



GOVERNMENT OF ODISHA
DEPARTMENT OF WATER RESOURCES

OFFICE OF THE SUPERINTENDING ENGINEER
MAIN DAM DIVISION, BURLA

QUOTATION DOCUMENT

QCN No. : MDD-14/2025-26 Dated 20.03.2026

Name of Work:

**Hiring of one private vehicle for official use of Asst. Executive
Engineer, Right Bank Sub-Division, Burla for the year 2026-27
(For the period from 01.05.2026 to 31.03.2029)**

(This Quotation Document contains 08 sheets including this cover page)

**Superintending Engineer,
Main Dam Division, Burla**

**OFFICE OF THE SUPERINTENDING ENGINEER,
MAIN DAM DIVISION, BURLA
AT/PO – BURLA, DIST.SAMBALPUR (ODISHA) 768017
Email Id : semaindamdivn@gmail.com**

No.MDD/ 3460

/Dated : 20.03.2026

QUOTATION CALL NOTICE No. MDD-14 /2025-26 Dated:

Sealed Quotations/tenders are invited from interested reputed Travel agencies/ Tour operators/ Private individuals for providing No of vehicles having sitting capacity not more than 07 including driver, which shall conform to the Terms and conditions (Appendix-A) for official use in Water Resources Department,O/o the Superintending Engineer, Main Dam Division, Burla /Office on monthly rent basis. Non-AC/AC Diesel/ Petrol driven vehicle or BS-VI emission compliant (Petrol / Diesel) vehicle (**Scorpio /Creta / Maindra Marazzo / Innova / Ertiga / Bolero**)

Sl. No.	Name of Work	Type of vehicle	Fuel Used	Required No.
1	Hiring of one private vehicle for official use of Chief Engineer & Basin Manager, Mahanadi Basin, Burla for the year 2026-27 (For the period from 01.05.2026 to 31.03.2029)	Scorpio / Creta /Mahindra Marazzo/ Innova	Diesel/ Petrol	01 (One)
2	Hiring of one private vehicle for official use of Addl. Chief Engineer, Hirakud Dam Circle, Burla for the year 2026-27 (For the period from 01.05.2026 to 31.03.2029)	TUV 300 / Bolero / Sumo Gold / Erttiga	Diesel/ Petrol	01 (One)
3	Hiring of one private vehicle for official use of Superintending Engineer, Main Dam Division, Burla for the year 2026-27 (For the period from 01.05.2026 to 31.03.2029)	TUV 300 / Bolero / Sumo Gold / Erttiga	Diesel/ Petrol	01 (One)
4	Hiring of one private vehicle for official use of Asst. Executive Engineer, Main Dam Sub-Division, Hirakud for the year 2026-27 (For the period from 01.05.2026 to 31.03.2029)	TUV 300 / Bolero / Sumo Gold / Erttiga	Diesel/ Petrol	01 (One)
5	Hiring of one private vehicle for official use of Asst. Executive Engineer, Right Bank Sub-Division, Burla for the year 2026-27 (For the period from 01.05.2026 to 31.03.2029)	TUV 300 / Bolero / Sumo Gold / Erttiga	Diesel/ Petrol	01 (One)
6	Hiring of one private vehicle for official use of Asst. Executive Engineer, Left Bank Sub-Division, Hirakud for the year 2026-27 (For the period from 01.05.2026 to 31.03.2029)	TUV 300 / Bolero / Sumo Gold / Erttiga	Diesel/ Petrol	01 (One)

Sale & dropping of Quotation Document		Drop of Quotation last date	Opening of Quotation
From	To	06.04.2026 Upto 5.00 P.M.	07.04.2026 At 11.30 AM
26.03.2026 At 10.00 AM	06.04.2026 Upto 1.30 P.M.		

- The details are available in office of the **Superintending Engineer, Main Dam Division, Burla** as well as during the office hours and also in the websites <http://dowrodisha.gov.in> , [http:// odisha.gov.in](http://odisha.gov.in) and <https://sambalpur.odisha.gov.in>
- The service provider shall have a valid GST registration to participate in the tendering.
- The service provider, participating in the bidding process under jurisdiction of Municipal Corporation, shall be registered on GeM platform.
- 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.

