

OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, CUTTACK
(Nizarat Section)

No.. 1346 /Niz dt, 10/11/25

TENDER CALL NOTICE

Sealed tenders having valid GST Registration Certificate are invited in the prescribed format (given in Annexure-B) from interested reputed Travel Agencies / Tour Operators or Private individuals (preferably from Cuttack/ Bhubaneswar) for providing 1 **(One) nos. of AC Petrol/ Diesel driven vehicles Scorpio S11 higher model / Scorpio N** which must confirm to the terms and conditions (given in Annexure-A) for official use of ADM (Gen), Cuttack on monthly rent basis.

1. The service provider shall have a valid OGST registration to participate in the tendering.
2. The Vehicle must be in road-worthy condition and shall not be more than three years from the 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 coverage etc. which are mandatory for plying of vehicle\ preference will be given to new vehicle.
3. The Driver of the vehicle must have a valid commercial driving license of respective class to drive light motor vehicle and should be sufficiently experienced in driving light motor vehicle.
4. The Driver should be well-behaved, gentle and polite in nature.
5. The monthly rate of hire charges shall be quoted in the general bid information (excluding fuel and lubricants), provided that the maximum hiring charges are fixed as Rs. 37,000/- per month.
6. The vehicles must achieve a fuel efficiency of minimum average mileage of 10 Kms per liter.
7. The details of the make and year of manufacture of the vehicle, registration no., mileage (Kms 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 tender.
8. The tender completed in all respect should reach the undersigned in sealed envelope with superscription "Tender for hiring of vehicle for ADM General through drop in the box (kept in Nizarat Section of this office) only on or before by **3.30 P.M. by 20.11.2025** and will be opened on the same day at 5 P.M. in the Office chamber of the Undersigned in presence of the tenderers or their authorized representatives.
9. The application form of tender containing General Bid Information and terms and conditions for hiring of vehicles will be available with Assistant Collector, Nizarat, Ground Floor, Room No- 06, Collectorate, Cuttack
10. The order for engagement of the vehicles will be issued on obtaining permission/ approval of the competent authority.



11. The tenderer is required to provide the vehicle within 7 days from the date of issue of the order failing which the tender of the firm will stand automatically cancelled. If the lowest tenderer is unable / incapable of providing the vehicle within 7 days from the date of issue of engagement order or found to be irregular/ unpunctual in providing the vehicle in time, the 2nd lowest tenderer will automatically be eligible to provide the same at the L1 price, if he agrees.
12. Collector, Cuttack reserves the right to cancel any/all the tender, without assigning any reason thereof.

By Orders of Collector, Cuttack

Additional District Magistrate,
Cuttack

Memo No. 1347 / Niz. Dt. 10.11.25

Copy to the Notice Board of Collector, Cuttack/ CDO-Cum-EO, ZP, Cuttack/ R.T.O, Cuttack/ Sub-Collector, Sadar Cuttack for wide publication.

Additional District Magistrate,
Cuttack

Memo No. 1348 / Niz. Dt. 10.11.25

Copy forwarded to District E-Governance Manager, Collectorate, Cuttack for information and necessary action. He is requested to hoist this notice on the District website.

Additional District Magistrate,
Cuttack

Terms & Conditions

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 D.L. of the driver available all the time.

2. The 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. The hirer shall be responsible for all such litigation.

3. The hire charges to be paid for monthly basis is final but does not include the cost of fuel, which is to be paid separately based 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 & tubes, battery etc. will be borne by the bidder.

4. 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/ Travel Agency.

5. In case of breakdown for reasons whatsoever, in replacement a vehicle of the same or better model shall be provided by the owner of the vehicle/ bidder.

6. In case the vehicle does not report regularly the authority will be at liberty to reject the agreement and may engage vehicle from other source.

7. The vehicles shall report for duty for a minimum of 25 days in a month.

8. In case of emergency, the driver will have to report for duty as per the requirement of hirer. No extra payment shall be demanded.

9. Monthly hire charges and reimbursements towards the cost of fuel / petrol (as per actual) and lubricants (as per Government 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.

10. The Service Provider shall file GST Return and Taxes regularly and be updated on paying all statutory dues. They should submit proof of the same along with the invoice.

11. The owner of the vehicle /driver shall not use the vehicle hired by the Government for any private or commercial purposes beyond office hours or during holidays.

12. The vehicle shall not be more than 3 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's 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's notice before such withdrawal of service and termination of agreement.

15. If the bidder violates any of the terms of the contract, the authority shall forfeit the entire amount of security deposit.

General Information for hiring of the vehicle for ADM (_____), Cuttack

| Sl. No. | Particulars | |
|---------|---|--|
| 1 | Name of the Service Provider | |
| 2 | Complete Address | |
| 3 | OGST Number | |
| 4 | Gem Registration Number | |
| 5 | Bank Account No. 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 Charge of the vehicle per month excluding fuel cost | |
| 18 | Rate of fuel consumption / Mileage per litre | |
| 19 | Contact Number of the Service Provider (Tender) | |
| 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 Tenderer