

Letter No. 497 / DSDEO, SambalpurDate 02.05.2026TENDER NOTICE

Sealed quotations are invited from interested reputed Travel Agencies / Tour Operators / Individuals for providing one number of vehicle having genuine BS-VI Emission Compliant Petrol Vehicle statutory documents i.e. GST, PAN any other statutory Certificate and similar Experience for supply of one number of (Model-Tiago/Bolt/Celerio or equivalent) for official work of District Skill Development-cum-Employment Office, Sambalpur. The terms and Conditions, quotation paper for submission of quotation and detailed specifications are as mentioned below. Sealed quotation should reach to the office of the undersigned by 11.05.2026 by 01.00 P.M. positively through Speed Post/Courier/Registered post/in person, which will be opened by the Selection Committee on dated 12.05.2026 at 10.00 A.M. in presence of the quotationers or their authorized representatives in the Office Chamber of the undersigned. The quotation should be super-scribed on the top of the envelop as "APPLICATION FORM FOR SUPPLY OF VEHICLE to District Skill Development-cum-Employment Office, Sambalpur along with mobile number on the envelope for contact.

ADN 02/5/26  
Dy. Director of Skill Development  
cum-Employment, Sambalpur  
-cum-Employment, Sambalpur

Memo No. 498 / DSDEO, SambalpurDate 02.05.2026

Copy submitted to

1. The Director Skill Development-cum-Employment & CEO, OSDA, Odisha, Bhubaneswar for kind information.
2. The Collector & District Magistrate, Sambalpur for kind information.

ADN 02/5/26  
Dy. Director of Skill Development  
cum-Employment, Sambalpur  
-cum-Employment, Sambalpur

Memo No. 499 / DSDEO, SambalpurDate 02.05.2026

Copy submitted to the DIO, NIC, Sambalpur / the DeGM, Collectorate, Sambalpur for kind information with a request to up-load the tender documents in the district website for information of all.

ADN 02/5/26  
Dy. Director of Skill Development  
cum-Employment, Sambalpur  
-cum-Employment, Sambalpur

Memo No. 500 / DSDEO, SambalpurDate 02.05.2026

Copy submitted to the Project Director, DRDA, Sambalpur with a request to display on the notice board for wide circulation of the same and information for general public.

ADN 02/5/26  
Dy. Director of Skill Development  
cum-Employment, Sambalpur  
-cum-Employment, Sambalpur

Memo No. 501 / DSDEO, SambalpurDate 02.05.2026

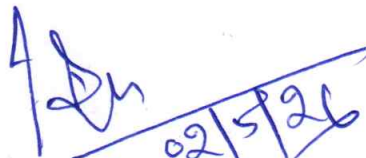
Copy submitted to The Chief District Medical Officer, Sambalpur / The Divisional Labour Officer, Sambalpur / The Civil Supply Officer, Sambalpur / The DI&PRO, Sambalpur / The District Sports Officer, Sambalpur / The Asst. Manager, RIC, Sambalpur / The District Welfare Officer, Sambalpur / Executive Officer, NAC, Kuchinda / Executive Officer, NAC, Rairakhol for kind information with a request to display on the notice board for Wide circulation of the same and information of the general public.

ADN 02/5/26  
Dy. Director of Skill Development  
cum-Employment, Sambalpur  
-cum-Employment, Sambalpur

District Skill Development-cum-Employment Office, Sambalpur**Quotation Call Notice**

Sealed quotations are invited from interested reputed Travel Agencies / Tour Operators / Individuals for providing one number of vehicle having sitting capacity not more than five including driver, which shall conform to the Terms and conditions (Appendix-A) for official use in District Skill Development-cum-Employment Office, Sambalpur on monthly rent basis:


1. The service of the vehicle will be from the date of engagement to 31.03.2026 which may extend for further period as per the instruction from the higher quarter concerned.
2. The service provider shall have a valid GST registration to participate in the tendering.
3. The service provider, participating in the bidding process under the jurisdiction of Municipal Corporations, shall be registered on GeM platform.
4. 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 Deputy Director of Skill Development-cum-Employment, Sambalpur and submit 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 17 k.m. 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 (Appendix-B).
11. The Quotation completed in all respect should reach the undersigned on or before 11.05.2026 by 01.00 P.M. which shall be opened on 12.05.2026 at 10.00 A.M. in presence of the bidders or their authorized representatives.

  
Dy. Director of Skill Development  
cum-Employment, Sambalpur  
-cum-Employment, Sambalpur

Terms & Condition

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.

  
Dy. Director of Skill Development  
cum-Employment, Sambalpur  
-cum-Employment, Sambalpur

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 No. of Vehicle	
7	Year of Manufacture	
8	Make & Model	
9	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