



GOVERNMENT COLLEGE OF ENGINEERING, KEONJHAR

ସରକାରୀ ଯାନ୍ତ୍ରିକ ମହାବିଦ୍ୟାଳୟ, 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. 1219, Dt. 21.07.2026

NOTICE FOR HIRING OF AN ELECTRIC VEHICLE

Sealed Quotations are invited (via registered post/speed post) from reputable Travel Agencies/Tour Operators or Private individuals for one no. of Electric vehicle with a seating capacity of not more than five seats, including the driver. The vehicle must comply with the terms and conditions for official use of the Principal's office. Payment will be done on a monthly hire basis.

The details of the required vehicle are mentioned below:

Sl No.	Vehicle Model	Maximum hiring charge per month excluding Taxes and charging costs (Including Driver)	Quantity
1	Tata Tigor EV etc. or equivalent Electric Vehicle	Rs. 50,000 /-	01

Documents to be submitted with the quotations:

1. A valid GST registration certificate.
2. The filled-up Table No. 1 and Table No. 2 (Annexure-I)

The Quotation completed in all respects should reach the undersigned on or before 07.08.2026 by 5.00 pm. It shall be opened on 10.08.2026 at 3.00 pm in the presence of the quotationer or their authorized representatives.

Documents to be submitted by the selected/lowest quoted party before getting the work order:

1. The documents to be submitted are: valid Registration Certificate, Insurance Certificate, Fitness Certificate, valid Contract Carriage Permit, GST clearance certificate, and the valid D.L. of the driver available at all times.
2. The details of the make and year of manufacture of the vehicle, registration no., driving range (kms covered after a full charge), name of the driver with driving licence number, and the period of validity, etc, should be specifically furnished in the general information Table 3 (Annexure -II)

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S. Sarangi
21/07/2026

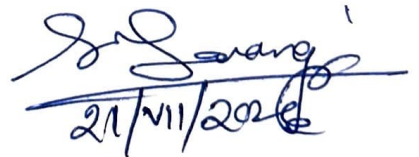
The general terms and conditions to be satisfied by the selected/lowest quoted party before getting the work order:

1. The vehicle shall not be more than 3 years old from the initial registration and also be in good running condition during the period of the contract.
2. The driver of the vehicle must have a valid Driving Licence for driving a light transport passenger vehicle and should be sufficiently experienced in driving a transport/passenger vehicle.
3. A security deposit of Rs 20,000/- will be deposited before getting the work order.
4. If the lowest quoted party is not able to submit the necessary documents, the work order will be given to the second lowest quoted party (L2)

The service provider must fulfil the following terms and conditions after getting the work order:

1. The Driver should be well-behaved, gentle, and obedient in nature.
2. The Office hiring the vehicle shall not be responsible for any damage/ loss caused to hired vehicles or loss of life/injury to any person or damage to any property on account of the use of the hired vehicle in any manner whatsoever. The hirer shall be responsible for all such litigation.
3. The monthly hire charges are final but do not include the cost of charging, which must be paid separately in accordance with existing Government norms. All vehicle-related expenses, including repairs, spare parts replacement, engine, gearbox, and differential lubricating oil, coolant, tires and tubes, battery, etc., will be borne by the service provider.
4. It shall be the responsibility of the service provider to provide a good driver, and the service provider shall bear the remuneration of the driver
5. In case of breakdown for any reason whatsoever, the replacement of a vehicle of the same or better model shall be provided by the service provider.
6. If the vehicle does not report regularly, the authority will be at liberty to terminate the service without prior notice.
7. The vehicles shall report for duty for a minimum of 25 days in a month.
8. In case of emergency, the driver will have to report for duty as per the requirement. No extra payment shall be made.
9. Monthly hire charges and reimbursements towards the cost of charging (charging cost @ Rs 2/- per KM) will be paid separately in every succeeding month, as soon as possible within fifteen days of the submission of bills by the service provider, and no advance payment will be made.
10. In case the service provider intends to withdraw the services of his vehicle, it shall be mandatory upon him to grant one month's notice before such withdrawal of service.
11. If the service provider violates any of the terms of the work order, the authority shall forfeit the entire amount of the security deposit.




21/11/2026

12. The hired vehicle will be engaged for 3 years initially and may be renewed on satisfactory performance for a period of 1 year.
13. No claim towards petrol, diesel, CNG, or any other fuel shall be admissible.

The college reserves the right to reject any or all quotations without assigning any reason therefor.


21/VI/2026
Principal

Government college of engineering, Keonjhar

Memo No. 1220 Dt. 21-07-2026

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


21/VI/2026
Principal

Government college of engineering, Keonjhar

Memo No. 1221 Dt. 21-07-2026

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


21/VI/2026
Principal

Government college of engineering, Keonjhar



Annexure -I**Table 1. (General Information)**

Sl No	Particulars	
1	Name of the Service Provider with contact No	
2	Complete Address	
3	GST Number	
4	Type of vehicle	
5	Seating capacity	

Table 2. (Hire charge of the Vehicle)

Sl No	Particulars	
1	Proposed hire Charge of the vehicle per month, excluding charging cost	
2	GST charge	
3	Total charge	

Seal & Signature of the service provider



Annexure -II**Table 3. (General Information)**

Sl No	Particulars	
1	Bank Account No and IFSC Code	
2	Registration No. of Vehicle	
3	Year of Manufacture	
4	Make & Model	
5	Date of registration	
6	Driving range (kms covered after a full charge),	
7	Name & complete address of the owner of the vehicle	
8	Fitness Certificate validity	
9	Pollution Certificate validity	
10	Permit validity	
11	Insurance validity	
12	Name / Address of the Driver	
13	D.L. No. & Validity of the D.L. of the Driver	
14	Contact Number of the Service Provider	
15	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 service provider