5. 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.
6. The Driver should be well behaved, gentle and obedient in nature.
7. A sum of **Rs.5000/-** shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the **Superintending Engineer, Main Dam Division, Burla** and submitted along with the tender as EMD. After completion of tender process, EMD shall be refunded to unsuccessful bidders.
8. The monthly rate of hire charge, excluding GST be quoted separately, excluding fuel.
9. The vehicle must achieve a fuel efficiency of **10 KM per litre**.
10. The details of the make and year of manufacture of the vehicle, registration No., mileage (KM covered per litre) and name of the Driver, 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)
11. The Quotation completed in all respect should reach the undersigned on or before **06.04.2026 by 5.00 P.M.** and shall be opened on dated **07.04.2026 at 11.30 A.M.** in presence of the bidders or their authorized representatives.
12. The application form of quotation / tender containing General Bid Information & Terms and condition for Hiring of vehicles etc. will be available with **26.03.2026 at 10.30 AM**. can be downloaded from Odisha Govt. Website www.Odisha.gov.in from Date **26.03.2026 at 10.30 AM** to Date **06.04.2026 upto 1.30 PM**.
13. Quotation through Fax /Telex /Telegram / e-mail / Post will not be accepted. Dropping should be accepted in this Division Office in the tender box.
14. If the date of receipt of Quotation and date of opening of Quotation happens to be a holiday, then the date will be deferred to the next working day, however, the time and venue shall remain unaltered.
15. The authority reserved the right to reject any or all the tenders / quotations without assigning any reason thereof

Sd/-

Superintending Engineer,
Main Dam Division, Burla

/Dated: 20.03.2026

Memo No: 3461 (3)

Copy submitted to the Engineer-in-Chief, Water Resources, Odisha, Secha Sadan, Bhubaneswar / Chief Engineer & Basin Manager, Mahanadi Basin, Burla / Additional Chief Engineer, Hirakud Head works & Additional Spillway, Burla for favour of kind information.

Sd/-

Superintending Engineer

/Dated: 20.03.2026

Memo No: 3462 (WE)

Copy along with Soft Copy & hard copy of Paper Publication Notice submitted to the Deputy Director-cum-Deputy Secretary (Advertisement), Information & Public Relation Department, Office of the Director of Public Relation, Govt. of Odisha, Bhubaneswar for kind information and necessary publication in most widely circulated two odia dailies on or before **25.03.2026**. The soft copy of the notice also sent through Mail Id: iprsec.or@nic.in / jpr.advt@gmail.com. Action may please be taken to consume minimum possible space for the publication. The advertising agencies may kindly be requested to send complimentary copies of the publication to the undersigned for necessary reference.

- Encl: 1. Quotation Call Notice - soft copies
2. Short version of the paper publication Notice

Sd/-

Superintending Engineer

Memo No: 3463 (WE)

/Dated: 20.03.2026

Copy along with Soft Copy & hard copy of Quotation Call Notice and quotation documents submitted to the Director, Monitoring and Evaluation, Office of the Engineer-in-Chief, Water Resources, Odisha, Secha Sadan, Bhubaneswar for favour of kind information with a request for posting of Quotation Call Notice with quotation documents on DOWR website www.dowrodisha.gov.in by **25.03.2026**. The soft copy of the quotation call notice alongwith quotation documents also sent through Mail Id: ddmis-eicwr.od@nic.in.

Sd/-

Superintending Engineer

- Encl: 1) Quotation Call Notice - Soft copies
and quotation documents.

Memo No: 3464 (WE)

/Dated: 20.03.2026

Copy along with Soft Copy & hard copy of Quotation Call Notice and quotation documents submitted to the Technical Head, State Portal Group, NIC, Odisha Secretariat, Bhubaneswar with a request for posting of Quotation Call Notice with quotation documents in Govt. website www.odisha.gov.in by 25.03.2026. The soft copy of the quotation call notice alongwith quotation documents also sent through Mail Id: tendersorissa@gmail.com.

Encl: 1) Quotation Call Notice - Soft copies (compact Disc.)
and quotation documents.

Sd/-
Superintending Engineer

Memo No: 3465 (2)

/Dated: 20.03.2026

Copy submitted to the Director, Printing, Stationary & Publication, Odisha, Cuttack for publication in Gazette / Deputy Director, National Informatics Centre, Bhubaneswar for favour of information.

Sd/-
Superintending Engineer

Memo No: 3466 (WE)

/Dated: 20.03.2026

Copy along with Soft Copy & hard copy of Quotation Call Notice and quotation documents submitted to the Technical Director & District Informatics Officer, Sambalpur for information and necessary action with a request to display the quotation call notice with quotation documents in <http://sambalpur.odisha.gov.in> by 25.03.2026. The soft copy of the quotation call notice alongwith quotation documents also sent through Mail Id: degcsam.od@nic.in

Encl: 1) Quotation Call Notice - Soft copies
and quotation documents.

Sd/-
Superintending Engineer

Memo No: 3467 (2)

/Dated: 20.03.2026

Copy submitted to the Collector, Sambalpur/ Superintendent of Police, Sambalpur for favour of kind information.

Sd/-
Superintending Engineer
/Dated: 20.03.2026

Memo No: 3468

: Copy to the R.T.O., Sambalpur for information and necessary action.

