

Bidding Document

Government of Odisha

**Office of the Tahasildar, Gurundia
Quotation/Tender Call Notice**No. 985 Dt. 31/05/2025

In pursuance of the **O.M.F.D. No.15836 Dt.27.05.2025 of Govt. of Odisha**, sealed quotations/tenders are invited from the interested reputed Travel Agencies/Tour Operators or private individuals for providing **01** nos of diesel fuel vehicle having sitting capacity not more than **7 including driver**, which shall conform to the Terms and conditions (Annexure-A) for official use in Tahasil Office Gurundia on monthly rent basis at the rate of **maximum hiring charges (excluding of applicable taxes) is Rs.37,200/-**.

1. The service provider shall have a valid GST registration to participate in bidding.
2. The service provider participating in the bidding process under the jurisdiction of Municipal Corporations, shall be registered in **GeM platform**.
3. The vehicle must be in road worthy condition, 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 Contract Carriage Permit, proof of up-to-date tax payment etc. mandatory for applying of vehicle.
4. The driver of the vehicle must have 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.5000/-** shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the **Tahasildar, Gurundia payable at Gurundia** and submitting along with the tender as EMD. After completion of the tender process, EMD shall be refunded to unsuccessful bidders.
7. The monthly rate of hire charge, excluding GST be quoted separately, excluding fuel.
8. The vehicle must achieve a fuel efficiency of 10KM per liter.
9. The details of 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)
10. The Quotation completed in all respect should reach the undersigned on or before Dt.16.6.2025 by 3.00 PM and shall be opened on the same day at 4.00 PM in presence of the bidders or their authorized representatives.
11. The application form of quotation/tender containing General Bid information & Terms and condition for Hiring of Vehicles etc will be available with Tahasildar, Gurundia can be downloaded from Odisha Govt. website <https://sundargarh.odisha.gov.in> from date **31.05.2025 to 16.06.2025**.

Seal and Signature of
Tender Calling Authority Designation

Gurundia

TERMS & CONDITIONS FOR HIRING OF VEHICLES

The following terms and conditions must be fulfilled by the bidder.

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 times.
2. 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 damages to any property on account of use of hired vehicle any manner whatsoever. The hirer shall responsible for all such litigation.
3. 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 lubricants as per existing Government norms. All the expenditure of the vehicle towards repair, replacement of spare parts, Lubricating oil of Engine, Gear Box & 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.
5. In case of breakdown for reasons whatsoever the replacement of the vehicle of the same of better model shall be provided by the service provider.
6. In case of the vehicle do not report regularly, the authority will be at liberty to terminate without prior notice.
7. The vehicles shall report for duly for 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 cost of fuel (as per norm) will be paid in every succeeding month as per as possible within fifteen days of the submissions of bills by the 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 his vehicle and terminate the agreement, it shall be mandatory upon him to grant one month notice such withdrawal of service and termination of agreement.
13. If the bidder violates any of the terms of contract Government shall forfeit the entire amount of security deposit.

Signature of

Quotation /Tender Calling Authority

Memo No. 986 Dt. 31/05/2025

Copy to the Sub-Collector, Bonai, BDO, Gurundia, CDPO, Gurundia, BDO, Bonai, Tahasildar, Bonai for display on the notice board for wide publication of the tender.

Tahasildar, Gurundia

Memo No. 986(a) Dt. 31/05/2025

Copy to the DIO, Collectorate, Sundargarh for favour of kind information and necessary action. He is requested to hoist the tender call notice in the district portal till dt. 16.06.2025.

Tahasildar, Gurundia

GENERAL INFORMATION

Sl No.	Particulars	
1.	Name of the Service Provider	:
2.	Complete Address	:
3.	GST Number	:
4.	GeM Registration No.	:
5.	Bank Account No. & IFSC Code	:
6.	Registration No. of Vehicle	:
7.	Year of Manufacturer	:
8.	Make and 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 DL	:
17.	Contact number of the service provider	:
18.	Contact number of driver	:
19.	Proposed hire Charge of the Vehicle pr month excluding fuel cost.	:
20.	Rate of fuel consumption /mileage per liter	:

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

Seal & Signature of the
Quotatoner/Tenderer