



ODISHA POLICE  
DISTRICT HEADQUARTERS  
KEONJHAR

\*\*\*\*\*  
No. 1525 / R.O

Dt. 26/ 12/2025

To

The Deputy Director,  
Information and Public Relations Department (Adv)  
& Deputy Secretary to Govt. of Odisha  
Bhubaneswar, e-mail – ipr.advt@gmail.com

Sub: Publication of Advertisement for Tender Call Notice for Supply of Hiring Vehicles  
under Keonjhar Police for the period of twelve months -Regd.

Sir,

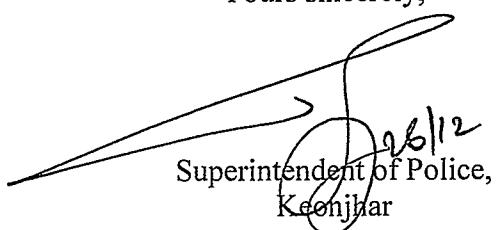
In enclosing herewith, the copy of the Advertisement for Tender Call Notice for the supply of the Hired Vehicle towards patrolling purposes under Keonjhar Police for the period of twelve months, I would request you to kindly make necessary arrangements for the publication of the same at least in three leading Odia Daily News Papers as early as possible. The tender process will commence on 26.12.2025 at 10:00 A.M. and conclude on 11.01.2026 at 1:00 P.M.

The concerned Advertisement Manager may kindly be instructed to send a complimentary copy of the newspaper containing the Advertisement to the undersigned immediately after its publication.

An early action in this regard is requested.

Encl: - As above.

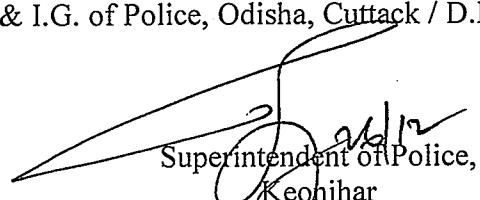
Yours sincerely,

  
26/12  
Superintendent of Police,  
Keonjhar

Memo No. 1526/R.O

Dt - 26 /12/2025

Copy along with the copy of Advertisement for Tender Call Notice for Hiring of the vehicle under Keonjhar Police submitted to D.G & I.G. of Police, Cuttack / D.I.G. of Police (WR), Rourkela for kind information.

  
26/12  
Superintendent of Police,  
Keonjhar

[www.keonjharpolice.in](http://www.keonjharpolice.in)  
[Email-spknj.orpol@odishapolice.gov.in](mailto:spknj.orpol@odishapolice.gov.in)

At/Po-Keonjhar-758001  
Tel-06766-254106

Memo No. 1527 /R.O

Dt. 26 /12/2025

Copy along with the copy of the Advertisement for Tender Call Notice for Hiring of vehicle under Keonjhar Police, forwarded to the District Information Officer, NIC, Keonjhar for information and necessary action. He is requested to hoist the tender call notice in the District Portal for wide publicity.

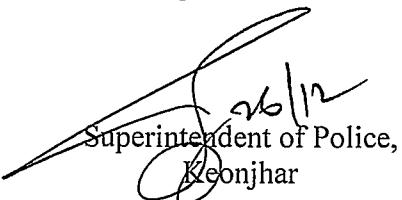


Superintendent of Police,  
Keonjhar

Memo No. 1528 /R.O

Dt. 26 /12/2025

Copy to R.I, Keonjhar, with a direction to paste the quotation in the Notice Board of O.o the Superintendent of Police, Keonjhar, for the information of the general Public.

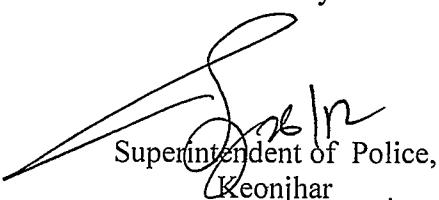


Superintendent of Police,  
Keonjhar

Memo No. 1529 /R.O

Dt. 26 /12/2025

Copy to all members of Tender Committee for information and necessary action.

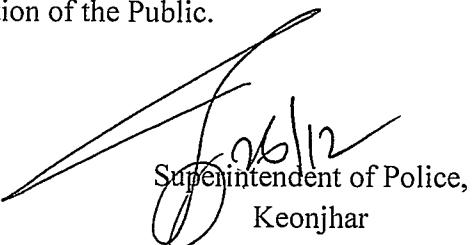


Superintendent of Police,  
Keonjhar

Memo No. 1530 /R.O

Dt. 26 /12 /2025

Copy to all District Level Officers/SDPOs/IsIC/OsIC of Keonjhar District for information and requested to paste this quotation in notice board of their respective officers, PSs/ Posts for wide circulation for general information of the Public.



