

**DISTRICT PROJECT OFFICE: SAMAGRA SHIKSHA, SAMBALPUR**

No. 632 Dt. 09/04/2026

**QUOTATION CALL NOTICE**

Sealed Quotations/Tenders are invited from intending Reputed Travel Agencies/Tour Operators/Individuals for use in the Office of District Project Coordinator, Samagra Shiksha, Sambalpur on monthly hire basis. For details please visit [www.sambalpur.odisha.gov.in](http://www.sambalpur.odisha.gov.in). Last date of receipt of tender is **21.04.2026 by 5.30pm.**

*Llu 09/04/2026*  
**District Project Coordinator  
SS, Sambalpur**

**Memo no. 633/Estt Dt. 09/04/2026**

Copy to DeGM, Collectorate, Sambalpur with a request to hoist the above with enclosure in the official district website for wide publicity.

*Llu 09/04/2026*  
**District Project Coordinator  
SS, Sambalpur**

**Memo no. 634/Estt Dt. 09/04/2026**

Copy to Notice Board of Collectorate, Sambalpur/CDO-cum-EO, Zilla Parishad, Sambalpur/District Education Office, Sambalpur for wide publicity.

*Llu 09/04/2026*  
**District Project Coordinator  
SS, Sambalpur**

**DPO, SS, Sambalpur**

Sealed quotations/Tenders are invited from interested reputed Travel Agencies/Tour Operators/Individuals for providing 02 Nos of vehicles having sitting capacity not more than 5 persons including driver, which shall conform to the Terms and conditions (Annexure-A) for official use in the office of the District Project Coordinator, Samagra Siksha, Sambalpur on monthly rent basis.

1. The service provider shall have valid GST registration to participate in the tendering.
2. The service provider, participating in the bidding process under the jurisdiction of Sambalpur Municipal Corporation and 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/- per vehicle shall be deposited by the intending bidders in shape of TDR pledge to District Project Coordinator, SS, Sambalpur and submitted along with the tender as EMD. After completion of tender process, EMD shall be refunded to unsuccessful bidders. Further the successful bidder will have to submit additional amount (after converting EMD as Security) of TDR in order to make Performance Security deposit @ 5% of contract value
7. The monthly rate of hire charge, excluding applicable taxes be quoted separately, excluding fuel.
8. The Vehicle must achieve a fuel efficiency of 17KM per liter.
9. The details of the make and year of manufacture of the vehicle, registration no. mileage (KM covered per liter) 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(Annexure-B)
10. The vehicle should be parked at the place as provided by the office.
11. The Quotation completed in all respect should reach the undersigned on or before dt.21.04.2026 by 5.30pm and shall be opened on dt.22.04.2026 in the presence of the bidders or their authorized representatives.
12. The application form of quotation containing General Bid Information & Terms and conditions for Hiring of Vehicles etc. will be available with DPO, SS, Sambalpur, can be downloaded from district website [www.sambalpur.odisha.gov.in](http://www.sambalpur.odisha.gov.in).
13. A model of Agreement with reference to Office Memorandum no.15836/F dt.27.05.2025 is annexed at Annexure-C for ready reference.
14. The authority reserves the right to postpone/cancel the quotation call notice without assigning any reason thereof.

*Llu*  
*09/04/2026*  
**District Project Coordinator  
SS, Sambalpur**

**Terms and Conditions**

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. District Project Office, SS, Sambalpur 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 25days 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 fuels i.e.17km/ltr will be paid in every succeeding month, as far 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 3years 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 intents 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 Performance security deposit.
14. The vehicle may be used for a maximum of 2000kms in a month(upto variation of 20%).

  
**District Project Coordinator  
SS, Sambalpur**

**GENERAL INFORMATION**

<b>Sl.No.</b>	<b>Particulars</b>	<b>Information</b>
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 No. of Vehicle	
7	Year of Manufacture	
8	Make & Model	
9	Date of Regisrtation	
10	Name & complete address of the owner of vehicle	
11	Fitness Certificate validity	
12	Pollution 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 liter	

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

**Date:**

**Place:**

**Seal and Signature of Tenderer**

## AGREEMENT

1. This Agreement is made on this \_\_\_\_ day of \_\_\_\_ between Collector-cum-Chairman, SS, Sambalpur represented through District Project Coordinator, SS, Sambalpur called as "Principal" and "Service Provider" Name \_\_\_\_\_ having its **registered office (address) herein after called "agency" which expression shall unless excluded by or repugnant to the context be deemed to include its successors and assigns; herein after described as 2nd Party.**

2. Whereas the Principal is desirous of engaging the Agency to provide vehicle on hiring basis and the Agency is agreed to provide the vehicle as its service provider with the terms and condition mentioned hereinafter.

