



ଜିଲ୍ଲା ପରିଷଦ, କଟକ
ZILLA PARISHAD, CUTTACK

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Letter No. 2522 /Z.P Dt. 31 / 05 / 2025

Quotation /Tender Call Notice

Sealed quotation/tenders are invited from interested reputed Travel Agencies/ Tour Operators/ Private Individuals for providing One TUV 300/Bolero/Sumo Gold/Ertiga/Scorpio etc. type vehicle **without driver**, having sitting capacity not more than seven including driver, which shall confirm to the terms and conditions (Annexure-I) for official use in Zilla Parishad, Cuttack Office on monthly rent basis.

- i. The service provider shall have a valid OGST registration to participate in the tendering.
- ii. The service provider, participating in the bidding process under the jurisdiction of Cuttack Municipal Corporation/ Cuttack-Bhubaneswar twin city.
- iii. The vehicle must be in Road worthy condition, shall not be more than Three months 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. which are mandatory for plying of vehicle.
- iv. A sum of Rs. 15,000/- (Rupees fifteen thousand) only shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the **Chief Development Officer-cum-Executive Officer, Zilla Parishad, Cuttack** and submitted along with the tender as EMD. After completion of tender process, the EMD amount will be refunded to unsuccessful bidders.
- v. The monthly rate of hire charges, excluding GST, fuel and lubricants to be quoted separately in the general bid information.
- vi. The vehicle must achieve a fuel efficiency of 10 Kms. Per liter.
- vii. The details of the make and year of manufacture of the vehicle, registration No., mileage (Kms. Covered per liter) and period of validity should be specifically provided in the general bid information to be furnished with the quotation/ tender (Annexure-II).
- viii. The quotation completed in all respect should reach the undersigned on or before **20.06.2025** by **4.00 PM** and shall be opened on **21.06.2025** at **11.00 A.M.** in presence of the bidder or their authorized representatives.
- ix. The application form of quotation/tender containing General Bid Information & Terms and conditions for Hiring of Vehicles etc. can be downloaded from Cuttack District website <https://cuttack.odisha.gov.in> till **20.06.2025** at **4.00 PM**. In case the application form is downloaded from Government website the applicant shall furnish a Demand Draft in favour of **Chief Development Officer-cum-Executive Officer, Zilla Parishad, Cuttack** payable at Cuttack for an amount Rs. 500/- (Rupees Five hundred) only towards the cost of application along with the application.


CDO-cum-EO

Zilla Parishad, Cuttack

TERMS & CONDITIONS FOR HIRING OF VEHICLES

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

- i. The hired vehicles, during period of contract shall have all necessary valid MV documents such as valid Registration Certificates, Insurance Certificate, Fitness Certificate, Pollution Certificate, valid Contract Carriage Permit, Proof of up-to-date tax payment etc.
- ii. 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 damaged to any property on account of use of hired vehicle any manner whatsoever. The hirer shall be responsible for all such litigations.
- iii. 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 as per existing Government norms. All the expenditure of the vehicle towards repair, replacement of spare parts lubricating oil of Engine, Gear Box & different coolant, Tyre & Tube, Battery etc. will be borne by the bidder.
- iv. In case of the break down for reasons whatsoever the replacement of a vehicle of the same or better model shall be provided by the owner of vehicle/bidder.
- v. In case of vehicle, do not report regularly, the authority will be at liberty to terminate the agreement without prior notice and may engage vehicle from other source.
- vi. The vehicle shall report for duty for minimum of 25 days in a month.
- vii. In case of emergency, the driver will have to report for duty as per the requirement of the hirer. No extra payment shall be made.
- viii. Monthly hire charges and reimbursement towards cost of fuel (as per actual) 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.
- ix. The vehicle shall not be more than 3 months old from the initial registration and also in good running condition during the period of contract.
- x. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
- xi. 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.
- xii. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.


CDO-cum-EO
3/15/2023
Zilla Parishad, Cuttack

GENERAL INFORMATION FOR HIRING VEHICLES

- i. Name of the Service Provider
with complete address :
- ii. OGST Number :
- iii. Bank A/c no. & IFSC code :
- iv. Registration No. of the Vehicle :
- v. Year of Manufacture :
- vi. Make & Model :
- vii. Date of Registration :
- viii. Name & complete address of the
Owner of vehicle :
- ix. Fitness Certificate validity :
- x. Pollution Certificate validity :
- xi. Permit validity :
- xii. Insurance validity :
- xiii. Proposed hire charge of the vehicle
per month excluding fuel cost :
- xiv. Rate of fuel consumption/Mileage per liter :
- xv. Contact number of the Service provider :
(Tenderer/ Quotationer) Mobile _____Telephone _____

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

Seal & Signature of
Quotationer/ Tenderer