Superintendent of Police,  
Keonjhar

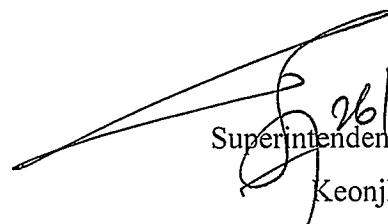


ODISHA POLICE  
DISTRICT HEADQUARTERS  
KEONJHAR

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**TENDER CALL NOTICE FOR HIRING VEHICLE**

Sealed tenders are invited from interested Reputed Travel Agencies/ Tour Operators/ Service Providers to provide **11 (eleven)** Nos. of Scorpion- N variant ( transport) Diesel Vehicle, which shall conform to the Terms and Conditions (Annexure-I) for patrolling purposes in Keonjhar district areas on monthly rent basis to reach in the O/o the Superintendent of Police, Keonjhar . . . . . , on or before **11.01.2026** up to **1.00 P.M.** through Registered/Speed Post/Courier Service and can also be dropped in the Tender Box placed in the Office of the Superintendent of Police, Keonjhar. The tenders will be opened in the same office on **11.01.2026** at **05:00 P.M.** The tender process will commence on **26.12.2025** at **10:00 A.M.** and conclude on **11.01.2026** at **1:00 P.M.** The Standard Bidding Document and Terms and Conditions can be downloaded from <https://www.keonjharpolice.in/> or <https://kendujhar.odisha.gov.in>.



26/12  
Superintendent of Police,  
Keonjhar



ODISHA POLICE  
DISTRICT HEADQUARTERS  
KEONJHAR

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**TENDER CALL NOTICE FOR HIRING OF VEHICLES**

No. 1521 /R.O

Date: 26 /12/2025

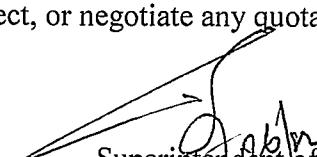
Sealed quotations are invited from interested reputed Travel Agencies/Tour Operators/service providers for providing 11 Nos Scorpion-N variant (transport) Diesel vehicles for patrolling purposes in Keonjhar District areas on a monthly rent basis, as per the attached terms and conditions (Annexure-I).

**Main Points:**

1. Vehicles must be roadworthy, shall not be registered prior to 01.01.2025, with a valid RC, Insurance, Fitness Certificate, Carriage Permit, and Tax Payment proof.
2. GST registration is mandatory for any service provider.
3. Drivers must have a valid Transport Driving License for driving light transport passenger vehicles and should have adequate experience in driving transport passenger vehicles.
4. Drivers must be well-behaved, gentle, and obedient.
5. A sum of ₹4,28,000 ( Rupees four lakh and twenty thousand) shall be deposited by the intending bidders in the shape of an Account Payee Bank Draft drawn in favour of Dy. SP (Accounts), O/o the Superintendent of Police, Keonjhar and submitted along with the quotation as security deposit. After completion of the tender process, the amount will be returned to the unsuccessful bidders.
6. The monthly rate of Hire charges to be quoted monthly separately in the general bid information (excluding fuel/lubricants).
7. The Vehicle must achieve a minimum fuel efficiency: 10 km/lts (Diesel). The monthly hire charge of one Scorpio – N Vehicle is a maximum of Rs. 64,900/- ( Rupees sixty four thousand and nine hundred) Only including GST as per Letter No. 48150/ M & D ( Home- MND- PERM- 0008-2024 dt 21.12.2024.
8. The monthly hiring charges will be paid after submitting Certificate of Satisfaction from the concerned IIC/OIC of the post, where the vehicle will be used (Annexure-III).
9. The Quotations to be submitted to the Superintendent of Police, Keonjhar, superscribing "**QUOTATION FOR VEHICLE ON HIRING BASIS**" on the top of the envelope.
10. The quotation completed in all respects should reach physically / by post to the office of the Superintendent of Police, Keonjhar, on or before 11.01.2026 by 01:00 P.M. and shall be opened on the same day at 05:00 P.M. before the tender committee constituted for the purpose in the office chamber of the Addl. S.P., Keonjhar, in the presence of

the bidders or their authorized representative. The tender process will commence on 26.12.2025 at 10:00 A.M. and conclude on 11.01.2026 at 1:00 P.M.