Sd/-
Superintending Engineer

Memo No: 3469 (4)

/Dated: 20.03.2026

Copy forwarded to the Superintending Engineer, Additional Spillway, Mechanical Division, Hirakud / Superintending Engineer, Additional Spillway Division, Hirakud/ Superintending Engineer, Burla Irrigation Division, Burla / Superintending Engineer, Sambalpur Irrigation Division, Sambalpur for information and necessary action.

Sd/-
Superintending Engineer

Memo No: 3470 (4)

/Dated: 20.03.2026

Copy to all Sub-Divisional Officers / D.A.O. / Cashier / Auditor of this Division for information and necessary action.

Sd/-
Superintending Engineer
/Dated: 20.03.2026

Memo No: 3471

Copy of Quotation Call Notice to the Notice Board of Division Office.

Sd/-
Superintending Engineer

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 M.V. 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 vehicle 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 montly 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 or Engine, Gear Box and 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 given one month notice and terminate the agreement.
12. In case 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.
14. The subject to approval from the competent authority in each financial year
15. The authority reserved the right to reject any or all the tenders / quotations without assigning any reason thereof,

Sd/-
Superintending Engineer
Main Dam Division, Burla

3. Terms and Conditions for Hiring Vehicles :-

- i. Administrative Departments can hire vehicles, at their level, for official use in substitution of existing Government vehicles after completion of condemnation and scrapping of the vehicle in terms of guidelines issued by Commers & Transport (Transport) Department.
- ii. Hiring sought for, without condemnation of existing vehicles and hiring of vehicle for new offices / entitled officers, will require prior concurrence of Finance Department. In case any vehicle has been hired with prior concurrence of Finance Department, no further concurrence of Finance Department is required for successive renewals or fresh contracts. Head of Office concerned is empowered to renew the contract or go for a new hiring contract. However, hiring must be discontinued immediately if the vehicle is no longer required for the office concerned or when the post of the officer concerned falls vacant.
- iii. The procuring entity shall follow a transparent bidding process for selection of the Service Providers for hiring BS-VI emission compliant vehicles.
- iv. The hiring charges do not include fuel cost (Petrol / Diesel) which is to be paid separately basing norms.
- v. The vehicles shall be in good condition and shall not be older than three years at the time of submission of bid **Vehicles order than seven years should be replaced by new vehicles by the service provider.**
- vi. The Service Providers will ensure that the vehicle is kept under optimum running condition and avoid accidents attributable to lack of maintenance / upkeep. **The hired vehicles cannot be used by the service provider for any private / commercial purpose beyond office hours or during holidays.**
- vii. Vehicles may also be hired through electronic platform such as **GeM etc.** by adhering to the aforesaid norms. **While floating the bid, it should be specifically stated that hiring charge does not include cost towards fuel which is to be paid separately basing on norms.**
- viii. The Service provider shall have a valid GST registration to participate in the tendering.
- ix. The Service provider participating in the bidding process under the jurisdiction of Municipal Corporations shall be registered on GeM platform.
- x. The recurring expenditure involved in hiring of vehicles shall be met from the Budget sanctioned for respective officers under the object head of “ **Motor Vehicles**”
- xi. In the Log books, Kilometre reading and POL shall be recorded in relevant columns and verified regularly by the authorized officer before releasing payment.
- xii. The hired vehicle shall be discontinued immediately, when the vehicle is no longer required due to retirement / transfer of the concerned officer or closure of the office / project etc.
- xiii. Administrative Department shall sanction hiring of vehicle, at their level for one-time sporadic requirement on case-to-case basis (For example : One-time hiring for a week / fortnight etc.)
- xiv. **The period of the contract shall be for a period of 3 years which may be extended by maximum 1 year subject to satisfactory performance. (subject to approval from the competent authority in each financial years)**
- xv. Provision of Odisha General Finance Rules, 2003 and Delegation of Finance Power Rules, 1978 shall be applicable for hiring of vehicles, EMD / Bid Security and Performance Security shall be as per the provision of Odisha General Finance Rules and as amended from time to time.
- xvi. No cost towards cost of tender paper shall be charged while inviting the tender.

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 of Vehicle	
7	Year of Manufacture	
8	Make and Model	
9	Date Registration	
10	Name and 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

CERTIFICATE OF NO RELATIONSHIP

I/ We hereby certify that I/ We am/ are not related to any officer of P.W.D. in the rank of Asst. Engineer and above and any officer of the rank of Asst. Secretary and above in the W/R Deptt. I/ We am/ are aware that if the facts subsequently proved to be false my/ our contract will be rescinded with forfeiture of Security Deposit and I/ We shall be liable to make good the loss or damage resulting from such cancellation.

Signature of the Quotationer