



DISTRICT PLANNING & MONITORING UNIT, PURI
(STATISTICAL WING)

statisticalwing.dpmu.puri@gmail.com

No. 165 /III-Estt./01/2025/Date: 12/02/2026

Short Quotation/Tender Call Notice

Sealed quotations/tenders are invited from interested reputed Travel Agencies / Tour Operators / Private Individuals for providing **01 (one)** number of "**TUV 300/ Bolero/ Sumo Gold/ Ertiga**" Petrol driven vehicle (Preferable to hire BS-VI emission compliant vehicle) having sitting capacity not more than 07 (seven) including driver, which shall conform to the Terms and conditions (Annexure-A)) for official use in District Planning and Monitoring Unit, Puri (Statistical Wing) on monthly rent basis as per **Government of Odisha, Finance Department Office Memorandum No. 15836/F/FIN-COD-MV-0004-2018, Date 27.05.2025.**

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 Puri Municipality.
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 taxpayment etc. mandatory for applying 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. 10,000/- (Rupees Ten thousand)** only shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of office of the **Deputy Director (Planning & Statistics), District Planning and Monitoring Unit, PURI** and submitted along with the tender as EMD. After completion of tender process, EMD shall be refunded to unsuccessful bidders.
7. A sum of **Rs.1000/- (Rupees One thousand)** only shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of office of the **Deputy Director (Planning & Statistics), District Planning and Monitoring Unit, PURI** as bid processing fees. After completion of tender process, bid processing fees shall not be refunded to the Bidders.
8. The monthly rate of hire charge, excluding GST be quoted separately, excluding fuel.
9. The Vehicle must achieve a fuel efficiency of **10 K.M. per litre.**
10. 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).
11. The Quotation completed in all respect should reach the undersigned on or before 18.02.2026 by 3:30 P.M. and shall be opened on 20.02.2026 at 11.30 A.M. in presence of the bidders or their authorized representatives.
12. The application form of quotation/tender containing General Bid Information & Terms and conditions for Hiring of Vehicles etc. will be available on Puri district Website <http://puri.odisha.gov.in> from 12.02.2026 to 18.02.2026.
13. The undersigned reserves all the right to reject/cancel the tender without assigning any reason thereof.


 Joint Director
 DPMU, Puri

Memo No. 166 /Date 12/02/2026

Copy forwarded to the District e-Governance Manager (DeGM), Collectorate, PURI for information and necessary action. He is requested to web hoist the tender call notice in the District website.


Joint Director
DPMU, Puri

Memo No. 167 /Date 12/02/2026

Copy forwarded to the District Information & Public Relation Officer (DI&PRO), Puri for information and necessary action.


Joint Director
DPMU, Puri

Memo No. 168(3) /Date 12/02/2026

Copy forwarded to the District Treasury Officer, Puri /District Small Saving Officer, Puri/ Assistant Director (Statistics) DPMU, Puri, for information and necessary action. They are requested to attend the meeting on scheduled date and time i.e. 20.02.2026 at 11.30 AM in the office chamber of Joint Director, DPMU, PURI.


Joint Director
DPMU, Puri

Memo No. 169 /Date 12/02/2026

Copy to Notice Board of District Planning and Monitoring Unit, Puri.


Joint Director
DPMU, Puri

Memo No. 170(2) /Date 12/02/2026

Copy submitted to the Director, Economics and Statistics, Odisha, Bhubaneswar/Joint Director (Statistics), Central Range, Cuttack for favour of kind information and necessary action.


Joint Director
DPMU, Puri

Terms & Conditions

Annexure-A

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 what so ever. 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 break down for reasons what so ever 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 Service provider shall provide at least 25 days in a month.
8. The eligible bidders shall commence the services from the date of place of order and shall continue to provide the services for 03 months and it may further be extended as per satisfaction of the authority.
9. In case of urgency, the driver will have to report for duty as per the requirement. No extra payment shall be made.
10. 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.
11. 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.
12. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
13. 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.
14. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.


Joint Director
DPMU, Puri

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