11. All interested service providers are advised to download the application form from the websites <https://www.keonjharpolice.in> or <https://kendujhar.odisha.gov.in>.
12. The bidder should deposit of Rs 1,000/- (Rupees one thousand) in the shape of an account payee Bank Draft in favour of Dy. SP (Accounts) , O/o the Superintendent of Police, Keonjhar, submit along with the quotation as application fees.
13. The application may be submitted in the drop box available at the Office of the Superintendent of Police, Keonjhar.
14. The undersigned reserves the right to accept, reject, or negotiate any quotation

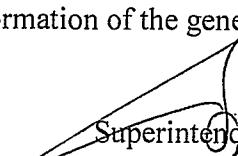


Superintendent of Police,  
Keonjhar

Memo No. 1522 /R.O

Dt , 26 /12/2025

Copy to R.I, Keonjhar, with a direction to paste the quotation in the Notice Board of O.o the Superintendent of Police, Keonjhar, for the information of the general Public.

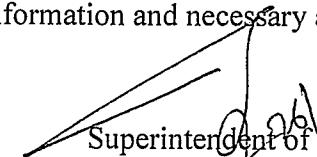


Superintendent of Police,  
Keonjhar

Memo No. 1523 /R.O

Dt , 26 /12/2025

Copy to all members of Tender Committee for information and necessary action.

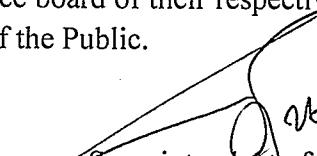


Superintendent of Police,  
Keonjhar

Memo No. 1524 /R.O

Dt , 26 /12/2025

Copy to all District Level Officers/SDPOs/IsIC/OsIC of Keonjhar District for information and requested to paste this quotation in notice board of their respective officers, PSs/ Posts for wide circulation for general information of the Public.



Superintendent of Police,  
Keonjhar

**SCOPE OF WORK**

1. This bid is for providing **11 nos AC diesel Mahindra Scorpio-N vehicles with two drivers** which shall confirm to the terms and conditions for official use by the officers of Police Stations on monthly rent basis.
2. The vehicle must be in road worthy condition, shall not be more than one year old from the date of initial registration (**first preference is to provide brand new vehicle**) and must have valid registration certificate, insurance certificate, fitness certificate, valid contract carriage permit, proof of up to date tax payment etc. which are mandatory for plying of vehicles.
3. The driver of the vehicle must have a valid driving license for driving Light Motor Vehicle (LMV) and should have at least two years of experience in driving Light Motor Vehicle (LMV) vehicle.
4. The driver should be well behaved, gentle and obedient in nature.
5. Deployment details of vehicle and driver- Vehicle provided by the Agency should be available 24 hours of the day with the engagement of at least 2 drivers.
6. During emergency/urgent Police work, the vehicle should be made available to travel outside the district as well as outside the state.
7. The vehicle shall not be purchased before 01.01.2025.

**TERMS & CONDITIONS FOR HIRING OF VEHICLES**

The following terms and conditions must be fulfilled by the successful bidder for providing a vehicle on monthly hiring basis.

1. The hired vehicles, during period of contract, shall have all necessary valid MV documents such as Valid Registration Certificate, Insurance Certificate, Fitness Certificate, valid Contract Carriage Permit, proof of up-to-date tax payment etc., and DL of the driver available all the times. The Department/Office hiring vehicles 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 in any manner whatsoever. The service providing agency shall be responsible for any such litigation.

2. The hire charge to be paid on monthly basis is final but does not include the cost of diesel, which is to be borne as per existing Govt. norms. All the expenditure of the vehicle towards repair, replacement of spare parts, Lubricating oil of Engine, gearbox & different coolants, Tyres & Tubes, Battery, etc will be borne by the bidder.
3. 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.
4. In case the vehicle does not report regularly, the authority will be at liberty to reject the agreement and may engage a vehicle from another source.
5. The vehicle must be available at any time of any day as desired by the officer concerned on 24X7 basis.
6. In case of an emergency, the driver will have to report for duty as per the requirements of hirer. No extra payment shall be demanded.
7. The vehicle shall not be more than 1 year old from the initial registration and should also be in good running condition during the period of the contract.
8. If the services are found to be unsatisfactory, the client shall give one month's notice and terminate the agreement.
9. 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's notice before such withdrawal of services and termination of the agreement.
10. If the bidder violates any of the terms of the contract, the Government shall forfeit the entire amount of the security deposit.
11. The vehicle should be maintained in a neat, clean and perfect running condition.
12. The driver should be polite and gentle in nature and must observe all etiquette & protocol while performing duty.
13. The supplier of the vehicle shall not give the said hired vehicle to any other third party during the subsistence of the agreement.

