



**OFFICE OF THE JOINT DIRECTOR (STATISTICS), SOUTHERN RANGE, BERHAMPUR**

DIG Residence Road (Brundavan Niwas, 1<sup>ST</sup> Floor), Berhampur, Pin-760004  
E-Mail-jdstatisticsr@gmail.com Phone-0680-2281894(Office)

Office Order No. 230

Dated 22.04.2025

**Tender Call Notice for Hiring of Vehicle**

Sealed quotations are invited from interested reputed Travel Agencies/Tour Operators or private individuals for providing one petrol driven vehicle (**Bolero/TUV 300/Sumo Gold/Ertiga**) which shall not be more than 03(Three) years old for official use in the office of the Joint Director (Statistics), Southern Range, Berhampur on monthly rent basis. The bidders are to quote rate and submit their quotation in a sealed envelope with super scribing on the top of envelope as "Hiring of Vehicle on monthly rent basis for O/o the Joint Director (Statistics), SR, Berhampur" to the undersigned on or before 02.05.2025, through registered post/ speed post/personally drop in the tender box for hiring of vehicle in the office. The details of Application Form of quotation containing General Bid Information, Terms & Conditions for hiring of vehicle and GST/GeM Registration etc. will be available from 24.04.2025 to 02.05.2025 in the district website [www.ganjam.nic.in](http://www.ganjam.nic.in). Quotation to be received after 02.05.2025, 2.30 PM at JD office cannot be entertained. The quotation shall be opened on 02.05.2025 at 4.30 PM in the office chamber of Joint Director(Statistics), Southern Range, Berhampur, At- DIG Residence Road, Brundavan Niwas (1<sup>st</sup> floor), Berhampur in the presence of the bidders or their authorized representatives. The undersigned reserves the right to reject any or all the tenders without assigning any reason thereof.

22/4/2025  
Joint Director (Statistics)  
Southern Range, Berhampur

Memo. No. 231 Date. 22-04-2025

Copy submitted to the Deputy Director-cum-Deputy Secretary to Government, Information & Public Relation Department, Odisha, Bhubaneswar for information and necessary action with a request to publish the Tender Call Notice for hiring vehicle in any two Odia Newspaper for consecutive two days for wide circulation. The copies of Newspaper containing publication of the Tender Call Notice may please be sent to this office for reference and needful action.

22/4/2025  
Joint Director (Statistics)  
Southern Range, Berhampur

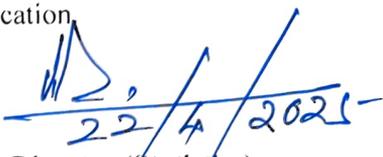
Memo. No. 232 Date. 22.04.2025

Copy with soft copy in PDF submitted to the District Informatics Officer, NIC, Ganjam, Chatrapur for information and necessary action. He is requested to webhost the Tender call Notice along with Annexure-I, II & III in the district website for publication.

22/4/2025  
Joint Director (Statistics)  
Southern Range, Berhampur

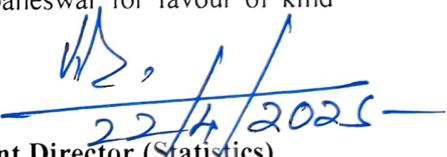
Memo. No. 233 Date. 22.04.2025

Copy submitted to P.A. to R.D.C., Berhampur / P.A. to Collector, Chatrapur / Steno to ADM, Chatrapur / Sub-Collector, Berhampur / Tahasildar, Berhampur/ BMC, Berhampur / S.E. (R&B) Berhampur / Executive Engineer (R&B) Berhampur / Local Offices for favour of information and necessary action. They are requested to display the Tender Call Notice on their Notice Board for wide publication.

  
22/4/2025  
Joint Director (Statistics)  
Southern Range, Berhampur

Memo. No. 234 Date. 22.04.2025

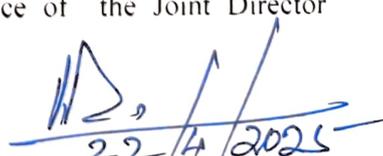
Copy submitted to the Director, Economics & Statistics, Odisha, Bhubaneswar for favour of kind information and necessary action.

  
22/4/2025  
Joint Director (Statistics)  
Southern Range, Berhampur

**OFFICE OF THE JOINT DIRECTOR (STATISTICS), SOUTHERN RANGE, BERHAMPUR**Office Order No. **235** /2025Date. **22.04.2025****Quotation Call Notice**

Sealed quotations are invited from interested reputed Travel Agencies/Tour Operators or Private individuals for providing 1(one) number of Petrol driven vehicle (**Bolero/TUV 300/Sumo Gold/Ertiga**) which shall confirm to the terms & conditions laid down by Govt. in Finance Department, Odisha for official use in the office of the Joint Director (Statistics), Southern Range, Berhampur on monthly rent basis of Rs. 31000/- excluding GST (Rupees Thirty One Thousand) only.

