



**OFFICE OF THE DISTRICT MAGISTRATE & COLLECTOR, KORAPUT
(District Child Protection Unit)**

Department of Women & Child Development and Mission Shakti, Govt. of Odisha

Letter No. 429 /DCPU/ 2026

Date: 12/05/2026

To

The District E-Governance Manager
Collectorate, Koraput

Sub: Publication of advertisement for engagement of hiring a vehicle for DCPU,
Koraput 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 DCPU, Koraput.

I am herewith enclosing the advertisement for (copy enclose) the audit of account of DCPU, Koraput in the above official district website.

Yours faithfully

[Handwritten Signature]
12.5.26

District Child Protection Officer
Koraput



**OFFICE OF THE DISTRICT MAGISTRATE & COLLECTOR, KORAPUT
(District Child Protection Unit)**

Department of Women & Child Development and Mission Shakti, Govt. of Odisha

No: 427 / DCPU/2026

Date: 19.5.2026

QUOTATION CALL NOTICE

Sealed quotations/tenders are invited from interested reputed Travel Agencies/ Tour Operators/ individuals for providing **1 no. of vehicles (Bolero Neo, Dzire & Etios etc)** having sitting capacity not more than 6 including driver, which shall conform to the Terms and conditions(Annexure-A) for engagement in District Child Protection Unit, Collectorate, Koraput for official use on monthly hire basis with ceiling limit of Rs. 24000/- including wage of driver.

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 Municipal Corporations, 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/- shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the **District Child Protection Unit, Koraput** and submitted along with the quotation as EMD. After completion of quotation process, EMD shall be refunded to unsuccessful bidders.
7. The monthly rate of hire charges be quoted separately in the general bid information, excluding GST be quoted separately, excluding fuel.
8. The Vehicle must achieve a fuel efficiency of 17km per litter.
9. The details of the make and year of manufacture of the vehicle registration No. Mileage (Kms covered per litter) 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-B).
10. The quotation completed in all respect should reach the undersigned on or before 19.05.2026 by 4.30 pm and shall be opened on the same day at 5pm in presence of the bidders or their authorised representatives.
11. The application form of quotation/tender containing General Bid Information & Terms and conditions for Hiring of Vehicles etc. will be available with 18.05.2026 can be downloaded from Website www.koraput.odisha.gov.in from Date 11.05.2026 to Date 18.05.2026 .


Chairperson-cum-Addl. District Magistrate(Gen.)
Koraput

Memo No. 428

Date: 19.5.2026

Copy to RTO, Koraput /DSWO, Koraput with a request to affix in their respective notice board for wide circulation.


Chairperson-cum-Addl. District Magistrate(Gen.)
Koraput

TERMS & CONDITIONS FOR HIRING OF VEHICLE

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.


Chairperson-cum-Addl. District Magistrate(Gen.)
Koraput

GENERAL INFORMATION FOR HIRING VEHICLES

Sl.No.	Particulars	
01.	Name of the Service Provider	
02.	Complete Address	
03.	GST Number	
04.	GeM Registration Number	
05.	Bank Account No and IFSC Code	
06.	Registration No. of Vehicle	
07.	Year of Manufacture	
08.	Make & Model	
09.	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 the
Quotationer/Tenderer