14. The driver of the vehicle must have a valid driving license for driving a light transport passenger vehicle and must be experienced in driving a transport passenger vehicle.
15. The vehicle must achieve a minimum fuel efficiency of 10 KMPL.
16. The details of the make and year of the manufacturer of the vehicle, registration number, and mileage (kilometres covered per litre) should be specifically provided in the general bidding information to be furnished with the quotation.
17. Bidder is to provide AC light vehicles (Diesel) of **Mahindra Scorpio-N** for the purpose.
18. Bidder should have 10 vehicles of his own or in his possession so that the service provider can supplement the vehicle immediately in case of any breakdown.
19. The initial duration of the contract shall be one year, which may be extended for two subsequent periods of one year each, depending on the availability of funds and satisfaction of authority.
20. A sum of ₹4,28,000 ( Rupees four lakh and twenty eight thousand ) Only shall be deposited by the intending bidders in the shape of an Account Payee Bank Draft drawn in favour of **Dy.SP (Accounts), O/o the Superintendent of Police, Keonjhar** and submitted along with the quotation as Security Deposit. After completion of the tender process, the amount will be returned to the unsuccessful bidders.
21. Jurisdiction: - All disputes arising out of this bid will be subject to the jurisdiction of Courts of law in Cuttack / High Court of Orissa. The contract shall be governed by and interpreted in accordance with the laws of India for the time being in force.
22. Agency shall update the logbook at least once in every 72 hours. Failure to do so shall be penalized as per this contract. At the time of termination of contract, the service provider shall hand over the log book to the buyer
23. The Agency will deploy the vehicle, which is well maintained, cleaned thoroughly both internally and externally. The vehicle should have a mobile charger and ambient freshener.
24. The agency shall ensure that all electrical connections including lights, both brakes, horn, turn indicators and other vehicle systems shall be periodically checked and maintained by service provider to avoid inconvenience to user department.

25. The driver should be properly dressed in neat and clean attire, if required the driver should wear a valid identity card and a uniform of specific colour as per the requirement of the buyer. The identity card and uniform cost would be borne by the service provider.
26. Vehicle and driver should not be changed frequently. Any such changes should be informed by the agency to the authority well in advance for permission.
27. The vehicles deployed for duty for the user department shall at no point of time carry any person other than personnel authorized by user department.
28. The service provider shall have a valid GST registration to participate in the tendering.
29. The hiring may be discontinued immediately when the vehicles are no longer required for offices.
30. The contractor is liable to pay wages to their employees as per the existing notified minimum rate of wages fixed by the labour & ESI department, Govt of Odisha. The EPF and ESI contributions of the engaged employees shall be deposited by the bidder in their respective favour.
31. In case of engagement of motor transport workers employing motor vehicle, he /she should obtain a registration certificate thereof from the District labour Officer for such engagement.
32. The bidder must have a minimum of two years of working experience with government agencies.
33. The bidder must have a minimum annual turnover of ₹1,00,00,000 in each for the last three financial years i.e 2022-23, 2023-24 and 2024-25.
34. The bidder must own a minimum of 10 light motor commercial vehicles registered under the company's name.
35. The monthly mileage limit for the vehicle may exceed 4000 kilometres in exceptional circumstances, for which no additional payment will be claimed.
36. The bidder should have a branch office in the Keonjhar district.

37. The number of vehicles may be increased in case of exigency, and the payment for such additional vehicles will be made from the excess fund at the same rate and amount as approved for the vehicles engaged through the bidding process.
38. The bidder must supply a dash camera equipped with audiovisual recording capabilities, and a siren for each vehicle.
39. The bidder shall supply all the vehicles within 15 days of receipt of the work order. In case of failure to supply the vehicles within the stipulated period, the order shall be cancelled and the security deposit shall be forfeited.

Any other document required from service providing agency.

