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**OFFICE OF THE GENERAL MANAGER
DISTRICT INDUSTRIES CENTRE, SUBARNAPUR**

At-Thanapatipada,Near Sureswari Temple,Sonepur,Dist-Subarnapur,Odisha,Pin-767017

Letter No- 505

Dt: 11-05-2026

To

The District e-Governance Manager,
Collectorate, Subarnapur

Sub- Floating of Quotation Call Notice for Hiring of Private Vehicle to be used in official purpose on the District Website.

Sir,

With reference to the subject cited above, I am to enclose herewith the quotation call notice for hiring of private vehicle to be used in the District Industries Centre, Subarnapur to be uploaded in the district website of Subarnapur for wide publicity.

This is for favour of your kind information & necessary action.

Yours Faithfully,

Encl:- As above

Sushama
11/05/2026
General Manager
DIC, Subarnapur

Memo No- 506 Dt. 11-5-2025

Copy along with the copy of the Quotation Call notice forwarded to the Sub-Collector, Subarnapur/, DD(handicrafts), Subarnapur/ RTO, Subarnapur/ DSDEO, Subarnapur/DD(Textile), Subarnapur/ DIPRO, Subarnapur for kind information with request to display on their notice boards for wide publicity.

Sushama
11/05/2026
General Manager
DIC, Subarnapur

Memo No... 507Dated..... 11-5-2026 .

Copy submitted to the Director of Industries, Odisha, Cuttack for favour of Kind information.

Sushama
11/05/2026
General Manager
DIC, Subarnapur

**OFFICE OF THE GENERAL MANAGER
DISTRICT INDUSTRIES CENTRE, SUBARNAPUR**

At-Thanapatipada, Near Sureswari Temple, Sonepur, Dist-Subarnapur, Odisha, Pin-767017

Letter No. 502/

Date. 11/05/2025

TENDER CALL NOTICE

Sealed tenders are invited from the interested reputed Travel Agencies/ Tour Operators or individual (vehicle owners) for providing 01 number of petrol driven A.C vehicle (BS-VI) model having sitting capacity not less than 05 including driver, which shall conform to the term and condition (Annexure -A) for official use in the Office of General Manager, District Industries Centre, Subarnapur on monthly rent basis.

Sl. No.	Maximum hire charges per month excluding GST and fuel	Minimum Average Mileage in kms per litre
01	Rs. 24,000/-	17

1. The service provider shall have a valid GST registration to participate in the tendering.
2. The vehicle must be in roadworthy 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.
3. 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.
4. The Driver should be well behaved, gentle and obedient in nature.
5. A sum of Rs. 5000/- shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the General Manager, DIC, Subarnapur and submitted along with the tender as EMD. After completion of tender process, EMD shall be refunded to unsuccessful bidders.
6. The monthly rate of hire charge, excluding GST be quoted separately, excluding fuel.
7. The vehicle must achieve a fuel efficiency of 17 KM per liters.
8. 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/ Tender Annexure-B).
9. Sealed tender papers should be submitted after completion in all respect by Regd. Post / Speed post to the office of the General Manager, DIC, Subarnapur which should reach this office on or before the scheduled date & time. The last date for receipt of sealed quotations through Regd. Post/ Speed post to the Office of the General Manger, District Industries Centre, Subarnapur is on or before dt 20.05.2026 up to 10.00 A.M. and super scribing "Hiring of the vehicle for DIC, Subarnapur" on the cover of the envelope containing the tender.
10. The application form of tender containing General Bid information & Terms and conditions for hiring of vehicle etc. will be available in the office of the undersigned notice board.

- 12 The sealed tenders will be opened on dt. **20.05.2026 at 11.30 AM** by the undersigned in this office in presence of all bidders or their authorized representative and members of tender committee constituted for the purpose.
13. The tender received after due date and time & incomplete in any manner will be rejected. The General Manager, District Industries Centre, Subarnapur will not liable for postal delay or other lapses if any.
- 14 The relevant documents should be duly self-attested by the bidder.
- 15 The finalization of tender shall be based on the L-1 rate.
- 16 The District Industries Centre, Subarnapur shall not be responsible for accidental opening of the covers that are not properly super scribed and sealed before the time notified for opening of tenders.
- 17 The tender paper must be accompanied with all relevant documents as mentioned above along with terms & condition for hiring of vehicle and General Bid information (Annexure- A & B)
- 18 The authority reserves the right to cancel the tender without assigning any reason thereof.

Sushama
11/05/2026
General Manager,
DIC, Subarnapur

Memo No. 503 /Date 11-05-2026
Copy to Office Notice Board for wide publicity.

Sushama
11/05/2026
General Manager,
DIC, Subarnapur

Memo No. 504^(b) /Date 11-05-2026
Copy forwarded to Sub-Collector, Subarnapur/ RTO, Subarnapur/ DD (Handicraft), Subarnapur/
DD, (Textile) Subarnapur/ DIPRO, Subarnapur/ DSDEO, Subarnapur for kind information with request to
display on their notice boards for wide publicity.

Sushama
11/05/2026
General Manager,
DIC, Subarnapur

TERMS & CONDITION 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, Pollution Certificate, Fitness Certificate, Valid Contract Carriage Permit, proof of up - to date tax payment etc. and D.L of the driver available at the times/ Aadhar Card of the Owner (All relevant documents should be duly self-attested by the bidder)
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, Tires & tubes, Battery etc. will be borne by the bidder.
4. It shall be responsible 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 vehicle 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 terminate of agreement.
13. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.

Sushama
4/05/2026
General Manager
DIC, Subarnapur

GENERAL INFORMATION

SL No.	Particulars.	To be filled up by Bidder
1	Name of the Service Provider (IN CAPITAL LETTER)	
2	Complete Address	
3	GST 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	DL. No & Validity of the DL of the Driver.	
17	Contact Number of the Service provider. & Aadhar No.	
18	Contact number of Driver & Aadhar No.	
19	Proposed hire charge of the vehicle per month excluding fuel cost.	
20	Hire charges excluding GST	
21	Rate of fuel consumption/Mileage per liter.	

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

Encl: -

Seal & Full Signature of bidder/Tenderer