

# PANCHAYAT SAMITI OFFICE: GURUNDIA

E\_mail: [ori-gurundia@nic.in](mailto:ori-gurundia@nic.in)  
No. 27 Date 03/01/25

## QUOTATION CALL FOR HIRING OF VEHICLE

Sealed quotations are invited from interested reputed registered Travel Agencies / Tour Operators/ Private Vehicle owner for providing 1 (one) no. of AC diesel driven vehicles (Bolero / TUV 300 / Sumo Gold / Ertiga) having sitting capacity not more than Seven including driver. The maximum hire charges of the vehicle is Rs. 31,000/- per month excluding taxes with minimum average mileage @ 10 kmpl per litre which shall conform to the terms and conditions laid down at Annexure-II vide finance department office memorandum No. 22924/F dtd. 14.08.2023 for official use of Panchayat Samiti, Gurundia 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, shall not be more than 3 (three) years old from the date of initial registration and must have valid Registration Certificate, Insurance Certificate, Fitness Certificate, Valid Contract Carriage Permit, proof of up to date Tax-payment etc. which are mandatory for plying of vehicle.
- 3) The driver of the vehicle must have a valid Driving License for driving light transport passenger vehicle and should be sufficiently experienced.
- 4) The driver should be well behaved, gentle and obedient in nature.
- 5) A sum of Rs. 5000/- shall be deposited by the intending bidders in shape of Account payee Bank draft drawn in favour of the Block Development Officer, Gurundia and submitted along with the quotation as security deposit. After completion of quotation process, the amount will be refunded to the unsuccessful bidders.
- 6) The monthly rate of hire charge be quoted separately in the general bid information (excluding fuel and lubricants).
- 7) The vehicle must achieve a fuel efficiency of 10 KM Per litre.
- 8) 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 (Annexure-III).
- 9) The Quotation completed in all respect should reach the undersigned on or before 24.01.2025 by 1.00 P.M. and shall be opened on the same day at 3.00 P.M. in the presence of the bidders or their authorized representatives.
- 10) The application form is enclosed with quotation to apply in person or through registered Post.
- 11) The application form of quotation containing General Bid Information & Terms and conditions for Hiring of Vehicles etc. will be available with Panchayat Samiti Gurundia (Office) on payment of Rs. 100/- from 04.01.2025 to 23.01.2025 or can be downloaded from Odisha Gov. website [www.Odisha.gov.in](http://www.Odisha.gov.in) from date 04/01/25 to Dt. 24/01/25. In case the application form is downloaded from Govt. website, the applicant shall furnish a Demand Draft for an amount of Rs. 100/- (Rupees One Hundred) only towards the cost of application along with the application.

  
Block Development Officer  
Gurundia

Memo No. 28 / Date 03/01/25 /

Copy to office notice board of Panchayat Samiti Gurundia for general information.

Copy submitted to Collector, Sundargarh/ CDO-cum-EO, Zilla Parishad, Sundargarh/ Sub-Collector, Bonai/ PA, ITDA, Bonai/All BDOs, Sundargarh District/ All Tahasildar, Sundargarh District, All CDPO, Sundargarh District for information with a request to display this quotation call notice in their respective office Notice Board for wide publicity.

Copy to all Sarpanch, Gurundia Panchayat Samiti for information and similar action.

 03/01/25

Block Development Officer  
Gurundia

Memo No. 29 / Date 03/01/25 /

Copy DeGM, Sundargarh with a request to upload this Quotation Call Notice in the Sundargarh District Web-Site Sundargarh.odisha.gov.in on dt. 03.01.2025 for wide publication and timely response by the intending Suppliers.

 03/01/25

Block Development Officer  
Gurundia

**PANCHAYAT SAMITI OFFICE, GURUNDIA**

**TERMS AND CONDITIONS FOR - HIRING OF VEHICLE**

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

1. The hired vehicles, during the 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 times. The office hiring the vehicle shall not be responsible for any damage/loss caused to vehicle or loss of life/ injury made to any person or damage to any property on account of use of hired vehicle in any manner whatsoever. The owner/bidder shall be responsible for all such litigation.
2. The hire charges to be paid for monthly basis is final but does not include cost of diesel, which is to be paid separately basing on actual consumption and lubricant as per existing government norms. All the expenditure of the vehicle towards repair, replacement of spare parts, lubricant oil of engine, gear box & differential Coolant, Tyres and tubes battery etc. will be brone by the bidder.
3. It shall be the responsibility of the bidder to provide a good driver and salary of the driver of the driver shall be brone by the owner.
4. In case of breakdown for reasons whatsoever the replacement of vehicle of the same or better model shall be provided by the owner of the vehicle /bidder.
5. In case of the vehicle do not report regularly, the authority will be at liberty to reject the agreement without prior notice.
6. The vehicle shall report for duty for minimum of 25 days in a month.
7. In case of emergency, the driver will have to report for duty as per the requirement. No extra payment shall be demanded.
8. Monthly hire charges and reimbursement towards cost of diesel (as per actual) and lubricants (as per Govt. norms) of selected bidder will be paid in every succeeding month, as per as possible within fifteen days of the submission of bills by the service provider and no advance payment will be made.
9. 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.
10. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
11. In case the service provider intends to withdraw the service of his vehicle and terminate the agreement, it shall be mandatory upon him to grant one month notice before such withdrawal of services and terminate of agreement.
12. If, the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.

  
BDO, Gurundia

APPLICATION FORM

1. Registration No. of Vehicle :
2. Model of vehicle :
3. Year of Manufacture :
4. Type of Vehicle (AC/Non-AC) :
5. Date of registration :
6. Name & complete address of the Owner of vehicle :
7. Local Address :
8. GST Number :
9. Fitness Certificate validity :
10. Permit validity :
11. Insurance validity :
12. Name & address of Driver :
13. D.L. No. & validity date :
14. Proposed hire charges per month :  
Excluding fuel cost.
15. Mileage per litre :
16. Contact No. (Owner) (Driver)

NB:- Copy of documents must be enclosed.

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

Signature of the quotationer