



ମୁଖ୍ୟ ଜିଲ୍ଲା ପ୍ରାଣୀ ଚିକିତ୍ସା ଅଧିକାରୀଙ୍କ କାର୍ଯ୍ୟାଳୟ, ବଲାଙ୍ଗିର
OFFICE OF THE CHIEF DISTRICT VETERINARY OFFICER, BALANGIR
Hatishalpada , Balangir-767001

Phone No.06652295054,email: cdvoblgr1@gmail.com/cdvo-bolangir@gov.in

Letter No. 428 /CDVO(B), Date 03-02-2026

Sealed quotation in the prescribed format are invited from the interested transporters / Travel agencies / individuals /NGOs / Private organizations for engagement of their vehicles (Tiago/Bolt/Celerio (petrol)/ Similar type vehicles with A/C)preferably BS-VI emission compliant petrol Vehicle) with valid license/documents for office use of CDVO, Balangir on hiring basis .The total hiring charges of the vehicle will be maximum Rs 24000/- (Rupees twenty four thousand only) including GST. The hiring charges do not include fuel cost .

The undersigned will receive the sealed quotation papers up to 5 PM on 20.02.2025 by registered post/ speed post/ courier Service/ drop box in the office of the CDVO, Balangir. The sealed quotation papers will be opened on 21.02.2026 at 11 AM in the presence of the tender committee and the bidders or their representatives to approve the eligible bidder. The vehicle will be engaged from 01.03.2026 for two year period.

The details of the bidding process are as follows :-

Sl No	Bidding scheduled	Date line
1	Date of floating tender	03.02.2026
2	Last date & time for submission of tender documents	20.02.2026 ,5 PM
3	Date and time of opening of Technical BID	21.02.2026,11 AM
4	Date and time of opening of Financial BID	21.02.2026,4 PM

The bidders are required to submit the technical BID and financial BID separately .The BIDs in sealed Cover –A containing Technical BID and sealed Cover-B containing Financial BID should be placed in a third sealed cover super –scribed Quotation for Hiring /Engagement of Vehicle for CDVO,Balangir .

The BID documents containing application form ,General BID information ,terms and conditions ,Tender forms can be downloaded from the Website (<https://balangir.odisha.gov.in>) .

Complete address for submission of BID

Chief District Veterinary Officer ,Balangir
Hatishalpada ,PIN 767001 ,Balangir

3.2.26

Chief District Veterinary Officer
Balangir

Memo No 429 /

Date 03-02-2026 /

Copy to the DIO,Balangir for information and necessary action.He is requested to upload the same in the official website of Balangir district on or before 03-02-2026 .The tender paper in PDF format is enclosed herewith for needful action.

3.2.26
Chief District Veterinary Officer
Balangir

GENERAL BID INFORMATION

1. Type of Vehicle

- The vehicle model/type shall be preferably Tiago, Bolt, Celerio or similar type .
- The vehicle should be suitable for movement in both urban and rural operational areas within the jurisdiction of the Balangir district and State of Odisha.
- The vehicle must be capable of accommodating of staff (3 person) excluding driver comfortably.

2. Eligibility Criteria for Vehicle

- Vehicle must not be more than 3 years old at the time of hiring. (Preference will be given to newer vehicles).
- Vehicle should be BS-VI compliant as per emission norms.
- Vehicle must be in roadworthy condition and covered under valid Registration, Fitness, Insurance, and Pollution under Control (PUC) Certificate.
- The Vehicle must achieve a fuel efficiency of minimum 17 KM per litre.

3. Hiring Rules & Charges

- The maximum monthly hiring charges of the vehicle shall be 24,000/- (Rupees Twenty four Thousand only) including the salary of the driver.
- Fuel cost shall be borne by the Department as per actual consumption and logbook entries.
- A Declaration (in Non- Judicial Stamp Paper of Rs.10/-) shall be given by the Owner of the vehicle/Bidder for having no objection for driving of his vehicle by outsourced driver engaged by the Department (Annexure-II).
- Maintenance and all other charges (insurance, repair, servicing, etc.) shall be borne by the supplier/vehicle owner

