



# DISTRICT PROJECT OFFICE

## SAMAGRA SHIKSHA, KORAPUT, ODISHA-764020

E-Mail – [dpckoraputssa.opepa@nic.in](mailto:dpckoraputssa.opepa@nic.in)



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ସମଗ୍ର ଶିକ୍ଷା  
Samagra Shiksha



Letter No 3047 /Accts/25

I-Accts- ୩/25

Date : 18 /09/2025

### QUOTATION CALL NOTICE FOR HIRING OF VEHICLES

Sealed tenders are invited from registered travel agencies / Vehicle Owners for hiring of commercial light vehicles on a monthly basis. Details regarding eligibility criteria, term & conditions and the formats for submission of tender are mentioned in the tender document which may be downloaded from the website: [www.koraput.odisha.gov.in](http://www.koraput.odisha.gov.in) and official OPEPA website: [www.opepa.odisha.gov.in](http://www.opepa.odisha.gov.in). Interested agencies may submit their tenders **by speed / registered post / Courier only** only addressing to District Project Coordinator, Samagra Shiksha, Koraput, Shiksha Sadan (Near Collectorate) Koraput, 764020, Odisha superscripted as **QUOTATION FOR HIRING OF VEHICLE ON MONTHLY BASIS**. The tenders should reach the office of the undersigned by 08/10 /2025 (till 05.00 PM) which will be opened at 11.00 AM on the following i.e. 09/10 /2025.

  
18-09-25  
DEO-cum-DPC  
Samagra Shiksha, Koraput

Memo No. 3048 /25

Copy to notice Board.

Date 18 /09/ 2025

Copy to the DI & PRO, Koraput for information and necessary action. He is requested to publish the above Advertisement in 2 (Two) leading Odia Daily News papers at approved rates, in all Odisha Editions.

Copy along with soft copy of the Tender Bid Document forwarded to the District Manager, E-Governance Cell, Collectorate, Koraput with a request to upload the Tender in the district web hoisting in the portal [www.koraput.odisha.gov.in](http://www.koraput.odisha.gov.in) for wide publication.

  
18-09-25  
DEO-cum-DPC  
Samagra Shiksha, Koraput

Memo No. 3049 /25

Copy to all the District Level Officers of Koraput for information. They are requested to display above quotation call notice in their office notice board for wide circulation.

Date 18 /09/ 2025

  
18-09-25  
DEO-cum-DPC  
Samagra Shiksha, Koraput

Memo No. 3050 /25

Copy submitted to the State Project Director, OSEPA Bhubaneswar for favour kind information. She is requested to publish the Tender documents in OSEPA website for wide publication.

Date 18 /09/ 2025

  
18-09-25  
DEO-cum-DPC  
Samagra Shiksha, Koraput



DISTRICT PROJECT OFFICE  
SAMAGRA SHIKSHA  
SHIKSHASADAN, KORAPUT-764020



(06852)- 252421(Off)



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ସମଗ୍ର ଶିକ୍ଷା  
Samagra Shiksha

E-mail:-dpckoraputssa.opepa@gov.in

**TENDER DOCUMENTS FOR HIRING OF VEHICLES ON MONTHLY BASIS  
AT DISTRICT PROJECT OFFICE, SAMAGRA SHIKSHA, KORAPUT.**

**(To be received through Registered Post / Speed Post / Courier only)**

**Important Dates**

Date of download of tender bid  
Last date of submission of bids  
Date of opening Tender

From 18/09/2025 to 08/10/2025  
08/10/2025 (till 5.00 PM)  
09/10/2025 (at 11.00 AM)

**Address:**

**DISTRICT PROJECT OFFICE, SAMAGRA SHIKSHA, KORAPUT.  
AT:- SHIKSHA SADAN, COLLECTORATE CAMPUS,  
PO/DIST: KORAPUT, ODISHA, PIN-764020.**

## Model Bidding Document

### Government of Odisha

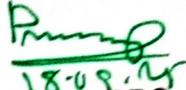
S & ME Department, DEO-cum-DPC, SS, Koraput / Heads of Department / Office

### Quotation / Tender Call Notice

Sealed quotations/tenders are invited from interested reputed Travel Agencies / Tour Operators / Individuals for providing **01** No of vehicles (Maruti Suzuki Dzire / Hyundai Aura / TATA Tigor etc.) having sitting capacity not more than **05** including driver, which shall conform to the Terms and conditions (Appendix-A)) for official use in the Office of District Project Coordinator, SS, Koraput Department/Office on monthly rent basis:

