



ଜିଲ୍ଲା ଦକ୍ଷତା ବିକାଶ ତଥା ନିଯୋଜନ କାର୍ଯ୍ୟାଳୟ, କୋରାପୁଟ

DISTRICT SKILL DEVELOPMENT cum EMPLOYMENT OFFICE, KORAPUT

Contact no.06852-296347

Email: - deo_korapat@rediffmail.com / deekorapat@gmail.com



No 232 /DSDE(O), Korapat

Dated the 16.04.2026

SHORT QUOTATION CALL NOTICE

Sealed Quotations are invited from any Individuals/ Tour operators/ Travel agents/ Firms for supply of one commercial Tiago/Bolt/Celerio class vehicle having sitting capacity of not more than five, including the driver on monthly hiring basis for the FY 2026-27 to FY 2028-29, subject to renewal on half-yearly basis, to be engaged at District Skill Development cum Employment Office, Korapat as per the terms and conditions laid down below.

HOW TO APPLY

1. The details regarding bidding format, terms and conditions may be obtained in person from the District Skill Development cum Employment Office, Korapat on any working day by paying ₹200/- (Rupees Two Hundred) only.
2. The details of the tender containing terms and conditions can also be downloaded from official district portal i.e. www.korapat.odisha.gov.in (from tender section). In case the tender with application form is downloaded from the above website, the bidder/tenderer/ quotationers/applicant has to furnish a Demand Draft for an amount of ₹200/- (Rupees Two Hundred) only in favour of District Skill Development cum Employment Officer, Korapat payable at Korapat and submit the draft along with the tender in a sealed envelope. Any tender received with the tender paper cost will be rejected.
3. After completion of the tender process, a sum of ₹5,000/- (Rupees Five Thousand) only shall be deposited by the successful bidders in shape of account payee Bank draft drawn in favour of **The District Skill Development cum Employment Officer, District Skill Development cum Employment Office, Korapat** as Security Deposit. After completion of the agreement period, the amount will be refunded to unsuccessful bidders.
4. The tenders should reach the office of the undersigned by 24.04.2026 till 12:00 Noon through Speed Post or Registered Post or Courier Services only. Any tender received after the stipulated time will be rejected.
5. The tender will open on the same day at 03:30 P.M in the office chamber of the **ADM(General), Korapat** in the presence of the bidder/tenderer/ quotationers/ their authorized representatives (if any).
6. The undersigned is not responsible for any kind of postal delay and reserves all rights to cancel any or all the tenders at any stage of selection finalization process without assigning any reasons thereof.
7. Hiring cost would not exceed the limit of ₹24,000/- as specified by Government of Odisha (Finance Department) and the vehicle should achieve minimum average mileage of **17 KM per Litre** for District level offices as specified by Government Of Odisha (Finance Department) Order No. 15836 dated 27.05.2025.
8. The quotation should be submitted in **one sealed envelope**.
9. Each bidder/tenderer/ quotationer shall submit only one price quotation.
10. Each Page of bid document should be self attested by the bidder/tenderer/ quotationer.
The sealed envelope is to be addressed as – “Quotation for providing vehicle on monthly rental basis to District Skill Development cum Employment Office, Korapat”
To - “**The District Skill Development cum Employment Officer, District Skill Development cum Employment Office, Main Road, Korapat - 764020**”.
11. The District Skill Development cum Employment Officer, Korapat reserves the right of acceptance or rejection of any or all quotations received without assigning any reasons thereof.
12. Any typographical error may be exempted.

17. Arbitration: District Skill Development cum Employment Officer, Koraput and the selected service provider will make every effort to resolve amicably by direct negotiations, any disagreement of dispute arising between them under or in connection with the work assigned, in case of their failure to resolve the matter, the same will be referred to the Director of Skill Development cum Employment, Odisha whose decision will be final and binding on both parties.
18. All legal disputes are subject to the jurisdiction of Koraput courts only.

ELIGIBILITY CRITERIA

1. The vehicle must have valid Registration Certificate, Commercial permit (Contract Carriage Permit), Insurance Certificate, Fitness Certificate, Pollution clearance certificate, proof of up to date of tax payment which are mandatory (**Photo copies of all the documents are to be submitted along with the bid**). All original documents of the above mentioned permits/certificates have to be produced at the time of verification. Failure to produce original documents will lead to rejection of the tender.
2. The Driver of the vehicle must have a valid Driving Licence for driving light transport passenger vehicle (**Photo copy to be enclosed**). Original document to be produced at the time of verification.
3. Photocopy of Annual GST return (GSTR-9) or Copy of last 3 filed monthly GST returns (GSTR-1)
4. The driver of the vehicle should have a clean track record without any history of conviction in the court of law.