2.1 Whereas the Agency is the owner of a make and model of motor vehicle of the following description:

Regd.No.	Make & Model	Chassis no.	Engine No.	Color	Manufacturing year

2.2 Whereas the Service Provider having PAN No. \_\_\_\_\_ and GST No. \_\_\_\_\_ which are valid on this date.

**Now this agreement witnesses as below: -**

1. **That the annexure containing the terms and conditions shall be deemed to form and to be read and construed as part of this agreement.**

2. That in consideration of the payment to be made by the authority to the vehicle owner/ Service Provider hereby agrees with the authority to provide two numbers of vehicles for official use of the District Project Office, SS, Sambalpur.

3. That the authority hereby further agrees to pay the Vehicle Owner/ Service Provider the contract price at the time and in the manner prescribed in the said terms conditions.

4. That in the event of any dispute that may arise it shall be settled as per the terms and conditions of the contract.

5. That this agreement is valid from dt. \_\_\_\_\_ and will expire on dt. \_\_\_\_\_ or curtailed by the Authority, whichever is earlier.

6. The monthly hiring charges @Rs. \_\_\_\_\_/- per vehicle with applicable GST will be paid by the Principal.

7 Rate of fuel consumption @ \_\_\_km/liter will be paid by the Principal on production of Log Book of the vehicles

**IN WITNESS WHEREOF** the parties have caused their respective common seals to be here unto affixed or have here unto set their respective hands and seals on the day and year first written above.

Signature of the Owner/Service provider

Signature of the authorized officer on  
behalf of the Collector-cum-Chairman,  
SS, Sambalpur

**In presence of witness: -**

Witness

01. Name:.....Address.....  
02.Name .....Address.....

Witness

01. Name:.....Address.....  
02.Name .....Address.....

## ANNEXURE

1. This Agreement will come into force from \_\_\_\_\_ day of \_\_\_\_\_ 2026 between District Project Coordinator, SS, Sambalpur called as "Principal" and "Service Provider" (name and address) herein after called "agency" which expression shall unless excluded by or repugnant to the context be deemed to include its successors and assigns; herein after described as 2nd Party.

2. Whereas the Principal is desirous of engaging the Agency to provide vehicle on hiring basis and the Agency is agreed to provide the vehicle as its service provider with the terms and condition mentioned hereinafter.

2.1 Whereas the Agency is the owner of a make and model of motor vehicle of the following description:

Regd.No.	Make & Model	Chassis no.	Engine No.	Color	Manufacturing year

2.2 Whereas the Service Provider having PAN No. \_\_\_\_\_ and GST No. \_\_\_\_\_ which are valid on this date.

### **3. RENTAL:**

The motor vehicles are hereby hired from dt. \_\_\_\_\_ to \_\_\_\_\_ at the rate of @Rs. \_\_\_\_\_/-per month per vehicle (excluding GST) payable monthly and the mileage of the vehicle, which will be governed as per the Finance Department O.M No 15836/F dt.27.05.2025. The contract will be renewed subject to satisfactory performance.

### **4. The Service Provider Obligations:**

4.1 Service provider agrees to terms and conditions of the contract and shall ensure full compliance to them.

4.2 Agency agrees to provide quality services as per SLAs mentioned in the contract.

4.3 Agency to ensure that vehicle deployed shall arrive at designated location on time. In an event of delay in arrival beyond 15 minutes, user shall have right to hire other taxi services (which may or may not be of similar hired car category). The fare charges shall be charged to service provider.

4.4 Agency to ensure that all maintenance work related to assigned vehicle shall be carried out in off duty hours.

4.5 In the event of break-down, servicing & repairs of the assigned vehicle the service provider at his own cost shall make alternate arrangement by providing similar or higher class of vehicle(s) for which agreement is entered into. Failure to do so will evoke penalty or possible termination of contract.

4.6 The Agency shall not be allowed to sub-let the Contract.

4.7 The Agency shall only provide vehicles which have the comprehensive insurance.

4.8 Police verifications for deployed driver shall be ensured by the Agency.

4.9 The Service Provider shall fuel the vehicle and minimum 300kms fuel must be kept in tank.

4.9 Agency shall update the log book every day. Costs relating to toll gate charges and parking charges and other incidental charges, if any, paid during the journey will be billed on actual (annexing the original bills) and shall be claimed for payment. Failure to do so shall be penalized as per this contract. At the time of termination of contract, the service provider shall hand over the log book (s) to the principal.

