



OFFICE OF THE DEPUTY DIRECTOR OF MINES, JEYPORE CIRCLE,
DIST- KORAPUT.

Lane 7A, Lingaraj Nagar, Jeypore, 764004

Mall: - ddm-jeyporemm@od.gov.in,

Notice No. 3129 / Mines,

Date: 16.12.2025

Quotation/Tender Call Notice

Sealed quotations/tenders are invited from interested reputed Travel Agencies / Tour Operators / Individuals for providing 4 No(s) of vehicles (e.g., Bolero or similar) having a sitting capacity of not more than 7 (including driver), which shall conform to the Terms and Conditions (as per Annexure-A of F.D. O.M. 15836).

The vehicles are required for official use in the Office of the Deputy Director of Mines, Jeypore Circle, and its subordinate Mining Offices **(One Each in Koraput, Malkangiri, Nabarangapur & Rayagada Districts)** for enforcement activities under the "Prevention of theft of Minor Minerals and eviction Activities" scheme. The hiring will be on a monthly rent basis.

1. Period of Contract: The hiring will be for a short-term period of **three (03) months, tentatively from 01.01.2026 to 31.03.2026.**

2. Vehicle & Driver Conditions:

- The sealed envelope along with the name and address superscribed on the envelope and clearly marked ***the "Quotation call Notice for Hiring of the vehicle for _____ District"***. The bidder must specify if they are bidding for one, some or all locations. The Quotations received after the due date and time will not be entertained. The service provider shall have a valid GST registration to participate in the tendering.
- 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 a valid Registration Certificate, Insurance Certificate, Fitness Certificate (must if the vehicle is more than 3 years), Pollution Certificate, and valid Contract Carriage Permit.
- The Driver must have a valid Driving License for a light transport passenger vehicle and be experienced, well-behaved, gentle, and obedient.

3. EMD (Earnest Money Deposit):

- A sum of Rs. 5,000/- shall be deposited by the intending bidders in the shape of an Account Payee Bank Draft drawn in favour of the **Deputy Director of Mines, Jeypore Circle** and submitted along with the tender as EMD. The EMD will be refunded to unsuccessful bidders after the tender is finalized.

4. Rates and Mileage:

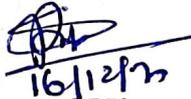
- The monthly rate of hire charge (excluding GST) must be quoted separately. **This rate does not include fuel cost**, which will be paid separately based on norms.
- The quoted rate **cannot exceed the maximum monthly hiring charge of Rs. 37,200/-** (Rupees Thirty-seven thousand two hundred only) as fixed by the Finance Department O.M. No. 15836 dated 27.05.2025 for this category of office.
- The vehicle must achieve a minimum fuel efficiency of **10 KM per litre**.

5. Submission Details:

- The details of the vehicle (make, year, registration no.) and driver (name, DL no.) must be provided in the bid information (as per Annexure-B of the O.M.).
- The Quotation completed in all respects should reach the undersigned on or before **29.12.2025** by **3:00 P.M.** by hand/ By registered post at **"Office of Deputy Director of Mines, Jeypore Circle, Lane no -7A, Lingaraj Nagar, Irrigation Colony, Jeypore, 764004"** and shall be opened on the same day at **4:00 P.M.** in the presence of the bidders or their authorized representatives.
- The Quotation will be open on given date and time by the Committee members even if no Bidder or their representative is present.
- If the Schedule date will be declared as Holliday, the Quotation will be opened on next working date as per same time.
- All the documents must be inserted in the sealed envelop and clearly marked the "Quotation Call Notice for Hiring of vehicle" on the top of the envelope.
- The application form of quotation/ tender containing General Bid information & Terms and Conditions for Hiring of Vehicles etc can be downloaded from district websites <https://koraput.odisha.gov.in/> from Dt. 18.12.2025 to 29.12.2025.

6. Other Terms:

- All other terms and conditions will be as per the Finance Department O.M. No. 15836 dated 27.05.2025 and its Annexures (A & B), and the Model Service Provider Agreement (Annexure-II).
- The undersigned reserves the right to cancel any or all tenders without assigning any reason thereof.


Deputy Director of Mines Jeypore Circle
Deputy Director of Mines,
Jeypore Circle, Dist.-Koraput

Terms & 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 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. 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.


Seal & Signature of Director of Mines,
Koraput, Dist. - Koraput
Quotation / Tender Calling Authority with Designation

General Information

Sl No	Particulars	
1	Name of the Service Provider	
2	Complete Address	
3	GST Number	
4	GeM Registration Number	
5	Bank Account No and 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 the Driver	
16	D.L. No. & Validity of the D.L. of the Driver	
17	Contact Number of the Service provider	
18	Contact number of Driver	
19	Proposed hire Charge of the vehicle per month excluding fuel cost	
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 & Signature of Tenderer