



OFFICE OF THE TAHASILDAR, BALIPATNA

Letter No. 2119 / Dt. 09.03.2026

To

The District E-Governance Manager (DEGM)
Collectorate, Khordha

Sub: Request to publish the quotation/ Tender Call Notice on district website .

Sir,

With reference to the subject cited above, I am to request you to kindly arrange for publication of the enclosed **Quotation / Tender Call Notice** on the official **District Website of Khordha** for wide publicity and necessary action.

The notice may please be uploaded at the earliest so that the interested bidders can participate in the quotation/tender process within the stipulated time frame.

This is for your kind information and necessary action.

Encl: Copy of Quotation / Tender Call Notice.

Yours Faithfully

JK aepdas
09/03/26
Tahasildar, Balipatna
TAHASILDAR
BALIPATNA

Model Bidding Document

Government of Odisha

Balipatna Tahsil Department/Heads of Department/OfficeQuotation/Tender Call Notice

Sealed quotations/tenders are invited from interested reputed Travel Agencies / Tour Operators / Individuals for providing 1 No of vehicles having sitting capacity not more than 7 Person including driver, which shall conform to the Terms and conditions (Appendix-A) for official use in Balipatna Tahsil Department/Office on monthly rent basis:

1. The service provider shall have a valid GST registration to participate in the tendering.
2. The service provider, participating in the bidding process under the jurisdiction of Municipal Corporations, shall be registered on GeM platform.
3. The vehicle must be in road worthy condition, shall not be more than 3 years old from the date of initial registration and must have valid Registration Certificate, Insurance Certificate, Fitness Certificate, Pollution Certificate, valid Contract Carriage Permit, proof of up-to-date tax payment etc. mandatory for plying of vehicle.
4. The Driver of the vehicle must have a valid Driving License for driving light transport passenger vehicle and should be sufficiently experienced in driving transport/passenger vehicle.
5. The Driver should be well behaved, gentle and obedient in nature.
6. A sum of Rs. 5,000/- shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the Tahsildar, Balipatna and submitted along with the tender as EMD. After completion of tender process, EMD shall be refunded to unsuccessful bidders.
7. The monthly rate of hire charge, excluding GST be quoted separately, excluding fuel.
8. The Vehicle must achieve a fuel efficiency of 10 KM per litre.
9. The details of the make and year of manufacture of the vehicle, registration no., mileage (KM covered per litre) and name of the Driver, Driving License No. and period of validity should be specifically provided in the general bid information to be furnished with the Quotation/Tender (Appendix-B).
10. The Quotation completed in all respect should reach the undersigned on or before 25/03/2026 by 02:00 P.M. and shall be opened on the same day at 03:00 P.M. in presence of the bidders or their authorized representatives.
11. The application form of quotation/tender containing General Bid Information & Terms and conditions for Hiring of Vehicles etc. will be available with Tahsil Office can be downloaded from Odisha Govt. Website khordha.odisha.gov from Date 09/03/26 to Date 24/03/26.

Seal & Signature of

Tender Calling Authority with Designation

**TAHASILDAR
BALIPATNA**