGATSINGHPUR.**

*At-Jogadhari, Po-/Dist.-Jagatsinghpur, pin-754103, mail-deejgsporissa@yahoo.com*

No. 360 /D.S.D.E. Office, Jagatsinghpur Dated the 30.03.26

**QUOTATION (SHORT TENDER CALL NOTICE)**

In anticipation of the further approval of the Mobility support to the DSDEO, Jagatsinghpur for monitoring the PLTP of the OSDA as well as NUA Odisha for the year, 2025-26, sealed quotations/tenders are invited from interested reputed Travel Agencies/Tour Operators/ Private individuals for providing one no of AC Petrol/Diesel driven vehicles having sitting capacity not more than five including driver, which shall conform to the Terms and conditions (Appendix-A) for official use in the District Skill Development-cum-Employment Office, Jagatsinghpur on monthly rent basis as per the F.D.O.M. No.15836/F., Dt.27.05.2025 of Finance Department, Govt. of Odisha.

1. The service provider shall have a valid OGST registration to participate in the tendering.
2. The service provider, participating in the bidding process shall be registered on GeM platform.
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. 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. 5000/- (Rupees five thousand) only shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the District Skill Development-cum-Employment Officer, Jagatsinghpur and submitted along with the tender as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders & the successful bidder's security amount will be kept intact up to the agreement period is over, which will be refunded to the bidder on lapsing of the agreement period without interest.
7. The monthly rate of hire charge be quoted separately in the general bid information (excluding fuel and lubricants).
8. The Vehicle must achieve a fuel efficiency of 17 KM per liter.
9. The details of the make and year of manufacture of the vehicle, registration no., mileage (KM covered per liter) 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).
10. The Quotation completed in all respect should reach the undersigned through speed post/registered post on or before by 13.04.2026 (05.00 P.M) and shall be opened on 16.04.2026 at 11.30 (AM) in presence of the bidders or their authorized representatives in the office chamber of the undersigned.

11. The application form of quotation/tender containing General Bid Information & Terms and conditions for Hiring of Vehicles etc. will be available with the District Skill Development-cum-Employment Office, Jagatsinghpur on payment of Rs.1000/- from 11.30 A.M. to 04.00 P.M. on working days or can be downloaded from Odisha Govt. Website [www.odisha.gov.in](http://www.odisha.gov.in). In case the application form is downloaded from Govt. website, the applicant shall furnish a Demand Draft for an amount of Rs.1000/- (Rupees One Thousand) only towards the cost of application along with the application.

12. The Tender Calling Authority (Undersigned) reserves any right to cancel the tender at any point of time without assigning any reason thereof if felt necessary.

*[Signature]* 20/3/26  
Seal & Signature of  
Quotation/Tender Calling Authority  
Designation:- D.S.D.E.O., Jagatsinghpur.  
District Skill Development  
cum-Employment Officer  
Jagatsinghpur

Memo No. *361* /DSDEO, Jagatsinghpur,

Date *30.03.26*

Copy submitted to the District Manager, e-Governance, Collectorate, Jagatsinghpur for information & necessary publicity of the same in the District Portal, Jagatsinghpur.

*[Signature]* 20/3/26  
District Skill Development  
cum-Employment Officer  
Jagatsinghpur

Memo No. *362* /DSDEO, Jagatsinghpur,

Date *30.03.26*

Copy submitted to the office Notice Board of District Skill Development-cum-Employment Office, Jagatsinghpur/ Notice board of the A.D.M., Jagatsinghpur/ A.D.M., Paradeep/CDO-cum-EO, Zilla Parishad, Jagatsinghpur/ E.O., Jagatsinghpur & Paradeep Municipality for favour of kind information of the intending bidders.

*[Signature]* 20/3/26  
District Skill Development  
cum-Employment Officer  
Jagatsinghpur

## TERMS & CONDITIONS

The following terms and conditions must be fulfilled by the successful 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, 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 (as per O.M. No.15836/F., Dt. 27.05.2025) to be paid for 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, Tires & 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 owner.
5. 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.
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 demanded or released.
9. Monthly hire charges and reimbursements towards cost of fuel (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 and no advance payment will be made.
10. The vehicle shall not be more than 3 years old from the initial registration and 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.

If the bidder violates any of the terms of contract, the undersigned shall forfeit the entire amount of security deposit.

Sd/-  
Seal & Signature of  
Quotation/Tender Calling Authority  
Designation:- D.S.D.E.O., Jagatsinghpur

**GENERAL INFORMATION**

<b>Sl. No.</b>	<b>Particulars</b>	
1	Name of the Service Provider	
2	Complete Address	
3	OGST Number	
4	GeM Registration Number	
5	Bank Account details including 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 (Up to)	
12	Pollution Certificate validity (Up to)	
13	Permit validity (Up to)	
14	Insurance validity (Up to)	
15	Name / Address of the Driver	
16	D.L. No. & Validity of the D.L. of the Driver	
17	Proposed hire Charge of the vehicle per month excluding fuel cost	
18	Rate of fuel consumption / Mileage per liter	
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  
Quotationer / Tenderer