



ODISHA SKILL
DEVELOPMENT AUTHORITY

DISTRICT SKILL DEVELOPMENT-CUM-EMPLOYMENT OFFICE,
ROURKELA

Email. Id- deorourkela@gmail.com / deorourkela@rediffmail.com Tele. No. 0661-2500446

Letter No. 363 /DSDEO,Rourkela Dated.14.05.2026

To,

The District ,e-Governance Manager
Collectorate, Sundargarh

Sub: Request for publication of Quotation Notice regarding Vehicle Hiring.

Sir,


I am directed to request you to kindly arrange for the hosting/publication of the Quotation Notice regarding hiring of one vehicle for official use in the office of the District Skill Development-cum-Employment Office, Rourkela on the official district website (<https://sundargarh.odisha.gov.in>) under the "Notice" or "Tenders" section.

The scanned copy of the Quotation Notice, duly signed is enclosed herewith for necessary action. It is requested that the notice be uploaded and made publicly accessible from 18.05.2026 to 29.05.2026, as per the timelines mentioned in the notice.

Your kind cooperation in this regard is highly appreciated.

Encl: As above

Your's faithfully,


14/5/26
District skill Development
Cum-Employment Officer
Dy. Director of Skill Development
Rourkela
-cum-Employment, Sambalpur



ODISHA SKILL
DEVELOPMENT AUTHORITY

DISTRICT SKILL DEVELOPMENT-CUM-EMPLOYMENT OFFICE,
ROURKELA

Email. Id- deorourkela@gmail.com / deorourkela@rediffmail.com Tele. No. 0661-2500446

Letter No. 356 /DSDEO,Rourkela Dated.14.05.2026

QUOTATION / TENDER CALL NOTICE

Sealed quotations are invited from interested Travel Agencies /Tour Operator private individuals for providing the following type of vehicle on monthly hiring basis for official use at the District Skill Development-cum--Employment Office, Rourkela towards supervision and monitoring of the Skill Development Training Programme & other related activities in the district.

Sl. No	Vehicle Make & Model (Will be used by District Level Officer)	Hiring Charges per month	Minimum Average Fuel Mileage	Unit Required
As per Finance Department , Govt. of Odisha O.M No.15836/F Date 27.05.2025 (Attached at Annexure-IV)				

The detail Terms and Conditions (Annexure-I) of the Tender along with Application Form (Annexure-II) are available in the district website <https://sundargarh.odisha.gov.in> which may be downloaded by the interested parties. It can be obtained in person from office of District Skill Development-cum-Employment Office, Rourkela also.

The Tender Papers along with all required documents from the interested Travel Agencies /Tour Operator private individuals should be filed in the office of the District Skill Development-cum-Employment Officer, Rourkela on or before **29.05.2026 by 1 P.M** or it may sent through registered post/speed post in the address of District Skill Development-cum-Employment Officer, Rourkela At/Po- Uditnagar, Kacheri Road, Besides CT & GST Office, Pin-769012 in a sealed cover super scribed "Tender/Quotation for providing vehicle on hire basis". The Tender/Quotation received after scheduled date & time or in incomplete manner shall be summarily rejected. The Tender/quotation shall be opened on the next day i.e.**30.05.2026 at 11A.M** in presence of the committee members and bidders or their nominated representatives in the office chamber of the District Skill Development-cum-Employment Officer, Rourkela.

The undersigned reserves the every right to cancel/reject the quotation or any part without assigning any reason thereof.

Adh
14/5/26
District Skill Development
cum Employment Officer
Rourkela
-cum-Employment, Sambalpur

Memo No. 357 /DSDEO,Rourkela

Date. 14 / 05 / 2026

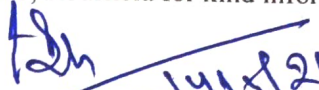
Copy along with copy of the enclosures submitted to the Notice Board of Collectorate, Sundargarh/Zilla Parisada, Sundargarh/DIPRO, Rourkela /Sundargarh/Sub-Collectorate, Panposh/ Bonai/Office Notice Board, DSDE Office, Rourkela/ SDE sub office, Sundargarh/Bonai/ DIO, NIC to upload at the district website <https://sundargarh.odisha.gov.in> for information and necessary wide publicity.

