

By e-mail

ଜିଲ୍ଲା ମୁଖ୍ୟ କୃଷି ଅଧିକାରୀଙ୍କ କାର୍ଯ୍ୟାଳୟ : ଦେବଗଡ଼
OFFICE OF THE CHIEF DISTRICT AGRICULTURE OFFICER: DEOGARH
Baniakilinda, Deogarh Pin-768108
E-mail: - ddadeogarh.dag@nic.in

Letter No. 1553 Agril. /Dt. 11-8-2025

To

The District e- Governance Manager
Collectorate, Deogarh

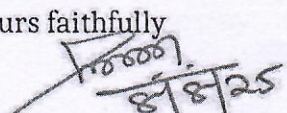
Sub: - To Upload draft of EOI (Expression of Interest) for selection of reputed travel agencies /tour operators /Individuals for Hiring of Vehicle for official use Chief District Agriculture Officer- cum- Project Director ATMA, Deogarh.

Sir,

With reference to the subject cited above, you are requested to upload the approved draft of Expression of Interest (EOI) in the district portal for selection of reputed travel agencies /tour operators /Individuals for Hiring of Vehicle for official use Chief District Agriculture Officer- cum- Project Director ATMA, Deogarh

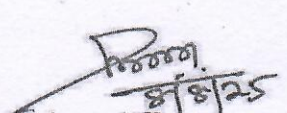
This is for favour of your kind information and necessary action.

Yours faithfully


Chief District Agriculture Officer
Deogarh.

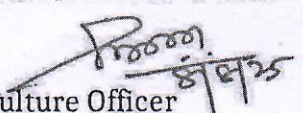
Memo No. 1554 Date. 11-8-2025

Copy submitted to the Notice Board of CDAO, Deogarh/Notice Board of Collector & District Magistrate, Deogarh/ for favour of kind information.


Chief District Agriculture Officer
Deogarh

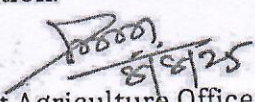
Memo No. 1555 Date. 11-8-2025

Copy submitted to the Collector & District Magistrate, Deogarh for favour of kind information and necessary action.


Chief District Agriculture Officer
Deogarh

Memo No. 1556 Date. 11-8-2025

Copy submitted to the Director of Agriculture & Food Production, Odisha, Bhubaneswar for favour of kind information and necessary action.


Chief District Agriculture Officer
Deogarh

Government of Odisha
Chief District Agriculture Office, Deogarh

Quotation/Tender Call Notice

Sealed quotations/tenders are invited from interested reputed Travel Agencies/Tour Operators/Private individuals for providing 1 nos of AC Petrol/Diesel driven vehicles having sitting capacity not more than 7 including driver, which shall conform to the Terms and Conditions (Appendix-A) for official use in Chief District Agriculture Officer Cum-Project Director ATMA Deogarh on monthly rent basis: which shall maximum up to Rs.30,000/- including GST with mileage of minimum avg 10 Km per liter.

1. The service provider shall have a valid GST registration to participate in the tendering.
2. The Service Provider, participating in the bidding process under the jurisdiction of Municipal Corporations, 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/-shall be deposited by the intending bidders in shape of Account Payee Bank draft drawn in favour of the Chief District Agriculture Officer Cum-Project Director, ATMA, Deogarh and submitted along with the tender as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders.

7. The Monthly rate of hire charge be quoted separately in the general bid information (excluding fuel) .
8. The vehicle must achieve a fuel efficiency of 10. km per litre.
9. 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. (Copy Enclosed)
- 10.. The Quotation Completed in all respect should reach the undersigned by hand on or before 20/08/2025 .by 3 P.M and shall be opened on the same day at 4 P.M in presence of the bidders or their authorized representatives.
- 11.The application form of quotation/Tender conducting general bid Information & Terms and condition for hiring of vehicles etc is attached herewith in Annexure -A (Copy enclosed)
12. An agreement will be done as per Govt of Odisha in Finance Department office Memorandum No 15836/27.05.2025 after selection of the bidder.
13. The undersigned reserves the right to cancel the notice without assigning any reason there off.



Chief District Agriculture, Officer
Cum- Project Director, ATMA
Deogarh

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 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.

Seal & Signature of
Quotation / Tender Calling Authority with Designation

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 Tenderer