#### **Vehicle:**

4.10 The vehicle should have commercial license. The vehicle should not be more than three years old. **Vehicles older than seven years should be replaced by the service provider.** During replacement of the vehicle or driver, as the case may be, the pass/id card issued, if any, shall be surrendered.

4.11 The Agency will deploy the vehicle, which is well maintained, cleaned thoroughly both internally and externally. Vehicle shall be equipped with first-aid medical kit. The vehicle should have a mobile charger and ambient freshener.

4.12 The Agency shall ensure that all electrical connections including lights (both brake and front), horn, turn indicators, and other vehicle systems shall be periodically checked and maintained to avoid any inconvenience to the Principal.

4.13 **Agency shall ensure that the vehicle should be parked at the place as advised by the Principal and should be available, when not in duty.** If the vehicle needs to be away for some reasons like refuelling, petty repairing etc., it should be with the knowledge of the Controlling Officer of the Principal. Moving away without the knowledge of the Controlling Officer of the Principal will be considered as non-available and will be liable for penalty.

#### **Driver:**

The Agency shall be responsible for the acts and deeds of drivers of the vehicles that include following:

4.14 Driver having a valid commercial driving license shall be deployed.

4.15 Driver should be properly dressed in neat and clean attire, if required driver should wear uniform of specific colour as per requirement of the Principal. The Agency shall provide, at his own cost, proper uniform and badges as per STATE MOTOR VEHICLES RULES (amended up to date) and photo identity cards to the drivers.

4.16 The driver of the vehicle deployed for user department duties maintain polite & courteous behaviour towards department users as well as to other departmental staff. Following may be construed as "Misbehaviour" and shall attract penalties as per provisions of the contract. Repeated instances may result in termination of services. i) Denial of duty during contract period, or during hours as noticed by user departments; ii) Use of abusive language;

4.17 The driver in no case shall report to duty in an inebriated state or consume alcohol while on duty. In such an event user department shall have full rights to terminate the contract with immediate effect.

4.18 Driver must be provided with a working mobile phone and the contact number be provided to user department.

4.19 In an event that for any reasons the driver changes his contact number during the tenure of the contract then Agency will immediately notify the same.

4.20 The driver shall be reachable at all times during duty hours.

4.21 Gossiping with the guests and using mobile phone during driving is not allowed. In case of urgency, driver should park the vehicle with permission from the user and talk in the mobile to the minimum duration.

4.22 As soon as the driver is advised to attend any guest by the administration, the driver should call /SMSs the guest giving his mobile and vehicle details. Charges of calls /SMSs will be on agency's account.

4.23 Vehicle and driver should not be changed frequently. Any such changes should be informed by the agency to the authority well in advance for permission.

#### **Statutory Rules compliance & Taxes:**

4.24 The hiring charges do not include fuel cost (petrol/diesel) which is to be paid separately basing norms. All the expenditure of the vehicle towards repair maintenance, replacement of spare parts, lubricating oil of engine, Gear Box & different coolant, Tyres & Tubes, Battery etc. and salary of the driver, payment of insurance/Road tax etc. required for operation of the vehicle will be borne by the Agency.

4.25 The Agency shall take comprehensive insurance cover with third party unlimited liability risk of the vehicles as per the user department requirement. User shall not be liable for any damages whatsoever to public property and /or any third person due to any accident arising out of and in the course of deployment of service provider's vehicle.

4.26 The Agency shall be solely responsible for any claims by any third party and/or employees of user department traveling in the vehicle for any injuries caused by the driver of the vehicle whether by accident or otherwise.

4.27 The user department will in no way be responsible for violation of traffic rules and /or infringement of any other law for the time being in force, either by the driver of the vehicle or by the service provider. The driver as well as Agency shall comply with relevant rules and regulations of Motor Vehicles Act and Rules applicable at present or in future during the tenure of the contract and as may be enforced from time to time for which user departments would not be held liable/responsible in any manner what so-ever. Onus of compliance of all the applicable Laws/Acts/Rules including those under Motor Vehicle Acts/Rules shall rest with the Agency only and user/user departments will not be liable in any manner.

