



OFFICE OF THE PANCHAYAT SAMITI, NARSINGHPUR

No. - 1896

Date- 17/04/2025

QUOTATION / TENDER CALL NOTICE FOR HIRING OF VEHICLE

Sealed Quotation /Tender are invited from interested reputed travel Agencies / Tour Operators or Private individuals for providing vehicle, which shall conform to the terms & conditions (Annexure-A) for official use of the undersigned of office of the Block Development Officer, Narasinghpur, Cuttack on monthly hiring basis as per the letter vide finance Department Office Memorandum No. 11915 Dt. 15/04/2025

REQUIREMENT OF HIRED VEHICLE

Sl. No.	Type of vehicle	No. of vehicle required	Maximum hiring charges per month excluding taxes	Minimum average Mileage in K.M per litre	Remarks
1	Bolero BS6	1 No.	Rs. 31000/-	10	With A/C facility

Terms and conditions for hiring of vehicle

General features

- 1) Any private individual / Local registered Travel Agency can participate in the tender process.
- 2) Bidders must apply the tender along with all documents related to the vehicle number with under taking towards supply of vehicle on hiring basis as admissible.
- 3) The monthly rate of hire charge shall be quoted separately in the price bid including all charges of the driver (Exclusive of fuel cost and taxes)
- 4) The requirement of vehicle as mentioned may vary as per the need.

Essential features of vehicle

- 1- The vehicle should have valid registration commercial permit (Contract Carriage Permit), Insurance coverage, Fitness Certificate, Pollution clearance and Road Tax Clearance.
- 2- The vehicle preference should be given to Bolero BS6. The vehicle shall not be more than 3 years old as on date of advertisement from the date of registration of vehicle and also in good running condition during the period of contract. Latest model with BS6 engine shall be preferable.
- 3- The service provider must have a valid OGST Registration.
- 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 service provider, participating in the bidding process under the jurisdiction of Narasinghpur Panchayat Samiti.
- 6- A sum of Rs. 5000/- (Five Thousand) Only shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of Block Development Officer, Narasinghpur and submitted along with the tender as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders.
- 7- The quotation completed in all respect should reach the undersigned on or before **25/04/2025** (either by hand or by registered post) except Sunday and holidays and shall be opened on the same day at 4PM at chamber of BDO, Narasinghpur Panchayat Samiti Office, Narasinghpur in presence of the bidders or their authorized representatives. The quotation received manually is required to be dropped in the tin box kept in the office of the Panchayat Samiti, Narasinghpur. In the cover page of the sealed envelope containing quotation, it should be clearly mentioned that **"QUOTATION FOR HIRING OF VEHICLE"**. Each sealed envelope should contain only one quotation / application. However, all the vehicle owners must produce the vehicle on the day of opening tender papers for physical verification by the selection committee.
- 8- The details of the make and year of manufacture of the vehicle, registration No, Mileage (KM covered per liter) 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 (ANNEXURE - B)
- 9- The application form of quotation / tender containing general bid information and terms and conditions for hiring of vehicles etc. will be available at District portal <https://cuttack.odisha.gov.in/tender> from Dt. 22/04/2025 to Dt. 30/04/2025 (up to 3PM).
- 10- The vehicle must have achieved a fuel efficiency of 10 KM per Litre.
- 11- The driver should be well behaved, gentle and obedient in nature and efficient to work as and when required.
- 12- No compromise will be made with respect to punctuality cleanliness, obedience, promptness behavior etc. of the driver.
- 13- The driver should have a clean track record without any history of conviction in the court of law, owner must make alternative arrangement if regular driver is absent or the vehicle become off road.
- 14- Salary of the driver will be paid by the owner. The fuel will be supplied from this office and driver will maintain log book towards consumption of fuel.
- 15- In case of break down for reason whatsoever the replacement of a vehicle of the same or better model shall be provided the owner of the vehicle bidder.
- 16- Period of contract is from the date of agreement till 01/04/2027.
- 17- Apart from the normal working days, the vehicle can be used on holidays / Sundays and even in odd hours in case of emergency situation. The hired vehicle cannot be used for any private / commercial purpose beyond office hours or during holidays also.
- 18- All types of repair / maintenance are to be done by the vehicle owner at his cost including payment of taxes etc. and payment of wages of the driver.
- 19- Log book and stock / issue register of fuel etc. are to be maintained according to the Govt. procedure and signed by the Driver and the officer using the vehicle.