1. Office Registration Certificate for Geographical Presence.
2. Proof of Document for Ownership of Vehicles with Service Provider.
3. Proof of Document for Drivers on Payroll.
4. Undertaking for Not Being Debarred/ Blacklisted. (Affidavit)
5. Work order for similar experience & proof of vehicle provided in a single contract to a Government agency in the past three years
6. Undertaking on compliance to Motor Vehicle Act & Rules.

26/12  
Superintendent of Police-cum-Chairman,  
Keonjhar.

RTO-cum-Member, Dist.

Keonjhar.

26.12.25  
Addl. Treasury Officer-cum-Member,

Keonjhar

District Labour Officer-cum-Member

Keonjhar

26/12/25

Addl. S.P-cum-Member Convenor

Keonjhar

**Terms of Payment**

- i. Advance payment will not be allowed.
- ii. Payment to the selected agency would be made on a monthly basis.
- iii. On completion of a month, the agency would submit an invoice in triplicate with supporting documents, if any, to the HIRER for payment. After completion of the due procedures, by the HIRER, payment will be made by electronic transfer of funds to the bank account of the agency concerned in Indian Rupees.
- iv. Taxes / GST as applicable will be paid on actual.
- v. For facilitating the Electronic Transfer of funds, the selected agency will be required to indicate the name of the Bank & Branch, account no. (i.e. bank name, IFSC Code and Bank A/c No.) and also forward a cheque leaf duly cancelled to verify the details furnished. These details should also be furnished on the body of every bill submitted for payment by the agency.

**Termination**

Hirer may terminate the work order of the agency in case of the occurrence of any of the events specified below:

- i. If the Agency becomes insolvent or goes into compulsory liquidation.
- ii. If the Agency, in the judgment of the Hirer, has engaged in corrupt or fraudulent practices in competing for or in executing this work order.
- iii. If the Agency submits the Hirer a false Statement which has a material effect on the rights, obligations or interests of the Hirer.
- iv. If the Agency places itself in a position of conflict of interest or fails to disclose promptly any conflict-of-interest Hirer.
- v. If the Agency fails to provide the quality services as envisaged under this work order. Reasons for the same would be recorded in writing.

vi. In case of such an occurrence Hirer shall give a written advance notice, not exceeding one (1) month before terminating the work order.

vii. Additionally, the company/department/office shall debar such defaulting bidder from participating in future tenders of Odisha Police for a period of minimum one year from the date of issue of such letter. In case of JV/Partnership firm, the debarment shall also be applicable to all individual partners of JV/Partnership firm.

### **Penalties and Fine**

In case of non-compliance of the standards of the services to be provided as per this agreement, the Hirer would be at liberty to levy such penalty and terminate the contract as per the conditions detailed out below:

Sl No	Nature of Default	Default Details	Penalties			Remarks
			1st instance	2 <sup>nd</sup> instance	3 <sup>rd</sup> instance	
1	Non deployment of vehicle/ driver(if asked for) (no replacement provided)	Non deployment for 30 min or more, no replacement provided up to 2 hours	Amount of charges for vehicle hired by hirer from third party	Amount of charges for vehicle hired by hirer from third party and a penalty of 5% of monthly vehicle hiring cost of the particular vehicle	Amount of charges for vehicle hired by hirer from third party and a penalty of 10% of monthly vehicle hiring cost of the particular vehicle	After 3 <sup>rd</sup> instance, the hirer may terminate the contract or continue to impose the same penalty as imposed for 3 <sup>rd</sup> instance.
2	Non deployment of vehicle/driver	Non deployment for 30 min	Warning	Penalty of 3% of monthly	Penalty of 5% of monthly	After 3 <sup>rd</sup> instance, the hirer

Sl No	Nature of Default	Default Details	Penalties			Remarks
			1st instance	2 <sup>nd</sup> instance	3 <sup>rd</sup> instance	
	(replacement provided)	or more, replacement provided within to 2 hours		hiring cost of the particular vehicle	hiring cost of the particular vehicle	may terminate the contract or continue to impose the same penalty as imposed for 3 <sup>rd</sup> instance
3	Breakdown of vehicle during trip (no replacement provided)	No replacement provided up to 2 hours	Amount of charges for vehicle hired by hirer from third party	Amount of charges for vehicle hired by hirer from third party and a penalty of 4% of monthly hiring cost of the particular vehicle	Amount of charges for vehicle hired by hirer from third party and a penalty of 8% of monthly hiring cost of the particular vehicle	After 3 <sup>rd</sup> instance, the hirer may terminate the contract or continue to impose the same penalty as imposed for 3 <sup>rd</sup> instance
4	Breakdown of vehicle during trip (replacement provided)	Replacement provided within to 2 hours	Warning	Amount of charges for vehicle hired by hirer from third party and a penalty of 2% of monthly	Amount of charges for vehicle hired by hirer from third party and	After 3 <sup>rd</sup> instance, the hirer may terminate the contract or continue to impose the same penalty as