1. The service provider shall have a valid GST registration to participate in the tendering.
2. The service provider, participating in the bidding process under the jurisdiction of Koraput Municipality.
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. 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 **District Project Coordinator, Samagra Shiksha, Koraput** and submitted along with the tender as EMD. After completion of tender process, EMD shall be refunded to unsuccessful bidders.
7. The monthly rate of hire charge, including GST be quoted separately, excluding fuel.
8. The Vehicle must achieve a fuel efficiency of 17 (Seventeen) KM per litre.
9. 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).
10. The Quotation completed in all respect should reach the undersigned on or before: 08/10/2025 by 5.00 P.M. and shall be opened on the following day i.e. on: 09/10/2025 at 11.00 A.M. in presence of the bidders or their authorized representatives.

11. The application form of quotation/tender containing General Bid Information & Terms and conditions for Hiring of Vehicles etc. will be available with [www.koraput.odisha.gov.in](http://www.koraput.odisha.gov.in) & OSEPA Website i.e. [www.osepa.odisha.gov.in](http://www.osepa.odisha.gov.in) can be downloaded from Koraput District Govt. Website [www.koraput.odisha.gov.in](http://www.koraput.odisha.gov.in) & OSEPA Website i.e. [www.osepa.odisha.gov.in](http://www.osepa.odisha.gov.in) from Date: 18/09/2025 to Date: 08/10/2025. The applicant shall have to furnish a bank demand draft of Rs. 100/- (Rupees One Hundred) only drawn in favour of the **District Project Coordinator, Samagra Shiksha, Koraput** payable at Koraput towards cost of Bid / Tender Document (Non-refundable) along with Quotation.

  
18-09-25  
DEO-cum-DPC,  
Samagra Shiksha, Koraput

Annexure-ATerms & Conditions

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 soon 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. 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, the **DEO-cum-DPC, SS, Koraput** reserves every right to forfeit the entire amount of security deposit.

14. All disputes relating to the contract is subject to the pecuniary jurisdiction of the Court at Koraput.

15. The **DEO-cum-DPC, SS, Koraput** reserves every right to accept or reject any or all of the quotations in full or in part without assigning any reason thereof, no intimation will be given to the bidders in this connection.

16. The check list given below must be verified thoroughly before submission of the quotation to avoid rejection of the tender due to non-submission of the required certificates and documents.

- i) Valid Registration certificate of Vehicle
- ii) Insurance Certificate of Vehicle
- iii) Fitness Certificate
- iv) Road Permit of Odisha
- v) Photo Copy of PAN Card
- vi) Photo Copy of GSTIN Number
- vii) Proof of up to date tax payment etc.

17. The quotations shall be submitted to the **District Project Coordinator, Samagra Shiksha, Koraput, Shiksha Sadan, Collectorate Campus, Koraput -764020, Odisha** superscripted as **QUOTATION FOR HIRING OF VEHICLE ON MONTHLY BASIS** through Registered / Speed Post / Courier only on or before **08/10/2025** by 5.00 PM. Quotations received after due date and time shall not be considered for evaluation of tender.

  
18-09-25

**DEO-cum-DPC,  
Samagra Shiksha, Koraput**

Annexure-BGeneral Information

Sl. No.	Particulars	
1.	Name of the Service Provider / Individual	
2.	Complete Address	
3.	GST Number	
4.	Bank Account No and IFSC Code	
5.	Registration No. of Vehicle	
6.	Year of Manufacture	
7.	Make & Model	
8.	Date of registration	
9.	Name & complete address of the owner of vehicle	
10.	Fitness Certificate validity	
11.	Pollution Certificate validity	
12.	Permit validity	
13.	Insurance validity	
14.	Name / Address of the Driver	
15.	D.L. No. & Validity of the D.L. of the Driver	
16.	Contact Number of the Service provider	
17.	Contact number of Driver	
18.	Bank Demand Draft for Rs. 100/- towards Tender Paper Cost	
19.	Bank Demand Draft for Rs. 5000/- towards Tender EMD	

**20. Proposed hire charges of the vehicle per month excluding fuel cost**

Sl. No.	Type of Vehicle with AC & Non AC	Rate of Fuel Consumption / Mileage (Per Liter) (Not below 17 (Seventeen) KMs Per Liter as per Govt. Norm)	Monthly Hiring Charges (Excluding POL /DOL the rate should be maximum to Rs. 24,000/- Per month including GST)

21. I agree to abide by the terms and conditions for engagement of the vehicle and will also abide by any further terms and conditions that may be decided by the District Project Coordinator, Samagra Shiksha, Koraput.