4. Operational Guidelines

- The hired vehicle shall remain exclusively available for CDVO Balangir.
- The vehicle shall be parked at the designated CDVO office, Balangir parking point after duty hours unless otherwise instructed.
- A logbook shall be maintained daily, recording movement, distance covered, purpose, and fuel consumption.
- The hired vehicle, during the period of contract, shall have all necessary valid MV documents such as valid Registration Certificate, Insurance Certificate, Fitness Certificate, Pollution control certificate, valid Contract Carriage Permit, proof of up to date tax payment etc. and D.L. of the driver available all the times.
- CDVO Balangir shall not be responsible for any damage/loss caused to hired vehicles or losses of life/injury made to any person or damage to any property on account of of hired vehicle in any manner whatsoever. The owner of the vehicle shall be responsible for all such litigation.
- All the expenditure of the vehicle towards minor/ major repair, replacement of spare parts, lubricating oil of Engine, Gear Box & differential Coolant, Tyres & Tubes, Battery etc. and payments towards insurance, road tax, fitness etc. will be borne by the vehicle owner.
- The vehicle should be regularly serviced and maintained to avoid any breakdown. 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 vehicle/bidder without compromising the services of CDVO Balangir. If the owner failed to arrange/replace, alternative arrangement will be made by the client and the expenditure will have to be borne by the owner of the vehicle. If he/she fails to pay the expenditure so incurred, the same will be deducted from the bill of the vehicle owner.



5. A sum of Rs.10,000/- (Rupees Ten thousand) only shall be deposited by the intending bidders in shape of accounts payee bank draft in favour of the Chief District Veterinary Officer, Balangir and submitted along with the tender as security deposit. After completion of tender process the amount will be refunded to unsuccessful bidders.

6. Tender papers without security deposit shall not be considered/accepted.

7. The monthly rate of hire charges (excluding fuel and lubricants) is to be quoted separately. In case of similar quoted price, preference will be given to local vehicle (Balangir Municipality areas to which the vehicle belongs) and newer vehicle. In addition, lower hiring charges with higher mileage than the specified rate will also be given preference.

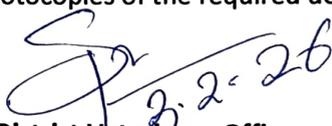
8. The details of the make and year of manufacture of the vehicle, registration no., mileage (Km covered per litre) and period of validity etc. should be specifically provided in the general bid information sheet of the vehicle (provided with the application form) to be furnished (Annexure-I).

9. The Tender completed in all respect should reach the undersigned on or before Dt.20.02.2026 by 05.00PM and technical Bid shall be opened on Dt.21.02.2026 at 11.00AM and Financial Bid opened on Dt.21.02.2026 at 04.00 P.M in presence of the bidder(S) or their authorized representative(S). There will be no bar in opening of the sealed quotations, if the bidder(S) or their authorized representative(S) remain absent within the schedule time.

10. The Application form of Tender containing General Bid Information & Terms and Conditions for Hiring of Vehicles etc. is available at the Balangir district portal (<https://balangir.odisha.gov.in>).from Dt.03.02.2026 to 20.02.2026 by 05.00PM.

11. The bids complete in every respect should reach the O/o the CDVO, Balangir latest by 20.02.2026, 05.00PM through Speed Post /Regd. Post/Courier/Drop Box. Any tender received after the due date & time will be rejected and this Office shall not be responsible for any postal delay. Incomplete Tender paper shall not be accepted.

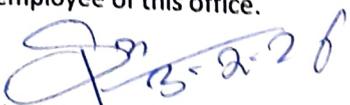
12. The authority reserves all rights to accept/ reject all the bids or any part of it without assigning any reason thereof. The bidder is to submit self-attested photocopies of the required documents with duly filled in tender paper


