



SAMAGRA SHIKSHA GANJAM, CHATRAPUR



Short Quotation Call Notice for engagement of vehicles on regular monthly basis

No. 3099 / Estt. / 25 Date 3.9.2025

Sealed quotations in plain paper are invited from the interested vehicle owners / traveling agencies for engagement of **two nos. of vehicles (Tiago / Bolt / Celerio (Petrol) or similar type of vehicle) on regular monthly basis** for use in the District Project Office, SS, Ganjam, Chatrapur. Detailed terms and conditions & application form can be obtained by downloading from the web site i.e. www.ganjam.odisha.gov.in . The bidders are required to submit demand Draft of **Rs. 1000/- (Rupees one thousand only)** drawn in favour of Dist. Project Coordinator, SS, Ganjam, Chatrapur towards cost of tender paper along with the application form. The last date and time for receiving of tender paper is 18.9.25 at 2.00 P.M. and will be opened on the same day at 4 pm in the office of the SS, Ganjam in presence of tenderers or their authorized representatives. Corrigendum/addendum if required, will be uploaded in the above web site. Hence potential bidders are requested to go through with the above web site. The authority reserves the right to reject any or all the tenders without assigning any reasons thereof.

By order of Collector-cum-Chairman, SS

DEO-cum-District Project Coordinator
Samagra Shiksha, Ganjam

APPLICATION FORM

To
The DEO-cum-DPC,SS, Ganjam

Sir,

With respect to the quotation call notice no _____ dated _____ I am to submit herewith my quotation for engagement of vehicles. Details are as under.

1	Name of the Party	
2	Address :	
3	Contact No.	
	PAN no/Adhar No	
4	Vehicle Details (as per Annx-A.)	
5	Quoted rate as per (Annx-B)	

Declaration :

I agree to abide by the terms and conditions for engagement of the vehicle and will also abide by any further terms and conditions that may be decided by the Collector, Ganjam, Chatrapur

Dated

Signature of the vehicle owner / travel agency



General Information (Check List) , Annx- A

Sl. No	Nature and Type of Document	Whether enclosed (with page reference)	
		Yes / No	Page no.
1	Registration of vehicle & Make & Model		
3	Vehicle Insurance certificate		
4	valid OGST Registration & up to date clearance Certificate		
5	Income Tax Return for the Financial Year 2023-24 i.e Assessment Year – 2024-25		
6	DD/Banker's cheque amounting to Rs.1000/- as bid processing fee		
7	EMD in shape of Demand Draft Rs.5000/-		
8	Vehicle Fitness certificate		
9	PAN No.		
10	Valid Permit & D.L No.,		
11	Pollution Certificate		
12	Proof of up to date tax payment		

Signature of Bidder



Quoted Rate (Annx-B)

Sl. No	Type of vehicles	Fuel (diesel/ petrol) consumption in KMs. Per liter.	Hiring charges per month (excluding GST ,fuel, Lubricant) Rs.

Signature of Bidder





SAMAGRA SHIKSHA

GANJAM, CHATRAPUR



Terms and Conditions for engagement of Vehicle in District Project Office, SS, Ganjam, Chatrapur on regular monthly basis

- 1 Tender Papers should be submitted in sealed cover addressed to District Project Coordinator, SS, Ganjam, Chatrapur, PIN-761020 either by speed post / registered post / Courier service for engagement of vehicle on monthly basis.
- 2 The following documents must be attached with tender application failing which the bids shall be out rightly rejected.(**Annx-A**)
 - Vehicle Registration certificate
 - Vehicle Insurance certificate
 - Vehicle Fitness certificate
 - PAN No.
 - Valid Permit , D.L No.,
 - Proof of up to date tax payment
 - **EMD of Rs.5,000/- (refundable without interest)** will have to be submitted along with tender paper in shape of DD drawn from any nationalized bank in favour of Dist. Project Coordinator, SS, Ganjam, Chatrapur.
 - **Cost of tender paper of Rs.1000/- (non refundable)** will have to be submitted along with tender paper in shape of DD drawn from any nationalized bank in favour of Dist. Project Coordinator, SS, Ganjam, Chatrapur.
- 3 The vehicle should not be more than three years old as on **30.08.25** and should be in good running condition.
- 4 The vehicle shall have a valid registration no., valid insurance and the driver should have a valid driving license.
- 5 The service provider of the vehicle will submit GST registration certificate.
- 6 The hire cost will include salary of driver and periodic maintenance of the vehicle.
- 7 The vehicle must have minimum **17 kms mileage** per one litre fuel.
- 8 The vehicle will be stationed at the Dist. Project Office, SS, Ganjam, Chatrapur. The services of vehicle may be used at any time of the day.
- 9 In case the vehicle is out of order for a day or is not available, a substitute vehicle will be given by the vehicle owner at his own cost. In case a vehicle does not report on any day or a substitute vehicle is not provided by the vehicle owner for that day, Rs. 800/- per day will be deducted from the monthly hire charges for the vehicle payable by this office.
- 10 The vehicle should be kept well maintained through out the period of engagement.
11. The bidders have to quote the rate of monthly hiring charges and fuel consumption rate in **the format given at Annx-B.**
- 11 Payment shall be made every month subject to proper maintenance of log book, submission of proper account of total kilo meter run, consumption of fuel etc.

- 12 The driver can not claim any benefit admissible to the staff of the office and In case of accident or break down this office shall not have any liability.
- 13 The successful quotationer shall have to execute an agreement with the District Project Coordinator, SS.
- 14 If the services are found to be unsatisfactory, the DPO,SS shall give one month notice and terminate the agreement.


3.9.2025
DEO-cum-District Project Coordinator
Samagra Shiksha, Ganjam.