

OFFICE OF THE NOTIFIED AREA COUNCIL, KAMAKHYANAGAR.

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Letter No 444

Date 16/2/26

QUOTATION CALL NOTICE

Sealed quotation/ tenders are invited from interested reputed Travel Agencies/Tour Operator or private individuals for providing one Mahindra Bolero (NEO) BS-VI compliant Petrol/Diesel Vehicle having sitting capacity not more than Seven including driver, which shall conform to the Terms and conditions (**Annexure-I**) for official use in Notified Area Council Kamakhyanagar on monthly rent basis at a rate of maximum 37,200.00 (Rupees Thirty Seven thousand Two Hundred) only exclusive of applicable taxes. The intending quotationers can be purchased the Quotation Paper from Office of the NAC, Kamakhyanagar against cost of Quotation Paper (non-refundable) in the form of Demand Draft issued from any Nationalised bank payable at Kamakhyanagar in favour of Executive Officer, NAC, Kamakhyanagar. In the absence of any documents, the bid will be rejected and any bid received after the scheduled date and time will not be entertained. The undersigned reserves the right to cancel any or all the quotations without assigning any reason thereof.

- 1) 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, 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) The paper cost of the quotation is Rs.2000/- (Rupees Two Thousand Only).
- 5) A sum of Rs. 5000/- (Rupees Five Thousand Only) shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the Executive Officer, NAC, Kamakhyanagar and submitted along with the tender as security deposit. After completion of the tender process, the amount will be refunded to unsuccessful bidders.
- 6) The monthly rate of hire charge is quoted separately in the general bid information (excluding fuel and lubricants).
- 7) The vehicle must achieve a fuel efficiency of 10 Kms per litre.
- 8) The details of the make and year of manufacture of the vehicle, registration number, mileage (Kms covered per litre) 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-II**).
- 9) The quotation completed in all respect should reach to the undersigned on or before **28.02.2026** by **1.00 P.M** and shall be opened on the same day at **3.30 P.M** in presence of the bidders or their authorized representatives.
- 10) GST registration is compulsory for any service provider to provide hired vehicles to Government office through open bidding.
- 11) The hiring may be discontinued immediately, when the vehicles are no longer required for office.
- 12) Vehicle older than five years should be replaced by new vehicle by the service provider.


Executive Officer
Kamakhyanagar NAC

- 13) The hired vehicle cannot be used for any private / commercial purpose beyond office hour during holidays.
- 14) The Authority shall have the right to terminate the agreement upon it giving 3 (three) months' notice in writing to the owner of vehicle.

Memo No: 445 / Dt 16/2/26

Copy to the Office Notice Board for information of all concerned and wide publication.


Executive Officer
NAC, Kamakhyanagar
Kamakhyanagar NAC

Memo No: 446 / Dt 16/2/26

Copy submitted to the I & P.R. Department (email:- ipr.advt@gmail.com, iprnews@gmail.com) with reference to letter no-1078/HUD dtd.20.01.2021 for publication of the Advertisement for one day on or before dt.18.02.2026 published in two nos. of Odisha Daily Newspapers at an early date for wide publication within a cost of Rs.3000.00 or less and submit the bill after publication in duplicate for payment.


Executive Officer
NAC, Kamakhyanagar
Kamakhyanagar NAC

Memo No. 447 / Dt. 16/2/26

Copy forwarded to the Sub Collector, Kamakhyanagar/B.D.O. Kamakhyanagar/ Tahasildar/ Kamakhyanagar Executive Engineer, Executive Engineer, PH Division/ Executive Engineer, RB Division/ Executive Engineer, PWD Division/ Executive Engineer, Rengali right Canal with a request to display the quotation in their respective Notice Board for wide publication.


Executive Officer
NAC, Kamakhyanagar
Kamakhyanagar NAC

Memo No: 448 / Dt 16/2/26

Copy submitted to the DIO, NIC, Dhenkanal for favour of kind information with a request to display the same in the District NIC website from 18.02.2026 to 28.02.2026 up to 1.00 P.M.


Executive Officer
NAC, Kamakhyanagar
Kamakhyanagar NAC

Memo No: 449 / Dt 16/2/26

Copy submitted to the Collector and District Magistrate Dhenkanal / P.D. DUDA, Dhenkanal for favour of kind information.


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Annexure-I

TERMS & CONDITIONS FOR HIRING OF VEHICLES

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 Contract Carriage 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 is final but does not include cost of diesel, 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 for minimum of 25 days in a month.
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 reimbursements towards cost of diesel (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 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.
12. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.


Executive Officer
NAC Kamakhyanagar
NAC Kamakhyanagar P.N.A.C.

APPLICATION FORM FOR HIRING VEHICLES

- 1) Registration No. of Vehicle :
- 2) Type of Vehicle (AC/Non-AC):
- 3) Year of Manufacture:
- 4) Model :
- 5) Date of registration:
- 6) Name & complete address of the owner of vehicle:
- 7) Fitness Certificate validity :
- 8) Permit validity :
- 9) Insurance validity :
- 10) Name / Address of the Driver :
- 11) D.L. No. & Validity of the D.L, of the Driver
- 12) Proposed hire Charge of the vehicle per month excluding fuel cost:
- 13) Rate of fuel consumption / Mileage per litre:
- 14) Contact Number of the Service provider:
- 15) M.R No. _____ / Date. _____

Mobile Telephone.....

- Xerox copy of R.C, Insurance, Fitness, D.L, aadhar card of the quotationer, Original D.D, M.R & other relevant documents if any must be attached with this form.

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

Signature of the Quotationer


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Kamakhyanagar NAC