4.28 The Agency shall be responsible for ensuring compliance with the provisions related to Labour Law and especially Minimum Wages Act, Payment of Wages Act, PF, ESI Act, Payment of Bonus Act, Contract Labour [R&A] Act, Workmen Compensation Act etc. as applicable from time to time. The employees of the Agency shall not be deemed to be employees of the user department and hence the compliance of the applicable acts laws will be the sole responsibility of the Agency.

4.29 The Agency shall be personally responsible for any theft, misconduct and /or disobedience on the part of drivers so provided by him.

4.30 During the contract period, if the vehicle is seized or detained or requisitioned by Police / Motor Vehicle Authority or any other authorities for whatsoever reasons that will be at the service provider's risk. Also, alternate vehicle of similar or higher category will be provided by Agency without any extra charges.

4.31 The vehicles deployed for duty for the user department shall at no point of time carry any person other than personnel authorized by user department.

4.32 The vehicle cannot be put to any private/commercial use beyond the duty hours or on holidays. Unauthorized use of the vehicle by the driver/service provider will lead to unilateral termination of the contract with immediate effect. The Agency has to ensure the safety of passenger by avoiding negligent driving by their drivers such as over speeding, rash driving, and driving vehicle without brakes/defective brakes.

4.33 The mileage count will start from the location of pickup and no extra kilometres from the garage to the pickup point will be provided. The mileage count will also terminate at the dropping point and not up to the garage.

#### **5. Obligations of Principal:**

5.1 Principal shall make the payment towards hiring charges of the vehicle at the end of every month by credit into the bank account of the Agency within 15 days from the date of receipt of bills complete in all respect.

5.2 The payment shall be subject to any deductions such as penalties, statutory deduction etc.

5.3 Principal shall accept the log book entries updated by Driver. Failure to take action on log book entries updated by Driver shall result in auto acceptance of reading provided by service provider.

5.4 All distances shall be calculated from the reporting point. No payment shall be made for journey from garage to reporting point.

#### **6. Termination:**

6.1 The Principal shall have the right to terminate this Agreement, upon it giving 1 (one) months' notice in writing.

6.2 The Agency shall have the option to terminate this Agreement upon giving 1 (one) months' notice in writing and upon refund of any rental fees paid in advance, over and above the notice period.

6.3 Final payment after termination of the contract shall be released on submission of the log book(s) of the vehicle, car pass and pass/id card issued to the driver, if any.

#### **7. Force majeure**

Neither party to this Agreement shall be liable for failure to perform any of its obligations hereunder if prevented from doing so by reason of force majeure.

#### **8. Entire agreement**

This Agreement together with the schedules and annexes hereto constitutes the entire agreement and understanding between the Parties and supersedes all previous agreements, understandings and/or representations between the Parties.

#### **9. Waiver of remedies**

No forbearance, delay of indulgence by either Party in enforcing the provisions of this Agreement shall prejudice or restrict the rights of either Party nor shall any waiver of its rights operate as a waiver of any subsequent breach and no right, power or remedy herein conferred upon or reserved for the Party is exclusive of any other, power or remedy available to the Party and each such right, power or remedy shall be cumulative.

#### **10. Assignment & change in ownership/management:**

10.1 The Agency shall not assign or transfer its obligations and or rights under this Agreement to any third party, whether an associated entity or not, whether in whole or in part without the prior written consent of the Principal.

10.2 The Agency shall immediately notify Principal of any change of ownership or management of the Agency's business.

**11. Headings:**

The headings to the clauses of this Agreement are for the ease of reference only and shall not affect the interpretation or construction of the Agreement

**12. Resolution of disputes:**

In the event of any dispute or difference relating to the interpretation and/or application of the provisions of this Agreement, such dispute or difference shall be resolved through mutual consultation by the Secretary of the concerned Administrative Department on behalf of Government of Odisha and the Authorized signatory of the Service Provider.

**13. Applicability of laws:**

The Agreement shall be governed by the Indian Laws for the time being in force.

WITNESS WHEREOF the parties hereto have subscribed their respective hand this \_\_\_\_\_ day of \_\_\_\_\_ first above written.

FOR AND ON BEHALF OF Governor of Odisha

(AUTHORISED SIGNATORY)

Principal

WITNESS:

1.

2.

FOR AND ON BEHALF OF Service Provider/Agency

(AUTHORISED SIGNATORY)

WITNESS:

1.

2.

In the presence of

Name:

Address:

Signature: \_\_\_\_\_