Adh
14/5/26
District Skill Development
cum Employment Officer
Rourkela
-cum-Employment, Sambalpur

Memo No. 358 /DSDEO,Rourkela

Date. 14 / 05 / 2026


Copy submitted to the members Vehicle Tender opening and Selection Committee, Rourkela for kind information and necessary action.


Dy. Director of Skill Development
cum Employment, Sambalpur
District Skill Development
cum Employment Officer,
Rourkela

Memo No. 359 /DSDEO,Rourkela

Date. 14 / 05 / 2026


Copy submitted to the Director of Skill Development-cum-Employment cum CEO,OSDA, Odisha, Bhubaneswar for favour of kind information.


Dy. Director of Skill Development
cum Employment, Sambalpur
District Skill Development
cum Employment Officer,
Rourkela

Memo No. 360 /DSDEO,Rourkela

Date. 14 / 05 / 2026


Copy submitted to the PA to the Collector & ^{DM}Sundargarh for favour of kind information to the Collector & District Magistrate Sundargarh


Dy. Director of Skill Development
cum Employment, Sambalpur
District Skill Development
cum Employment Officer,
Rourkela

Memo No. 361 /DSDEO,Rourkela

Date. 14 / 05 / 2026

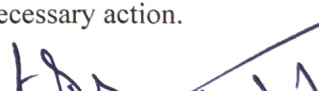
Copy submitted to the Dy. Director of Skill Development-cum-Employment, Sambalpur for favour of kind information.


Dy. Director of Skill Development
cum Employment, Sambalpur
District Skill Development
cum Employment Officer,
Rourkela

Memo No. 362 /DSDEO,Rourkela

Date. 14 / 05 / 2026

Copy to the Estt. Section/ vehicle file for information and necessary action.



Dy. Director of Skill Development
cum Employment, Sambalpur
District Skill Development
cum Employment Officer,
Rourkela

TERMS AND CONDITIONS:-

The following terms and conditions must be fulfilled by bidder.

- (i) 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 driver available all the times.
- (ii) The Department / 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 damage to any property on account of use of hired vehicle any manner whatsoever. The hirer shall be responsible for all such litigation. .
- (iii) The hiring 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 Govt. norms on receipt of funds released by the Director of Skill Development-cum-Employment, Odisha, Bhubaneswar for the purpose.
- (iv) All the expenditure of the vehicle towards repair, replacement of spare parts, Lubricating oil of Engine, Gear Box & different Coolant, Tyres & Tubes, Battery etc. will be borne by the bidder.
- (v) It shall be responsibility of the bidder to provide a good driver and the remuneration of the driver shall be borne by the service provider.
- (vi) In case of breakdown for reasons whatsoever the replacement of a vehicle of the same or better model shall be provided by the service provider.
- (vii) In case of the vehicle do not report regularly, the authority will be at liberty to terminate the agreement without prior notice.
- (viii) The vehicle shall report for duty for minimum of 25 days in a month. The driver of the vehicle should have specific Mobile number and attend the call round the clock if required. No separate payment would be made for the same.
- (ix) In case of emergency, the driver will have to report for duty as per the requirement. No extra payment shall be made.
- (x) Monthly hiring 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.
- (xi) The vehicle shall not be more than 3 (Three) years old from the initial registration and also in good running condition during the period of contact.
- (xii) If the service are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
- (xiii) In case of 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.
- (xiv) The bidder should give willingness in writing that the agency is ready to send the vehicle to interior pockets of the district if required.
- (xv) The contract shall be valid for an initial period of one year starting from the date of issue of work order and the department may be extend the contract for one year more on the same term and conditions with subject to the services are found satisfactory.
- (xvi) The legible & clear photo copies of all the documents should accompany the bid. The bid accompanied with illegible documents shall be summarily rejected.
- (xvii) Zero based mileage i.e. mileage starting and ending at/from duty or drop off location shall be adopted for the purpose of calculating kilometers.
- (xviii) The vehicle provided/deployed under the agreement should not used for any other purpose.

