



ଜିଲ୍ଲାପରିଷଦ, ସୁନ୍ଦରଗଡ଼  
ZILLA PARISHAD, SUNDARGARH  
ORMAS, SUNDARGARH

Panchayati Raj & DW Deptt. Govt. of Odisha,  
Sundargarh -770001, Email dsmssundergarh@gmail.com, Tele / Fax No. 06622-275372

No. ୫୫୨ / ZP (ORMAS)

Dated the 01 / 08 / 2024

TENDER CALL NOTICE

Sealed quotations/tender are invited from interested Travel Agency /Tour Operators / Private individuals for providing 1 (one) Petrol driven Vehicle like Tiago/Bolt/Celerio or Equivalent model of vehicles having seating capacity not more than 5 including driver, which shall confirm to the Terms and conditions (Annexure-A) for official use in ORMAS, ZillaParishad, Sundargarh on monthly hire basis.

1. The service provider shall have a valid OGST registration to participate in the tendering
2. The service provider, participating in the bidding process under the jurisdiction of Sundargarh, shall be registered on GeM platform
3. The Vehicle must be in road worthy condition and 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 Contact Carriage Permit, Proof of up to date tax payment etc. mandatory for plying 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/- (Rupees Five Thousand) only shall be deposited by the intending bidder in shape of Account Payee Bank Draft drawn in favour of the DSMS, Sundargarh and to be submitted along with the tender as Security Deposit. After completion of tender process, the amount will be refunded to unsuccessful bidder.
7. The monthly rate of hire charges be quoted separately in the general bid information (excluding fuel and Lubricants)
8. The vehicle must achieve a fuel efficiency of minimum 17 Kms.per litre.
9. The detail of the make and year of manufacture of the vehicle, registration No., Mileage (Kms.Covered per liter) and name of the Driver, Driving Licence

No. and period of validity should be specifically provided in the general bid information to be furnished with the quotation/Tender (Annexure-B)

10. The quotation completed in all respect should reach in the office of the under signed on or before dt.13/08/2024 by 1.00PM through Registered Post/Speed Post or Physically by hand at the office of Zilla Parishad, Sundargarh (ORMAS Section), At/Po-Sundargarh, Pin-77001, and shall be opened by a committee on the same day at 4.30 PM in presence of the bidders or their authorized representatives.
11. The application form of tender containing General Bid Information & Terms and conditions for Hiring of Vehicles etc. will be available with ORMAS, Zilla Parishad, Sundargarh on payment of Rs.1000/- Rupees (one thousand) Only from dt.01/08/2024 to dt.13/08/2024 to or can be downloaded from Sundargarh District Website [www.sundargarh.odisha.gov.in](http://www.sundargarh.odisha.gov.in) from dt.01/08/2024 to dt.12/08/2024. In case the application form is downloaded from the website, the applicant shall furnish a Demand Draft for an amount Rs.1,000/- (Rupees one thousand) only in favour of DSMS, Sundargarh.

  
CDO-cum-EO 01.8.2024  
Zilla Parishad, Sundargarh

Memo No. 483

Date:- 01/08/2024

Copy to all Govt. Office within the jurisdiction of Sundargarh district to affix the tender call notice in their notice board for wide publication of this tender call notice.

  
CDO-cum-EO 01.8.2024  
Zilla Parishad, Sundargarh

Memo No. 484

Date:- 01/08/2024

Copy to the DEGM, Sundargarh for information with a request to web host the tender call notice in the district website ([www.sundargarh.odisha.gov.in](http://www.sundargarh.odisha.gov.in))

  
CDO-cum-EO 01.8.2024  
Zilla Parishad, Sundargarh

## Annexure-A

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

1. The hired vehicles, during period of contract shall have all necessary valid MV document such as: - valid Registration Certificate, Insurance Certificate, Fitness Certificate, Valid Contract Carriage Permit, proof of up-to-date tax payment etc., D.L. of the driver available all the time.
2. 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 damages to any property on account of use of hired vehicle any manner whatsoever. The hirer shall not be responsible for all such litigations.
3. The hire charges to be paid for monthly basis is final 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, Lubrication 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 remuneration of the driver shall be borne by the owner.
5. 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.
6. In case the vehicle does not report regularly, the authority will be at liberty to terminate the agreement without prior notice.
7. The vehicle 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. No extra payment shall be demanded.
9. Monthly hire charges and reimbursement towards cost of fuel (as per actual) and lubricant (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 service provider and no advance payment will be made.
10. 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.
11. If the services are found to be unsatisfactory; the client shall give one-month notice and terminate the agreement.

12. In case the service provider intends to withdraw the services of the vehicle and terminate the agreement, it shall be mandatory upon him/her to give one-month notice before such withdrawal of services and termination of agreement.
  
13. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.

Sd/-

CDO-cum-EO  
ZillaParishad, Sundargarh



**General information**

Sl.No	Particulars	
01	Name of the Service Provider	
02	Complete Address	
03	Details of EMD	
04	Details of Tender Paper cost	
05	OGST Number	
06	GeM Registration No.	
07	Bank Account No.of Vehicle	
08	Registration No of vehicle	
09	Year of Manufacturing	
10	Make & Model	
11	Date of Registration	
12	Name & complete address of the owner of vehicle	
13	Fitness Certificate Validity	
14	Pollution Certificate validity	
15	Permit validity	
16	Insurance Validity	
17	Name/Address of the Driver	
18	D.L No.& Validity of the D.L of the Driver	
19	Proposed hire charges of the vehicle per month excluding fuel cost	
20	Rate of fuel consumption/Mileage	
21	Contact Number of the Service Provider (Tender/Quotationer)	
22	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 / Quotationer**