



OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, KHORDHA  
( GRAM PANCHAYAT SECTION )

No. 1463 /GP Dated 10.12.2021.

QUOTATION CALL NOTICE

Sealed quotations are invited from interested reputed Travel Agencies/Tour Operators or private individuals for providing Vehicles Tata Tiago/ Bolt/ Celerio (Petrol) etc. which shall conform to the terms and conditions (Annexure-II) for use of the **District Panchayat Officer, Khordha** on monthly rent basis @ **Rs.20,000/- per month**.

1. The vehicle must be in Road Worthy condition, shall not be more than 3 (three) years old from the date of initial registration and must have valid Commercial Licence, insurance certificate ,fitness Certificate, valid Contract Carriage Permit/ Commercial License proof of up to date tax payment etc. which are mandatory for plying of Vehicle.
2. The driver of the vehicle must have a valid Driving License for driver light transport passenger vehicle and should be sufficiently experienced in driving transport passenger vehicle.
3. The Driver should be well behaved, gentle and obedient in nature.
4. The monthly rate of hire charge is quoted separately in the general bid information (excluding fuel and lubricant).
5. The vehicle must achieve minimum fuel efficiency of 17 Kms. per litre.
6. The details of the make and year of manufacture of the vehicle, Registration no. mileage (Km. covered per litre ) and name of Driver with Driving License No. and period of Validity should be specifically provided in general bid information to be furnished with the quotation/ Tender (Annexure-III).
7. Copy of PAN Card
8. GST Registration Certificate in form GST-Reg-06 ( If the turnover of the firm is above Rs.20.00 lakh p.a)
9. Security Deposit of Rs.1,000/- shall be paid by the successful bidder on the date of signing the agreement in shape of F.D./Deposit Certificate pledged in favour of **District Panchayat Officer, Khordha**. The same will be released on termination of agreement or disengagement of vehicle whichever is earlier.
10. The quotation in the format Annexure-III completed in all respect with photocopy of certificates mentioned in para-1 & 2 in sealed cover superscribing "**Quotation for Vehicles on Hire**" shall be submitted to the undersigned on or before **20.12.2021 by 2.00 PM by hand / Speed Post** and shall be opened on the same day at **4.30 PM** in the office of the DPO, Khordha presence of the bidder or their authorized representative.
11. The application form containing General Bid information & terms and conditions for Hiring of Vehicles etc. will be available at District Panchayat Office, Khordha from **13.12.2021 to 18.12.2021**.
12. The authority reserves the right to postpone/cancel the quotation call notice without assigning any reason thereof.

*Ady* 10/12/2021.  
District Panchayat Officer,  
Khordha

Memo No. 1464 /G.P., Dated. 10.12.2021

Copy to D.I.O, NIC, Khordha with a request to publish the said notice in District Website for wide circulation.

Copy forwarded to the Sub-Collector, Khordha/ Bhubaneswar/ All BDOs/ All CDPOs/ District Office Notice Board for wide publication.

*Ady* 10/12/2021.  
District Panchayat Officer,  
Khordha

## Annexure-II

### TERMS & CONDITIONS

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

1. The hired vehicles, during period of contract, shall have all necessary valid MV documents such as valid Registration Certificates, Commercial Licence, insurance 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. The department /Office hiring the vehicle shall not be responsible for any damage/loss caused to hired vehicle or loss of life/injury made to any person or damaged to any property on account of use of hired vehicle any manner whatsoever. The hires shall be responsible for all such litigations.
2. The hire charges to be paid for monthly basis do not include cost of diesel. Which are to be paid separately basing on actual consumption and lubricants as per existing 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 service provider.
3. It shall be the responsibility of the bidder to provide a good driver and the salary of the driver shall be borne by the owner.
4. In case of break down for reasons whatsoever the replacement of the vehicle of the same or better model shall be provided by the owner of the vehicle/bidder.
5. In case of vehicle do not report regularly, the authority will be at liberty to reject the agreement and may engage vehicle from other source.
6. The vehicle should report for duty for minimum of 25 days in a month.
7. In case of emergency the driver will have to report for duty as per the requirement of the hirer. No extra payment shall be demanded.
8. Monthly hire charges and reimbursement towards cost of diesel (as per actual) and lubricants (as per Govt. norms) of selected bidder will be paid in every succeeding month, as far 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 3 years old from the initial registration and also in good running condition. Preference will be given to new vehicle.
10. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
11. In case 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, the entire amount of security deposit shall be forfeited.
13. The authority may hire vehicle of any make & model as per requirement.

*Abh*  
10/12/2021  
District Panchayat Officer,  
Khordha

**Annexure-III**  
**Quotation Format**

- i. Registration No. of the Vehicle :-
- ii. Type of Vehicle (A/C /Non A/C):-
- iii. Year of Manufacture :-
- iv. Model :-
- v. Date of registration :-
- vi. Name & complete address of the owner  
Of the Vehicle
- vii. Fitness Certificate validity :-
- viii. Permit validity :-
- ix. Insurance Validity :-
- x. Name / Address of the Driver :-
- xi. D.L. No. & validity of D.L. of the Driver :-
- xii. Proposed hire charge of the vehicle per month

Excluding fuel cost & Service Tax:- Rs:- .....  
(Rupees.....)

- xiii. Rate of fuel consumption /Mileage per litre :-
- xiv. Contact Number of the Service Provider

(Tenderer / quotationer)

Mobile No:.....

Telephone No.....

E- Mail ID: .....

Alternate Mob No. ....

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

**Seal & Signature of the Quotationer/ Tenderer**