- (xix) The tender shall ensure that the vehicle is always fully insured including insurance claim of the driver and all other passengers and all statutory dues/ taxes are paid in time and shall also comply with Motor Vehicle Acts/Rules/ Other statutory requirement. This office shall not be responsible for any of the aforesaid claims/ dues.
- (xx) The tender quoting lowest rate will be declared as successful bidder.
- (xxi) The District Skill Development-cum-Employment Officer, Rourkela reserves the right to reject all or any of the offers without assigning any reason thereof and the decision of this office shall be final and bidding.
- (xxii) The hirer shall be responsible for any vehicle bank finance issues. If such issues arise during engagement of the vehicle, the hirer will replace the same model or higher model to the District Skill Development cum Employment Officer, Rourkela at an earliest without any delay.
- (xxiii) A sum of Rs. 1,000/-(One Thousand) only shall be deposited by the intending bidders in shape of Bank Draft drawn in favour of the District Skill Development cum Employment Officer, Rourkela and submitted along with the tender as security deposit. After completion of tender process, the amount will be refunded to the unsuccessful bidders.
- (xxiv) If the bidder violates any of the terms of the contract. Government shall forfeit the entire amount of security deposit and pending hiring charges of the vehicle.
- (xxv) In case the application form is downloaded from Govt. website, the applicant shall furnish a Demand Draft for an amount Rs. 100/-(Rupees One Hundred) only towards the cost of application along with the application.
- (xxvi) The vender shall be produce his PAN/TAN/GST number details with the tender documents is mandatory.


**Dy. Director of Skill Development
cum-Employment, Sambalpur
District Skill Development
Cum Employment Officer,
Rourkela.**

SEALED QUOTATION SUBMISSION FORMART

Name of the Quotationer/ Tenderer-

Performa-

Sl. No	Vehicle Make & Model (Will be used by District Level Officer)	Hiring Charges per month	Minimum Average Fuel Mileage Per K.M.
1	2	3	4

Seal & Signature of the
Quotationer/ Tenderer with date

**APPLICATION FORM FOR PROVIDING VEHICLE ON HIRE BASIS DURING
ENGAGEMENT AT DSDE, OFFICE, ROURKELA**

SI No.	Particulars	
1	Name of the service Provider	
2	Complete Address	
3	GST/PAN Number of the Quotationer (Enclose documentary proof)	
4	GeM Registration Number	
5	Bank Account No. & IFSC Code	
6	Vehicle Make & Model (Will be used by District Level Officer)	
7	Type of Vehicle(AC/Non-AC)	
8	Registration No. of Vehicle/ Date of Registration	
9	Name & Complete address of the owner of vehicle (Enclose copies of the documents of I.D & Address proof)	
10	Fitness Certificate validity (Enclose documentary proof)	
11	Pollution Certificate (Enclose Documentary proof)	
12	Permit validity (Enclose documentary proof)	
13	Insurance validity (Enclose documentary proof)	
14	Name/Address of the Driver (Enclose copies of document of I.D. & Address proof)	
15	D.L. No. & Validity of the D.L. of the Driver (Enclose Photo copy of the D.L.)	
16	Proposed Hire charges of the vehicle per month excluding fuel cost in rupees.	
17	Rate of fuel consumption/ Mileage per liter	
18	Contact Number of the Service Provider	
19	Contact Number of the Driver	

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

**Seal & Signature of the
Quotationer/ Tenderer with date**