- 1) The vehicle must be in Road worthy condition and shall not be more than 03 years old from the date of initial registration and must have valid Registration Certificate, Insurance Certificate, Fitness Certificate, Valid Contract Carriage Permit, PUC, 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 & not addicted with liquor.
- 4) A sum of Rs. 5000/- shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of **"Joint Director (Statistics), Southern Range, Berhampur"** and be submitted along with the tender paper as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders.
- 5) The monthly rate of hire charge be quoted separately in the general bid information (excluding fuel and lubricants) **Annexure-II.**
- 6) The vehicle must achieve a fuel efficiency of 10km per liter.
- 7) The vehicle will be renewed on completion of one year of satisfactory performance and good behavior of owner & driver.
- 8) The details of the make and year of manufacture of the vehicle, Registration No., mileage (km 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 quotation/tender. **(Annexure-III)**
- 9) The application form of quotation / tender containing General bid information and terms and conditions for Hiring of vehicles etc. will be available with F.D Memorandum No.30464 dtd 6.9.2019 at office of the Joint Director(Statistics)S.R. Berhampur or can be download in the district website [www.ganjam.nic.in](http://www.ganjam.nic.in) from 24.04.2025 to 02.05.2025.
- 10) The quotation completed in all respect should reach the undersigned on or before 02.05.2025 by 2.30 PM and shall be opened on 02.05.2025 at 4.30PM in the office chamber of Joint Director (Statistics), Southern Range, Berhampur, At- DIG Residence Road, Brundavan Niwas (1<sup>st</sup> floor), Berhampur in presence of the bidders or their authorized representatives. The quotation should be in a sealed cover with being superscripted as **"Sealed quotation for vehicle"** and be dropped in the quotation box kept in the office of the Joint Director (Statistics), Southern Range, Berhampur.

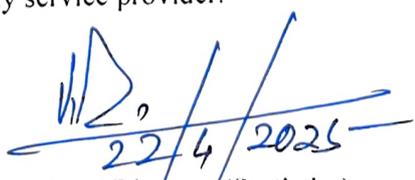
  
**Joint Director (Statistics)**  
**Southern Range, Berhampur**

**TERMS & CONDITIONS FOR HIRING OF VEHICLES**

The following terms & conditions must be fulfilled by the successful bidder for providing a vehicle on hire on monthly rent basis.

- 1) The hired vehicle, during period of contract, shall have all necessary valid MV document such as:- valid Registration Certificate, Insurance Certificate, Fitness certificate, valid contract carriage permit, proof of up-to-date tax payment etc. and DL of the driver available all the times. The office hiring the vehicle shall not be responsible for any damage/loss caused to hired vehicle or loss of life/injury made to any person or damages to any property on account of hired vehicle on any manner whatsoever. The Hirer shall be responsible for all such litigations.
- 2) The hire charges to be paid for monthly basis is final but does not include cost of diesel, which is to be paid by office separately basing on actual consumption. All the expenditure of the vehicle towards repair, replacement of spare parts, lubricating oil of engine, gear box & different coolant, tyros & 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. The driver should be humble, gentle & obedient in nature & not addicted with liquor.
- 4) In case of break down 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 vehicle shall report for duty for minimum of 25 days in a month.
- 7) The hired vehicle cannot be used for commercial purpose.
- 8) In case of emergency, the driver will have to report for duty as per the requirement of Hirer. No extra payment shall be demanded.
- 9) 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 15 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 03 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 01(one) month notice and terminate the agreement.
- 12) In case the service provider intends to withdraw the service of his vehicle and terminate the agreement, it shall be mandatory upon him to grant 01(one) month notice before such withdrawal of services and termination of agreement.
- 13) If the bidder violates any of the terms of contract, Joint Director (Statistics), SR, Berhampur shall forfeit the entire amount of security deposit.
- 14) The Vehicle should have Andhra Pradesh & Odisha permit.
- 15) GST Registration /GeM Registration are compulsory for any service provider.

Signature of  
Quotation calling

  
Authority-cum-Joint Director (Statistics)  
Southern Range, Berhampur

Application

GENERAL INFORMATION FOR HIRING OF PRIVATE VEHICLE FOR OFFICIAL USE IN THE  
OFFICE OF THE JOINT DIRECTOR (STATISTICS), SOUTHERN RANGE, BERHAMPUR

- 1) Registration No. Of Vehicle: -
- 2) Manufacturer of the vehicle: -
- 3) Model: -
- 4) Year of Manufacture: -
- 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) DL No. & Validity of the DL of the Driver: -
- 12) Proposed hire charges of the vehicle per month excluding fuel cost: -
- 13) GST Registration/ GeM Registration No.: -
- 14) Rate of fuel consumption / Mileage per litre: -
- 15) Contact No. Of Service provider (Quotationer): -
- 16) Deposit of security money (Rs.5000/-)

In shape of BD No. \_\_\_\_\_ & Name of Bank

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

**N.B.: - Xerox copies of all certificates to be enclosed for verification.**

**Seal & Signature of the Quotationer**