



SAMBALPUR DEVELOPMENT AUTHORITY

SMC & SDA OFFICE BUILDING, DURGAPALI, SAMBALPUR-768006 Email - Secretarysdasbp@gmail.com

No 02 /SDA.,
XVI-15/2025

Sambalpur dated the 02nd January, 2026.

Quotation/Tender Call Notice - I

Sealed quotations/tenders are invited from interested reputed Travel Agencies/Tour operators/Individual for providing **1 (One) No. of Ertiga vehicle** having sitting capacity not more than 7 including driver, which shall conform to the Terms and conditions (**Annexure-A**) for official use in Sambalpur Development Authority (SDA) department/Office on monthly rent basis:

1. The Service provider shall have a valid GST registration to participated in the tendering.
2. The service provider, participating in the bidding process should be under the jurisdiction of Municipal Corporations, shall be registered on Gem Portal.
3. The vehicle must be in the road worthy condition, shall not be more than 2 years old as per the date of initial registration on the date of publication of this Advertisement and must have valid Registration certificate, Insurance Certificate, Fitness Certificate, pollution certificate, Valid Contract permit, proof of up-to-date Tax payment etc. mandatory for playing of Vehicle.
4. The Driver of the vehicle must have a valid driving licence 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. 22,500/-** shall be deposited by the intending bidder in shape of Account payee bank draft drawn in favour of the **Secretary, SDA** and submitted along with the tender as EMD. After completion of tender process, EMD shall be refunded to unsuccessful bidders.
7. The monthly rate of hire charge excluding GST be quoted separately, excluding fuel.
8. The Vehicle must achieve a fuel efficiency of **10 KM** per litre.
9. 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**).
10. The quotation completed in all respect should reach the undersigned on or before **dt.15.01.2026** by **5.00 P.M.** through registered post only and shall be opened on the next day at **12.30 P.M.** in presence of the bidders or their authorized representatives.
11. The date of registration of vehicle shall be given priority i.e. vehicle having latest registration number on the date of advertisement shall be preferred.
12. The authority reserves the right to cancel any or all of the quotations without assigning any reason thereof.
13. The office, if required may negotiate on point no. 7 as mentioned above, in the interest of this office, however it should be clear that, point no. 11 as mentioned above stands non-negotiable.
14. The application form of quotation/tender containing General Bid Information & Terms and conditions for Hiring of Vehicles etc. will be available and can be downloaded from website www.sdasambalpur.com from date **05.01.2026** to date **15.01.2026**.

By order of the Vice-Chairman

Secretary.

Memo No. 03 /SDA Dated 02-01-26

Copy forwarded to the Deputy Secretary to Govt, I & PR Deptt., Govt. of Odisha, Bhubaneswar for information and necessary action with request to published this tender call notice in minimum size in two local Odia daily and one local English daily newspaper on or before **Dt.05.01.2026** and submit the bill in duplicate with two copies of the Newspaper for payment.


Secretary
2/1/26

Memo No. 04 /SDA Dated 02-01-26

Copy submitted to the Steno to Commissioner, SMC, for kind information with request to display this notice in his office notice board for wide circulation.


Secretary
2/1/26

Memo No. 05 /SDA dated 02-01-26

Copy forwarded to the Executive Engineer, P.H Division, Sambalpur/ Executive Engineer, R&B Division, Sambalpur/ Executive Engineer, RWSS Division Sambalpur for information with request to display this notice in their office notice board for wide circulation.


Secretary
2/1/26

Memo No. 06 /SDA dated 02-01-26

Copy to Cashier/ Accountant SDA/ Office Notice Board/Office file for record.


Secretary
2/1/26

Terms & Conditions

The following terms and conditions must be fulfilled by Bidder:

1. The hired vehicle during period of contract, shall have all necessary valid MV document 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 whatsoever. 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 exiting 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 with integrity and the remuneration of the driver shall be borne by the service provider. The driver of the vehicle deployed for user department duties maintain polite & courteous behaviour towards department users as well as to other department staff. Following may be construed as "misbehaviour" and shall attract penalties as per provisions of the contract. Repeated instances may result in termination of services.
 - i) Denial of duty during contract period, or during hours as noticed by user departments;
 - ii) Use of abusive language.
5. 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.
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 vehicles shall report for duty for minimum of 26 days in a month. However, in case of emergency, the driver will have to report for duty as per the requirement. No extra payment shall be made.
8. 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.
9. The vehicle shall not be more than 2 years old from the initial registration and also in good running condition during the period of contract and vehicle having latest registration number on the date of advertisement shall be preferred. The vehicle should have commercial license.

A handwritten signature in blue ink, followed by the date '21/1/22' written below it.

10. If the services are found to be unsatisfactory, the Client shall give one-month notice and terminate the agreement.
11. 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.
12. If the bidder violates any of the terms of contract, SDA shall forfeit the entire amount of security deposit.


Secretary.

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 and signature of Tenderer

Secretary
Sambalpur Development Authority
Sambalpur