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

Seal & Signature of Tenderer

Annexure-IIService Provider Agreement

1. This Agreement is made on this \_\_\_\_\_ day of \_\_\_\_\_ (Month) \_\_\_\_\_ (Year) on the orders of Governor of Odisha by and between the "Principal" District Project Coordinator, Samagra Shiksha, Koraput Name of the Office, address (which expression shall unless be excluded by or repugnant to the context be deemed to include its successors and assigns) and "Service Provider" Name, having its registered office (detailed address) herein after called "agency" which expression shall unless excluded by or repugnant to the context be deemed to include its successors and assigns; herein after described as 2nd Party.

2. Whereas the Principal is desirous of engaging the Agency to provide vehicle on hiring basis and the Agency is agreed to provide the vehicle as its service provider with the terms and condition mentioned hereinafter.

2.1 Whereas the Agency is the owner of a make and model of motor vehicle of the following description: Registration number \_\_\_\_\_; Model \_\_\_\_\_; Chassis number \_\_\_\_\_; Engine number \_\_\_\_\_; Color \_\_\_\_\_; Year of Manufacture \_\_\_\_\_.

2.2 Whereas the Service Provider having PAN No. \_\_\_\_\_ and GST No \_\_\_\_\_ which are valid on this date.

**3. RENTAL:**

The motor vehicle is hereby hired for \_\_\_\_\_ year at the rate of per month (Including GST) payable monthly and the mileage of the vehicle, which will be governed as per the Finance Department O.M No \_\_\_\_\_ Dated \_\_\_\_\_. The contract will be renewed subject to satisfactory performance.

**4. The Service Provider Obligations:**

4.1 Service provider agrees to terms and conditions of the contract and shall ensure full compliance to them.

4.2 Agency agrees to provide quality services as per SLAs mentioned in the contract.

4.3 Agency to ensure that vehicle deployed shall arrive at designated location on time. In an 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.

4.4 Agency to ensure that all maintenance work related to assigned vehicle shall be carried out in off duty hours.

4.5 In the event of break-down, servicing & repairs of the assigned vehicle the service provider 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.

4.6 The Agency shall not be allowed to sub-let the Contract.

4.7 The Agency shall only provide vehicles which have the comprehensive insurance.

4.8 Police verifications for deployed driver shall be ensured by the Agency.

4.9 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 service provider shall hand over the log book (s) to the principal.

**Vehicle:**

- 4.10 The vehicle should have commercial license. The vehicle should not be more than three years old. **Vehicles older than seven years should be replaced by the service provider.** During replacement of the vehicle or driver, as the case may be, the pass/id card issued, if any, shall be surrendered.
- 4.11 The Agency will deploy the vehicle, which is well maintained, cleaned thoroughly both internally and externally. Vehicle shall be equipped with fast-aid medical kit. The vehicle should have a mobile charger and ambient freshener.
- 4.12 The Agency shall ensure that all electrical connections including lights (both brake and front), horn, turn indicators, and other vehicle systems shall be periodically checked and maintained to avoid any inconvenience to the Principal.
- 4.13 Agency shall ensure that the vehicle should be parked at the place as advised by the Principal and should be available, when not in duty. If the vehicle needs to be away for some reasons like refuelling, petty repairing etc., it should be with the knowledge of the Controlling Officer of the Principal. Moving away without the knowledge of the Controlling Officer of the Principal will be considered as non-available and will be liable for penalty.

**Driver:**

The Agency shall be responsible for the acts and deeds of drivers of the vehicles that include following:

- 4.14 Driver having a valid commercial driving license shall be deployed.
- 4.15 Driver should be properly dressed in neat and clean attire, if required 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 VEHICLES RULES (amended up to date) and photo identity cards to the drivers.
- 4.16 The driver of the vehicle deployed for user department duties maintain polite & courteous behavior towards department users as well as to other departmental staff. Following may be construed as "Misbehavior" 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;
- 4.17 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.
- 4.18 Driver must be provided with a working mobile phone and the contact number be provided to user department.
- 4.19 In an event that for any reasons the driver changes his contact number during the tenure of the contract then Agency will immediately notify the same.
- 4.20 The driver shall be reachable at all times during duty hours.