- 20- The concerned vehicle owner should execute an agreement containing above terms and conditions in non-judicial stamped paper of Rs. 100/- with the Block Development Officer, Narasinghpur within 3days of receipt of engagement order.
- 21- The authority reserves the right to cancel the contract of the vehicle at any time without prior notice and showing any reasons thereof.
- 22- The authority reserves the right to cancel the quotation or any part without any reason assigning thereof.
- 23- If during the course of engagement of the vehicle any accident etc. occurred either to vehicle or to the third-party authority will not be responsible and any liability arising out such accident will be responsibility of the party only.



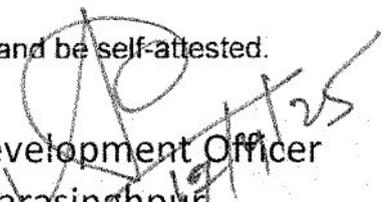
Block Development Officer
Narasinghpur

TERMS AND CONDITIONS FOR HIRING OF VEHICLES

The following terms and conditions as stipulated by the Government vide Finance Department OM No.22924/F.dtd.14.08.2023 must be fulfilled by the successful bidder for providing a vehicle on hire on monthly rent basis.

1. The hired vehicles,during period of contract, shall have all necessary valid M.V. documents such as :- Valid Registration Certificate, Insurance Certificate, Pollution 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 which are mandatory for plying of vehicle.Preference will be given to new/latest with BS-VI emission compliant vehicle.
2. The Firms/Individuals whose services were previously found un-satisfactory,need not apply. The same will not be considered.
3. The Department/Office hiring the vehicle 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 any manner whatsoever.Theservice provider shall be responsible for all such litigation.
4. The hire charges to be paid for monthly basis is final but does not include cost of fuel, which is 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 and differential Coolant, Tyres and Tubes, Battery etc. will be borne by the bidder.
5. It shall be the responsibility of the bidder to provide a good driver and the remuneration of the driver shall be borne by the owner.
6. The driver should be well behaved,gentle and obedient in nature.He should be neatly dressed and should maintain all protocol while in duty.He should have specific Mobile Number to attend the calls round the clock.No separate payment shall be made for the same.
7. 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.
8. In case of the vehicle do not report regularly, the authority will be at liberty to terminate the agreement without prior notice.
9. The vehicle shall report for duty for minimum of 25 days in a month.
10. In case of emergency, the driver will have to report for duty as per the requirement. No extra payment shall be demanded.
11. Monthly hire charges and reimbursements towards cost of fuel (as per actual)and lubricants(as per Govt. norms) of selected bidder will be paid in every succeeding month,asfar as possible within fifteen days of the submission of bills by the service provider duly certified by the Officer concerned and no advance payment will be made.
12. The vehicle shall not be more than 3(three) years old from the initial registration and also in good running condition during the period of contract.
13. If the services are found to be unsatisfactory, the client shall give **one month notice** and terminate the agreement.
14. 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 notice** before such withdrawal of service and termination of agreement.

15. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.
16. The hired vehicles can not be used for any private/commercial purpose beyond office hours or during holidays.
17. The hiring may be discontinued immediately, when the vehicle is no longer required for office.
18. The selected/successful bidder will have to execute an Agreement with the Authority as per Government in Finance Department OM No.22924/F.dtd.14.08.2023.
19. The period of contract shall be initially for a period of **2(two) years**, which can be extended subject to satisfactory performance.
20. Clear and legible copies of all documents should be attached and be self-attested.


Block Development Officer
Narasingshpur

NB-The Security Deposit of Rs.5,000/- and cost of application of Rs.1000/- is mandatory for all category of applicant.

APPLICATION AND GENERAL INFORMATION FOR HIRING VEHICLES.*(Copies of relevant documents must of self attested)*

Sl.No.	Particulars	
1	Name of the Service Provider	
2	Complete Address	
3	OGST Number	
4	GeM Registration Number	
5	Bank A/C Number and IFSC Code	
6	Registration No. of Vehicle	
7	Year of Manufacture	
8	Make & Model	
9	Date of Registration	
10	Name & complete address of the owner of Vehicle	
11	Fitness Certificate validity	
12	Pollution Certificate Validity	
13	Permit validity	
14	Insurance validity	
15	Name & Address of the Driver	
16	D.L. No. & Validity of the D.L of the Driver	
17	Proposed hire charges of the vehicle per month excluding fuel cost	
18	Rate of fuel consumption/Mileage per litre	
19	Contact Number of the Service provider Mobile..... (Tenderer/Quotationer)	
20	Contact Number of Driver	

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

Seal & Signature of the
Quotationer / Tenderer