

OFFICE OF THE CHIEF DISTRICT VETERINARY OFFICER: SAMBALPUR
At-Sakhi Para, Sambalpur, 768001 cdvo2020gmail.com

ANNEXURE-I

QUOTATION/TENDER CALL NOTICE

Order No 3832/CDVO(SBP)

Dt. 16/7/2025

Sealed quotations/tenders are invited from interested reputed Travel Agencies/ Tour Operators or private individual having GST Number for providing 01 no. of AC Petrol driven vehicle (TIAGO/BOLT/CELERIO/swift) for official use of Chief District Veterinary Officer, Sambalpur.

1. The vehicle must be in Road Worthy condition, shall not be more then 3 years old from the date of initial registration and must have valid Registration Certificate, Fitness Certificate, valid Contract Carriage Permit, proof of up to date tax payment etc. which are mandatory for 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 Rs.5000/- shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the Chief District Veterinary Officer, Sambalpur 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 and GST)
6. The Maximum hire charge for the vehicle will be Rs.24,000/- par month excluding GST
7. The vehicle must achieve a fuel efficiency of 17Km per liter of petrol.
8. The details of the make and year of manufacture of the vehicle, registration No _____ mileage (Kms covered per liter) 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)
9. The Quotation completed in all respect should reach the undersigned on or before Dt.25.07.2025 by 01:00PM and shall be opened on the same day at 03:00 PM in presence of the bidders or their authorized representatives.
10. The application form of quotation /tender containing General Bid Information & Terms and conditions for Hiring of Vehicles etc. will be available with O/o CDVO, Sambalpur on payment of Rs. 100/- (for each vehicle bidden upon) from 16.07.2025 to 25.07.2025.
11. The Chief District Veterinary Officer, Sambalpur holds the right to cancel all the quotations/tender paper at any stage without assigning any reason thereof.

Encl: Annexure-II & III


Chief District Veterinary Officer
Sambalpur

Memo No 3833^(a) /Dt 16/7/2025

Copy forwarded to the Deputy Director, DHVS Sambalpur/All BVOs of Sambalpur District for information with a request to display the notice in their respective notice Boards.



Chief District Veterinary Officer
Sambalpur

Memo No 3834 /Dt 16/7/2025

Copy forwarded to Notional Information Centre, Sambalpur District for information with a request to upload the advertisement in the NIC District Portal.



Chief District Veterinary Officer
Sambalpur

Memo No 3835 /Dt 16/7/2025

Copy forwarded to RTO, Sambalpur District for information with a request to display the notice in his Office notice Boards.



Chief District Veterinary Officer
Sambalpur

Memo No 3836⁽³⁾ /Dt 16/7/2025

Copy forwarded to SDVO Sambalpur/Rairakhol/Kuchinda for information with a request to display the notice in their office Notice Boards & Notice Board of CDVO, Sambalpur.



Chief District Veterinary Officer
Sambalpur

Memo No 3837 /Dt 16/7/2025

Copy forwarded to CDO-Cum-EO, Zilla Parisad, Sambalpur for information with a request to display the notice in the notice Board for wide publicity.



Chief District Veterinary Officer
Sambalpur

Memo No 3838 /Dt 16/7/2025

Copy submitted to ADM(Administration) for information and necessary action.



Chief District Veterinary Officer
Sambalpur

Memo No 3839 /Dt 16/7/2025

Copy submitted to the Director of Animal Husbandry and Veterinary Services, Odisha, Cuttack for favour of information and necessary action with reference to Directorate letter No 6939 Vet Dt 01.06.2023 & Govt. of Odisha Finance Department letter No 15836 dated 27.05.2025



Chief District Veterinary Officer
Sambalpur

TERMS & CONDITIONS FOR HIRING OF VEHICLE

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

1. The hired vehicles, during period of contract, shall have all necessary valid MV documents such as :- valid Registration Certificate, Insurance Certificate, Fitness Certificate, valid Commercial 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 whatsoever. The hirer shall be responsible for all such litigation.
2. The hire charges to be paid for monthly basis in final but does not include cost of petrol, 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 & differential Coolant, Tyres & Tubes. Battery etc. will be borne by the bidder.
3. It shall be the responsibility of the bidder to provide a good driver and the salary of the driver shall be borne by the owner.
4. In case of breakdown for reasons whatsoever the replacement of a vehicle of the same or better model shall be provided by the owner of the vehicle/bidder.
5. In case of 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 vehicles shall report for duty on all Govt. working days and as and when required.
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 reimbursement towards cost of petrol (as per actual) and lubricants (as per Govt. norms) of selected bidder 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 service 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.
13. The maximum hiring charges should be Rs.24,000/- (excluding GST).


Chief District Veterinary Officer
Sambalpur

GENERAL INFORMATION FOR HIRING VEHICLE FOR THE O/O C.D.V.O. SAMBALPUR

- 1) Name/Names of the District for which quoted :-
- 2) Registration No. of Vehicle :-
- 3) Type of Vehicle (AC/Non-AC) :-
- 4) Year of Manufacture :-
- 5) Model :-
- 6) Date of registration :-
- 7) Name & complete address
of the owner of vehicle :-
- 8) Fitness Certificate validity :-
- 9) Permit validity :-
- 10) Insurance Validity :-
- 11) Name /Address of the Driver :-
- 12) D.L. No. & Validity of the D.L. of the Driver :-
- 13) Proposed hire Charge of the vehicle per month
Excluding fuel cost:- :-
- 14) GST Registration No.of the Bidder(Mandatory):-
- 15) Contact Number of the Service provider (Tenderer / Quotationer)

Mobile..... Telephone.....

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

- NB:- 1) Copy of all documents for above should be enclosed.
2) For each vehicle separate sets of documents along with Annexure III should be submitted.

Seal & Signature of the
Quotationer/Tenderer