



OFFICE OF THE DISTRICT FISHERIES OFFICER, KORAPUT, JEYPORE
Phone No. 06854-233083, email id: adfkpt@gmail.

Letter No.....662...../ 2025-26, Dated. 24 .03.2026

To

**The District E-Governance Manager,
Collectorate, Koraput.**

Sub: - Publication of advertisement for engagement of hiring of vehicle for District Fisheries Officer, Koraput, Jeypore in the official website of Koraput district at www.koraput.odisha.gov.in

Sir,

With reference to the subject cited above, I am to request you to publish the advertisement for engagement of hiring a vehicle for District Fisheries Officer, Koraput, Jeypore.

Therefore, I am enclosing herewith the advertisement for (Copy enclosed) audit of the account of District Fisheries Officer, Koraput, Jeypore in the above official district website at the earliest.


**District Fisheries Officer
Koraput, Jeypore**

Annexure-1

Standard Bidding Documents

Government of Odisha

.....Department/ Heads of Department/Office

Quotation/Tender Call Notice

Sealed quotations/Tenders are invited from the interested reputed Travel Agencies/Tour Operators or Private individuals for providing 1 (one) no. of vehicle of A.C. Diesel/ Petrol driven vehicle having sitting capacity not more than 5 including driver, which shall confirm to the terms and condition (Annexure-I,II,III) for engagement in the office of the District Fisheries Officer, Koraput, Jeypore, on monthly hire basis, with ceiling limit of Rs.24000/- (Twenty four thousand) only including wage of driver and all applicable deduction.

- 1) 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, valid Contract Carriage Permit, proof of up to date tax payment etc. which are mandatory of plying of vehicle.
- 2) 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.
- 3) The Driver should be well behaved, gentle and obedient in nature.
- 4) A sum of **5000** shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the **District Fisheries Office, Koraput, Jeypore** and submitted along with the tender as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders.
- 5) The monthly rate of hire charge be quoted separately in the general bid information (excluding fuel and lubricants).
- 6) The vehicle must achieve a fuel efficiency of 17 Kms per litre.
- 7) The details of the make and year of manufacture of the vehicle registration no, mileage (Kms 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 (Annexure-III).
- 8) The Quotation completed in all respect should reach the undersigned on or before **07.04.2026** by **11.00** p.m. and shall be opened in the same day at **3.00** pm in presence of the bidders or their authorized representatives.
- 9) The application form of quotation/tender containing General Bid Information and Terms and conditions for Hiring of Vehicles etc. will be available with District Fisheries Office, Koraput, Jeypore of the Department/Heads of Departments/ Office on payment of Rs 100/- from **24.03.2026 to 07.04.2026** or can be downloaded from Odisha Govt. Website www.Odisha.gov.in from **24.03.2026 to 07.04.2026**. In case the application form is downloaded from Govt. website the applicant shall furnish a Demand Draft for an amount **Rs 100/- (Rupees One Hundred)** only towards the cost of application along with the application.
- 10) Newer vehicle will be given preference.
- 11) The service Provider shall have a valid registration to participated in the tendering.
- 12) The service Provider, participating in the bidding process under the jurisdiction of the Municipal Corporation, shall be registered on GeM Platform.
- 13) The undersigned reserves the right to accept/reject any / all offer(s) without assigning any reason thereof.

Seal and Signature of
Quotation / Tender Calling Authority
Designation
Koraput, Jeypore

Annexure-II

TERMS AND CONDITIONS FOR HIRING OF VEHICLES

The following terms and conditions must be fulfilled by the successful bidder for providing a vehicle on hire on a monthly rent basis.

- 1) The hired vehicle 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. 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 whatever. The hirer shall be responsible for all such litigation.
- 2) The hire charges to be paid for monthly basis is final but does not include cost of diesel which is to be paid separately basing on actual consumption and lubricants as per existing Government norms. All the expenditure of the vehicle towards repair, replacement of spare parts, lubricating oil of Engine, Gear Box and differential Coolant, Tyres and Tubes, Battery etc. will be borne by the bidder.
- 3) It shall be the responsible of the bidder to provide a good driver and the salary of the driver shall be borne by the bidder.
- 4) In case of breakdown for reasons whatever the replacement of a vehicle of the same or better model shall be provided by the owner of the vehicle/bidder.
- 5) In case on the vehicle do not report regularly the authority will be at liberty to reject the agreement and may engage vehicle from other source.
- 6) The vehicle shall report for duty for minimum of 25 days in a month.
- 7) In case of emergency, the driver will have to report for duty as per the requirement of hirer. No extra payment shall be demanded.
- 8) Monthly hire charges and reimbursements towards cost of diesel (as per actual) and lubricants (as per Govt. norms) of selected bidders 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.
- 9) 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.
- 10) If the services are found to be unsatisfactory, the client shall give one-month notice and terminate the agreement.
- 11) 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.
- 12) If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.


Signature of

GENERAL INFORMATION FOR HIRING OF VEHICLES**(ANNEXURE-III)**

1	Registration No. of Vehicle-	
2	Type of Vehicle (AC/Non-AC)-	
3	Year of Manufacture-	
4	Model-	
5	Date of Registration-	
6	Name and complete address of the Owner of Vehicle-	
7	Fitness Certificate Validity-	
8	Permit Validity-	
9	Insurance Validity-	
10	Name and Address of the Driver-	
11	DL No. and Validity of the D.L. of the Driver-	
12	Proposed hire charge of the Vehicle per month Excluding fuel cost.	
13	Rate of fuel consumption/ Mileage per litre-	
14	Contact Number of the Service Provider (Tender/Quotationer) Mobile.....Telephone.....	

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

**Seal and Signature of the
Quotationer/Tenderer**