

Standard Bidding Document
Government of Odisha
Office of the Chief District Veterinary Officer, Nabarangpur
Sealed Quotation Call Notice.

No.....Date.....

Sealed short quotations are invited from interested reputed Travel Agencies/Tour Operators or private individuals for providing 01(One) nos of AC Diesel/Petrol driven vehicles for the year 2025-26 which shall confirm to the terms and conditions (Annexure-I) for official use in Office of the Chief District Veterinary Officer , Nabarangpur on monthly rent basis:

1. The vehicles must be in Road Worthy condition, shall not be more than 3 year 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 vehicles.
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 and should be free from narcotics & alcohol.
4. A sum of R.5000/-shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the C.D.V.O., Nabarangpur and submitted along with the tender 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 details of the make and year of manufacture of the vehicles, registration no., mileage (Kms covered per litter) 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)
7. The Quotation completed in all respect should reach the undersigned on or before 20.01.2026 by 05 P.M and shall be opened on 21.01.2026 at 11.30.A.M. in presence of the bidders or their authorized representatives.
8. The application form of sealed quotation containing General Bid Information & Terms and conditions for Hiring of Vehicles etc. will be available with the Chief District of Veterinary Office, Nabarangpur; on payment of Rs.500/- from 09.01.2026 to 20.01.2026 or can be downloaded from Nabarangpur District Portal, (www.nabarangapur.nic.in) from 09.01.2026 to 20.01.2026 if the application form downloaded from Nabarangpur District portal the quotationer have to deposit Rs. 500/- in shape of Demand Draft in favour of CDVO, Nabarangpur at the time of submission of quotation.

Seal & Signature of
Quotation/Tender Calling Authority
Designation

Memo No. 95

Date 08/01/26

Copy forwarded to the District Informatics Officer, N.I.C., Nabarangpur for favour of kind information & necessary action. He is requested for wide circulation of this notice on website for propaganda.

Chief District Veterinary Officer,
Nabarangpur

Memo No. _____

Date _____

Copy forwarded to the members of District Technical Committee, Nabarangpur for favour of kind information & necessary action. They are requested to attend the DTC meeting at office chamber of CDVO Nabarangpur on above said date.

edlr
Chief District Veterinary Officer,
Nabarangpur

Memo No. _____

Date _____

Copy submitted to the Director of Animal Husbandry & Veterinary Services, Odisha, Cuttack for favour of kind information & necessary action.

edlr
Chief District Veterinary Officer,
Nabarangpur

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 Certificates ,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 Departmental/Office hiring the vehicles shall not be responsible for any damage/loss caused to hired vehicles or loss of life/injury made to any person or damages to any property on account of use of hired vehicle any manner whatsoever. The hirer shall not 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 vehicles 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 vehicles/bidder.
- 5) In case of the vehicles 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 charge 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, subject to availability of funds as per as possible within fifteen days of the submission of bills by the service provider and no advance payment will be made.


Chief District Veterinary Officer
Nabarangpur

GENERAL INFORMATION FOR HIRING VEHICLES

- 1) Registration No. of Vehicles :-
- 2) Type of Vehicles (Non-AC) :-
- 3) Year of Manufacturer :-
- 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) DL No. & Validity of the DL of the Driver :-
- 12) Proposed hire charge of the Vehicles per Month excluding fuel cost :-
- 13) Rate of fuel consumption Mileage per litter :-
- 14) Contact Number of the Service Provider (Tender/Quotation) :-
- 15) Mobile No :-
- 16) Telephone No. :-

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

Signature of the Tenderer


Chief District Veterinary Officer
Nabarangpur