Chief District Veterinary Officer,
Balangir

TERMS & CONDITIONS FOR HIRING/ENGAGEMENT OF VEHICLE

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. The 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 hiring charges to be paid on monthly basis. The cost of petrol, which is to be paid separately basing on actual consumption and the cost of lubricants will be paid as per existing Government norms.
- 3) The amount of the POL will be paid to the Owner of the vehicle after production of bills in succeeding month. All the expenditure of the vehicles towards repair, replacement of spare parts, Lubricating oil of Engine, Gear Box & differential Coolant, Tires & Tubes, Battery etc. will be borne by the bidder.
- 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 vehicle does not report regularly, the authority will be at liberty to reject the agreement and may engage vehicle from other source.
- 6) Monthly hire charge and reimbursements towards cost of petrol (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 soon as possible within fifteen days of the submission of bills by the vehicle owner and no advance payment will be made.
- 7) If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
- 8) In case the vehicle owner intends to withdraw the services of the vehicle and terminate the agreement, it shall be mandatory upon him to give one month notice before such withdrawal of service and termination of agreement.
- 9) The hired vehicle cannot be used by the vehicle owner for any private/commercial purpose beyond office hour or during holidays.
- 10) The vehicle shall be parked at the **CDVO office, Balangir** after duty hours unless otherwise instructed.
- 11) The agreement shall be discontinued immediately when the vehicle is no longer required due to any reason .
- 12) If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposited.
- 13) The bidder shall not be an employee/ relative of the employee of this office.


Chief District Veterinary Officer,
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TENDER FORM
Part-1 Technical Bid (Cover A)

(The Documents have to be arranged serially and attached as per the order mentioned below)

Sl no	Particulars	Details
1	Name of the Organization/Private Bidder (attached ID Proof)	
2	Address of the organization/ Private Bidder with telephone No. (Attached Address proof)	
3	E-mail id of the Organization/Bidder	
4	Name of authorized signatory	
5	GST Registration No of Organization/Bidder	
6	PAN No.	
7	Specimen signature of the authorized signatory	
8	Telephone number of authorized signatory	
9	Name and Model of the vehicle	
10	Type of Vehicle (A.C or Non-A.C)	
11	Regd. No. of Vehicle	
12	Year of manufacture	
13	Date of Registration	
14	Fitness Certificate validity	
15	Permit validity	
16	Insurance validity	
17	Pollution Control (PUC) Certificate validity	
18	Rate of Fuel consumption/Mileage in KM per litre	
19	Security deposit of Rs.10000/- (DD No./Date)	

NB: Please Attach self- attested copy of above required documents.

DECLARATION:-

I/we hereby certify that the terms and conditions given with the tender notice have been read carefully and acceptable to me/us and that the information furnished above are full and correct to the best of my our knowledge. I/ we understand that in case of any deviation /false information in the above statement at any stage, our firm Agency will be blacklisted/debarred and will not have any dealing with your organization in future.

Place:-

Date-

(Signature Of the Bidder)



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TENDER FORM
Part-1 Financial BID (Cover B)

Sl No	Types Of Vehicle & Model	Fuel Efficiency per K.M		Quoted hiring Charges including GST in Rs (in figure/in words)in Rs.	
		AC	Non AC		

Declaration

I hereby declare that all the above particulars are correct, I have read the terms and conditions of the technical bid enclosed with this form separately duly signed on each page and I shall abide the same.

(Signature of the Bidder)

Annexure-I

To,
The Chief District Veterinary officer Balangir

Sub:- Submission of Quotation for engagement of vehicle for Use of CDVO Balangir
on monthly ratebasis.

Ref.-Tender Call Notice No. _____/Date _____ of CDVO, Balangir

Sir,

With reference to your Tender Call Notice for hiring of vehicles for CDVO Balangir on monthly rate basis. I am to inform you that I have gone through the general bid information and terms & conditions mentioned in the application form and accordingly submitting herewith my offers in filled in application forms as per the prescribed formats along with the required self-attested documents for consideration for engagement in CDVO Balangir. The demand draft amounting Rs.10000/- (Bearing No. Date) is enclosed along with other forms and documents for necessary action at your end.

Your sincerely,

A handwritten signature in blue ink, followed by the date '2/2/26' written in the same ink.

Full signature of the applicant With date
and address

DECLARATION FORM

(Rs.10/-NON-JUDICIAL STAMP PAPER)

(Affidavit before Executive Magistrate/Notary Public)

I/We _____ (NAME& DESIGNATION) having
My/our _____ firm _____
at _____ Do hereby declare that I/We have carefully read all the
terms & conditions of tender of the Chief District Veterinary Officer, Balangir for the Animal Helpline,
Balangir. I will abide with all the terms & conditions set for in the tender paper bearing Tender Call Notice
no. _____.

That, I have no objection for branding the vehicle as per requirement by the Animal Helpline guideline.

I/We agree that the Tender inviting Authority can debar blacklist me/us if, any information furnished by
me/us proved to be false at the time of inspection/ verification and not complying with the Tender terms &
conditions.

Signature of the bidder

Date

Name & Address of the Bidder

 3/2/26