



# GOVERNMENT COLLEGE OF ENGINEERING, KEONJHAR

ସରକାରୀ ଯାନ୍ତ୍ରୀକମହାବିଦ୍ୟାଳୟ, କେନ୍ଦୁଝର

(An Affiliated College of BPUT, Odisha)

At: Jamunalia, P.O.: Old Town, Dist., Keonjhar, Pin: 758002 (Odisha)

Web: www.gcekjr.ac.in / Mail id- principal@gcekjr.ac.in

No. 766 Dt. 22-04-2026


## NOTICE FOR HIRING OF A VEHICLE

Sealed quotations are invited from interested, reputable Travel Agencies/Tour Operators or private individuals to provide 1 no. of car Tigro (Petrol)/Swift Dzire (Petrol)/ Etios (Petrol)/ Xcent (Petrol) with AC, including driver, on a monthly hire basis for the Principal's office. Interested parties may submit their quotation for the above as per the following terms&conditions, in a sealed cover superscribed as "Quotation for Hiring of a Vehicle for the principal office," through Registered post/speed post, latest by 18<sup>th</sup> May, 2026 at 1:00 PM in the principal office.

### TERMS & CONDITIONS:

- The Institution will bear fuel based on actual consumption.
- All the expenditure of the vehicle towards repair, replacement of spare parts, lubricating oil of engine, gearbox & differential coolant, tyres & tubes, battery, etc., and all other maintenance will be borne by the owner.
- A total of 4 days per month off will be given at the institution's convenience for general vehicle maintenance.
- The hired vehicle should be registered under the commercial use category with up-to-date insurance & Tax clearance.
- Vehicle parking shall be at the owner's risk.
- It shall be the responsibility of the owner to provide a well-behaved, gentle, obedient driver.
- The owner will bear the salary/Remuneration, / Contingent expenditures of the Driver.
- The driver will report to the office at 9:00 AM every day with the vehicle, and if required, the driver must be ready to go outside of Keonjhar for official work for a few days.
- The driver should have a valid authorized commercial Light/ Heavy Vehicle Driving License.
- The driver will maintain the Log Book of the vehicle as prescribed by the Institution.
- In case of an emergency, the driver will have to report for duty as per the requirements of the hirer. No extrapayment shall be demanded.
- If at any time the vehicle is not found to be fit, an alternative similar make vehicle is to be provided immediately as a standby.

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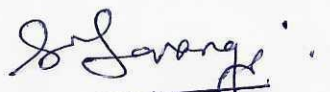
  
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- Payment will be made monthly through electronic transfer to the vehicle owner's Bank Account, as far as possible, within fifteen days of the service provider submitting the bill, subject to verification of the vehicle's logbook. No advance payment will be made.
- The monthly hiring charge will not be more than the Government-prescribed rate, i.e., 31,200/month, excluding GST as per government notification No 15836/F(FIN-COD-MV-0004-2018) dated 27-05-2025. (Govt of Odisha, Finance Department)
- The owner of the hired vehicle shall deposit a sum of Rs. 20,000/- in the shape of Account Payee Bank Draft in favour of the Principal, GCE Keonjhar, as a security deposit. After satisfactory performance and completion of the contract period, the amount may be refunded.
- Consumption of fuel may be furnished clearly as below: Minimum 17 km/liter as per government notification No.15836/F, dated 27-05-2025.
- The hired vehicle should always be maintained in good condition, both internally and engine/machine-wise.
- The hired vehicle have to submit the document such as: valid registration certificate, Year of manufacture, Make & Model, Name & complete address of the owner of vehicle, Insurance Certificate, Fitness Certificate, Pollution Certificate, valid contract carriage permit, proof of up to date tax payment, D.L for driving light transport passenger vehicle and address of driver with phone no & Aadhar card proof after getting the contract.
- The driver should be well-behaved, gentle, and obedient in nature.
- During the contract period, the hired vehicle shall have all necessary valid MV documents such as a valid registration certificate, an Insurance Certificate, a Fitness Certificate, a Pollution Certificate, a valid contract carriage permit, proof of up-to-date tax payment, etc, and the driver's D.L. available at all times.
- College 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 the use of a hired vehicle in any manner whatsoever. The hirer shall be responsible for all such litigation.
- The hired vehicle will be engaged for 3 years initially and may be renewed on satisfactory performance for a period of 1 year.
- The details of the Firm name, Owner name, Address, GST No., Type of Vehicle, Type of fuel, mileage(Kms covered per liter), and Rate/month should be specifically provided in the general bid information with the Quotation (Annexure-I).
- The service provider shall have a valid GST registration certificate.
- The hired vehicle must have been registered within the last 3 years from the date of "Notice for hiring of a vehicle," and the emission norms of the vehicle should be BS-VI or higher. The new vehicle shall be highly preferred.
- In case the vehicle does not report regularly, the authority will be at liberty to terminate the service of the vehicle without prior notice.
- In case of an emergency, the driver will have to report for duty as per the requirement. No extra payment shall be demanded.

*AD*

*S. Sarangi*  
22/11/2026

- In case the service provider intends to withdraw the services of his/her vehicle and terminate the agreement, it shall be mandatory upon him to grant one month's notice before such withdrawal of service and termination of the agreement.
- Violation of any of the above conditions at any time during the tenure of the contract will terminate the contract automatically with a notice of 7 days, and may engage a vehicle from another source.
- If the owner violates any of the terms of the contract, the government shall forfeit the entire amount of the security deposit.
- The owner will sign a contract and service provider agreement with terms & conditions to this effect.

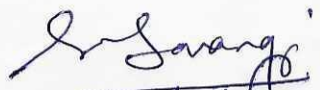
  
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Principal

Government college of engineering, Keonjhar

Memo No. 767. Dt. 22-04-2026

Copy to the Institution Notice Board/website for general information.


  
22/IV/2026

Principal

Government college of engineering, Keonjhar

Memo No. 768. Dt. 22-04-2026

Copy to the DIPRO, Keonjhar, for kind information with a request to kindly display in their Notice Board for the information of the general public.

  
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Principal

Government college of engineering, Keonjhar



**Annexure-I**

**INFORMATION TO BE FURNISHED**

Name of firm/owner name:	
Complete Address:	
Mobile no:	
GST No:	
Type of vehicle:	
Type of fuel:	
Mileage (km/litre)	
Rate per month (excluding GST):	
GST:	
Total Amount:	

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

**Signature of the Owner**