Sl No	Nature of Default	Default Details	Penalties			Remarks
			1st instance	2 <sup>nd</sup> instance	3 <sup>rd</sup> instance	
				hiring cost of the particular vehicle	a penalty of 4% of monthly hiring cost of the particular vehicle	imposed for 3 <sup>rd</sup> instance
5	Delay in arrival of vehicle/ driver	For 30 mins or more	Warning	Penalty of 1% of monthly hiring cost of the particular vehicle	Penalty of 2% of monthly hiring cost of the particular vehicle	After 3 <sup>rd</sup> instance, the hirer may continue to impose the same penalty as imposed for 3 <sup>rd</sup> instance
6	Misbehavior by driver/ unacceptable behavior by driver	Any instance	Penalty of Rs. 1000	Penalty of Rs. 2000/-		After 2 <sup>nd</sup> instance, the service provider will have to replace the driver
7	Driver in intoxicated state	Any instance	Penalty of Rs. 2500/-			After 1 <sup>st</sup> instance, the service provider will have to replace the driver. After 2 cumulative instances, hirer may

SI No	Nature of Default	Default Details	Penalties			Remarks
			1st instance	2 <sup>nd</sup> instance	3 <sup>rd</sup> instance	
						terminate the contract.
8	Failure to address deficiencies pointed out at inspection	Deficiencies not addressed after 24 hours of inspection	Penalty of Rs. 500/-	Penalty of Rs. 800/-	Penalty of Rs. 1000/-	After 3 <sup>rd</sup> instance, the hirer may continue to impose the same penalty as imposed for 3 <sup>rd</sup> instance.

26/12/25  
Superintendent of Police-cum-Chairman.

Keonjhar.

RTO-cum-Member, Dist.

Keonjhar.

26/12/25  
Addl. Treasury Officer-cum-Member.

Keonjhar

District Labour Officer-cum-Member

Keonjhar

26/12/25  
Addl. S.P-cum-Member Convenor

Keonjhar

Annexure-III

**GENERAL INFORMATION FOR HIRING OF VEHICLES**

(To be filled and signed by the Quotation /Tenderer)

01	Name of the Tenderer (Travel Agency/ Tour & Travel operator / Service Provider)	
02	Address	
03	GST Registration No. Or GeM Registration and PAN Number	
04	Registration No. of Vehicle	
05	Type of Vehicle (BS VI compliant Diesel Driven AC/ Non-AC)	
06	Year of manufacture	
07	Model	
08	Date of Registration	
09	Name & complete address of the owner of vehicle	
10	Fitness Certificate validity	
11	Pollution Certificate Validity	
12	Permit validity	
13	Insurance validity	
14	Name & Address of the Driver	
15	D.L. No. & validity of D.L. of the Driver	
16	Rate of fuel consumption/Mileage per litre (in Kms per litre)	
17	The contact number of the Service Provider (Quotationer/Tenderer)	Mobile No. Telephone No.
18	Bank Draft Particular	
	(i) Bank Draft No.	
	(ii) Date	
	(iii) Amount	
	(iv) Drawn in favour of	

"Certified that the information submitted above is true to the best of my knowledge and belief"

Seal & Signature of the  
Quotationer/ Tenderer

**Annexure-IV**

**FINANCIAL BID**

01	Name of the Tenderer (Travel Agency/ Tour & Travel operator / Individual / Service Provider)	
02	Address	
03	GST Registration No. Or GeM Registration and PAN Number	
04	Registration No. of Vehicle	
05	Rate quoted towards Hire Charges of the Vehicle per month (As per the instructions Given below) .... <i>Please read the instructions produced below</i>	

- 01.** The rate quoted by the tenderer/ bidder should include Taxes/service charges .
- 02.** The rate quoted by the tenderer/ bidder will be treated as the rate including the remuneration of the Driver provided by the Service Provider along with the vehicle.
- 03.** The application form should be downloaded from <https://kendujhar.odisha.gov.in> and <https://www.keonjharpolice.in>