- 4.21 Gossiping with the guests and using mobile phone during driving is not allowed. In case of urgency, driver should park the vehicle with permission from the user and talk in the mobile to the minimum duration.
- 4.22 As soon as the driver is advised to attend any guest by the administration, the driver should call /SMSs the guest giving his mobile and vehicle details. Charges of calls /SMSs will be on agency's account.
- 4.23 Vehicle and driver should not be changed frequently. Any such changes should be informed by the agency to the authority well in advance for permission.

**Statutory Rules compliance & Taxes:**

- 4.24 The hiring charges do not include fuel cost (petrol/diesel) which is to be paid separately basing 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 the driver, payment of insurance/Road tax etc. required for operation of the vehicle will be borne by the Agency.
- 4.25 The Agency shall take comprehensive insurance cover with third party unlimited liability risk of the vehicles 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 service provider's vehicle.
- 4.26 The Agency shall be solely responsible for any claims by any third party and/or employees of user department traveling in the vehicle for any injuries caused by the driver of the vehicle whether by accident or otherwise.
- 4.27 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 service provider. The driver as well as Agency shall comply with relevant rules and regulations of Motor Vehicles 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 what so-ever. 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.
- 4.28 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.
- 4.29 The Agency shall be personally responsible for any theft, misconduct and /or disobedience on the part of drivers so provided by him.
- 4.30 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 Agency without any extra charges.
- 4.31 The vehicles deployed for duty for the user department shall at no point of time carry any person other than personnel authorized by user department.

- 4.32 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/service provider will lead to unilateral termination of the contract with immediate effect. The Agency has to ensure the safety of passenger by avoiding negligent driving by their drivers such as over speeding, rash driving, and driving vehicle without brakes/defective brakes.
- 4.33 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.

#### **5. Obligations of Principal:**

- 5.1 Principal shall make the payment towards hiring charges of the vehicle at the end of 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.
- 5.2 The payment shall be subject to any deductions such as penalties, statutory deduction etc.
- 5.3 Principal 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 service provider.
- 5.4 The Principal shall be responsible for costs relating to fuel, toll gate charges and parking charges and other statutory levies, if any, paid during the journey would be billed on actual and shall be paid by Principal.
- 5.5 All distances shall be calculated from the reporting point. No payment shall be made for journey from garage to reporting point.

#### **6. Termination:**

- 6.1 The Principal shall have the right to terminate this Agreement, upon it giving 1 (one) months' notice in writing.
- 6.2 The Agency shall have the option to terminate this Agreement upon giving 1 (one) months' notice in writing and upon refund of any rental fees paid in advance, over and above the notice period.
- 6.3 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.

#### **7. Force majeure**

Neither party to this Agreement shall be liable for failure to perform any of its obligations hereunder if prevented from doing so by reason of force majeure.

#### **8. Entire agreement**

This Agreement together with the schedules and annexes hereto constitutes the entire agreement and understanding between the Parties and supersedes all previous agreements, understandings and/or representations between the Parties.

#### **9. Waiver of remedies**

No forbearance, delay of indulgence by either Party in enforcing the provisions of this Agreement shall prejudice or restrict the rights of either Party nor shall any waiver of its rights operate as a waiver of any subsequent breach and no right, power or remedy herein conferred upon or reserved for the Party is exclusive of any other, power or remedy available to the Party and each such right, power or remedy shall be cumulative.

**10. Assignment & change in ownership/management:**

10.1 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 Principal.

10.2 The Agency shall immediately notify Principal of any change of ownership or management of the Agency's business.

**11. Headings:**

The headings to the clauses of this Agreement are for the ease of reference only and shall not affect the interpretation or construction of the Agreement.

**12. Resolution of disputes:**

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 Secretary of the concerned Administrative Department on behalf of Government of Odisha and the Authorized signatory of the Service Provider.

**13. Applicability of laws:**

The Agreement shall be governed by the Indian Laws for the time being in force.

**WITNESS WHEREOF** the parties hereto have subscribed their respective hand this \_\_\_\_\_ day of \_\_\_\_\_ first above written.

**FOR AND ON BEHALF OF Governor of Odisha**

(AUTHORISED SIGNATORY)

Principal

**WITNESS:**

1.

2.

**FOR AND ON BEHALF OF Service Provider/Agency**

(AUTHORISED SIGNATORY)

**WITNESS:**

1.

2.

In the presence of

Name:

Address:

Signature:

