

TERMS & CONDITIONS

1. The service provider shall have a valid GST registration to participate in the tender process.
2. The vehicle must be on Road worthy condition and 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. which are mandatory for applying of the vehicle. Preference will be given to new / Latest vehicle.
3. In case of the Firm/ Travel Agency/Individual wish to engage brand new make shall quote the type of vehicle and model against registration.
4. The monthly rate of hire charges (with & without driver) will be quoted separately in the general bid information form **Annexure – A & B** (Excluding fuel and Lubricants).
5. The vehicle must be achieve a fuel efficiency of 10 KM per litre / 17 KM per litre (as applicable) as per Govt. norms.
6. The details of the make and year of manufacture of the vehicle, Registration Number, Mileage, Kilometer covered per liter and period of validity should be specifically provided in the general bid information to be furnished with the Tender (in the form enclosed at **Annexure- A & B**).
7. 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.
8. The Driver should be well behaved, gentle and obedient in nature.
9. A sum of Rs.10,000/- (Rupees Ten Thousand) only shall be deposited by the intending bidder in shape of Account Payee Bank Draft drawn in favour of the “**District Project Coordinator, Samagra Shiksha, Balangir**” and submitted along with the tender as EMD. After completion of tender process, EMD shall be refunded to unsuccessful bidders.
10. The maximum permissible hire charges per month, excluding fuel cost and GST is Rs. 24000/- (Rupees Twenty Four Thousand) only as per OSEPA norms.
11. The types of vehicle (**without Driver**) allowed are preferably Bolero – NEO/TUV-300/ Scorpio or any other higher make model vehicle, preferably a **BS-VI compliant diesel vehicle**.
12. The types of vehicle (**with Driver**) allowed are preferably Swift/ Swift Dezire/ Tata Zest/ Tata Tiago or any other higher make model vehicle, preferably a **BS-VI compliant Petrol vehicle**.
13. The application form of quotation / tender containing General Bid Information & Terms and conditions for Hiring of Vehicles etc. will be available with www.balangir.odisha.gov.in & www.osepa.odisha.gov.in and can be downloaded from Date 06/02/2026 to Date 16/02/2026

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14. Self Attested Documents to be enclosed along with the Bid are mentioned at **Annexure-C**, without which the Bid shall not be acceptable and will be rejected accordingly.
15. The successful bidder has to furnish performance security of an amount of **Rs.5000/- (Five thousand)** in shape of account payee Bank draft drawn in favour of the **"District Project Coordinator, Samagra Shiksha, Balangir"** within three days from the date of the receipt of acceptance letter .
16. The Selected Bidder will have to sign an Agreement with the undersigned for execution of supply of vehicle to DPO,SS, Balangir.
17. 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.
18. The vehicles shall be kept at the disposal of the undersigned throughout the Agreement period.
19. In case of emergency, the driver will have to report for duty as per the requirement. No extra payment shall be made for the purpose.
20. The Envelope containing the Bid Documents, completed in all respect must be super-scribed with **"Quotation for engagement of Hire Vehicle for DPC, SS, Balangir"** must reach the office of the undersigned on or before 17/02/2026 by 4.00 P.M. through **Registered Post/Speed Post only** in the Address :- **"DISTRICT PROJECT OFFICE, SAMAGRA SHIKSHA, BALANGIR, AT- RAJENDRA COLLEGE SQUARE, PO/DIST- BALANGIR, PIN-767001"**. The quotation papers shall not be entertained by Ordinary post or Courier or through any other means. **The TIA is not responsible for any postal delay.**
21. The quotation papers shall be opened on the same day i.e. on 17/02/2026 at 4.00 P.M. in the Conference Hall of DPO, SS, Balangir in the presence of the bidders or their authorized representatives.


District Education Officer & DPC
Samagra Shiksha, Balangir

Annexure- A

General Information for Vehicle with Driver

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 preferably Swift/ Swift Dezire/ Tata Zest & a BS-VI compliant Petrol vehicle.	
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	EMD No. and Date	
16	Name/Address of the Driver	
17	D.L. No. & Validity of the D.L. of the Driver	
18	Contact Number of the Service provider	
19	Contact number of Driver	
20	Proposed hire Charge of the vehicle per month excluding fuel cost and GST charges (With Driver)	Hire Charge Per Month excluding Fuel Cost & GST: _____ GST %: _____
21	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



Annexure- B

General Information for Vehicle without Driver

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 preferably Bolero – NEO /TUV-300/ Scorpio & a BS-VI compliant Diesel vehicle.	
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	EMD No. and Date	
16	Contact Number of the Service provider	
17	Proposed hire Charge of the vehicle per month excluding fuel cost and GST charges (Without Driver) .	Hire Charge Per Month excluding Fuel Cost & GST: _____ GST %: _____
18	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



Annexure- C

DOCUMENTS TO BE ENCLOSED ALONG WITH THE BID

Sl. No.	Particulars of the Documents	Page No.
1	GST IN	
2	GeM Registration Certificate	
3	Bank Account No and IFSC Code	
4	Registration Certificate of the Vehicle	
5	Vehicle Insurance Certificate	
6	Fitness Certificate	
7	Pollution Certificate	
8	Valid contract carriage Permit Certificate	
9	Document related to up to date Tax payment.	
10	EMD No. and Date	

N.B. – All above documents must be self attested with seal and signature of the Bidder.

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Seal & Signature of Tenderer