AWARD OF CONTRACT

1. The District Skill Development cum Employment Officer, Koraput shall award the contract to the bidder whose quotation shall be determined to be substantially and technically responsive as well as financially remunerative and lowest.
2. Hiring cost would not exceed the limit of ₹24,000/- as specified by Government Of Odisha (Finance Department) and the vehicle should achieve minimum average mileage of 17 KM per Litre for District level offices as specified by Government Of Odisha (Finance Department) Order No. 15836 dated 27.05.2025.
3. The District Skill Development cum Employment Officer, Koraput reserves the right of acceptance or rejection of any or all quotations received without assigning any reasons thereof.
4. The sealed quotation shall be received in the District Skill Development cum Employment Office, Koraput. The last date of submission of offers is 24.04.2026 up to 12:00 Noon and sealed quotations shall be opened on 24.04.2026 at 03:30 P.M in presence of the tender committee members, bidders or their authorised representative. The quotations received after the schedule date and time shall not be entertained in any circumstances.


ADM (GENERAL) CUM CHAIRPERSON OF THE SELECTION COMMITTEE
KORAPUT.

Memo No. 233(5) / DSDEO, Koraput

Dated the 16.04.2026.

Copy forwarded to:

1. To all members of the tender selection committee for information.
2. The Director of Skill Development cum Employment & CEO, OSDA, Bhubanswar for favour of kind information.
3. The District e-Governance Officer, Koraput with a request to publish this quotation call notice in the district portal (www.koraput.odisha.gov.in) for the information of the willing quotationers.
4. The local vehicle/Cab owners association Koraput/ Jeypore.
5. The office notice board/ Skill Development cum Employment sub-office, Jeypore for information of the public.


DISTRICT SKILL DEVELOPMENT cum EMPLOYMENT OFFICER
KORAPUT

Annexure –I

**“HIRING OF VEHICLE ON MONTHLY BASIS FOR DISTRICT SKILL DEVELOPMENT CUM
EMPLOYMENT OFFICE, KORAPUT”**

1.	Name of the Bidder/quotationer/Service Provider		
2.	Status of the Bidder/quotationer/ Service Provider (Individual/ Tour operators/ Travel agents/ firms)		
3.	Detail Address with Contact No. of the Bidder/ quotationer/ Service Provider		
4.	GST Registration Details (Proof to be attached)		
5.	PAN Details (Proof to be attached)		
6.	Vehicle Details (All photocopies to be attached and originals to be produced at the time of bid opening)	Name of the Owner	
		Make & Model of the Vehicle	
		Registration No.	
		Date of Registration	
		Permit No & Validity	No – Valid Upto -
		Fitness Certificate No & Validity	No – Valid Upto -
		Road tax clearance up to	
		Insurance Certificate No & Validity	No – Valid Upto -
		Pollution Certificate No & Validity	No – Valid Upto -
7.	No. of vehicles available other than the bid vehicle		
8.	D.L. No & Validity of the D.L. of the driver (Proof of Driving License to be attached)		
9.	Bank Account No. & IFSC Code	Bank Account No. – IFSC Code –	
10.	Monthly Hire Rate in Rs. (Excluding fuel Cost)		
11.	GST Rate		
12.	Rate of Fuel consumption in KM/L.		
13.	Blacklisted by any Central/ State Government/ PSUs in India. (Yes/No)		

(Note: Hiring cost would not exceed the limit of ₹24,000/- as specified by Government Of Odisha (Finance Department) and the vehicle should achieve minimum average mileage of 17 KM/L for District level offices as specified vide Order No. 15836 dated 27.05.2025.)

Contd-

Annexure -I (Contd.)

Declaration

I/We hereby certify that the terms and conditions given with the tender notice have been read carefully and acceptable to me/us and that the information furnished above are full and correct to the best of my/our knowledge. I/We understand that in case of any deviation/ false information in the above statement at any stage, me/our firm/agency will be blacklisted/ debarred and will not have any dealing with your organisation in future.

Date:

Place:

Signature of the Quotationer

Name:

Address:

Phone no: