

GENERAL INFORMATION FOR HIRING VEHICLE.

Sl. No.	Particulars	
1	Name of the Service Provider	
2	Complete Address	
3	OGST Number	
4	GeM Registration Number	
5	Bank Account No. & 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 (Tenderer / Quotationer)	
20	Contact number of Driver	

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

Seal & Signature of Quotationer / Tenderer

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 before such withdrawal of service and termination of agreement.
13. If the bidder violates any of the term of contract, the office shall forfeit the entire amount of security deposit.



Seal & Signature of

Joint Commissioner of CT & GST,
Sundargarh Territorial Range, Rourkela

Quotation/Tender Calling Authority with Designation

TERMS AND CONDITIONS

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

1. The hired vehicle, during period of contract shall have all necessary valid MV documents such as valid Registration Certificate, Insurance Certificate, Pollution 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 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 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 & 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 of 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 vehicle shall report for duty 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. No extra payment shall be demanded.
9. Monthly hire charges and reimbursements towards cost of fuel (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.

Memo No. ⁽⁹⁾ 1526 /CT & GST

Dated: 28-07-2025 /

Copy forwarded to the CT & GST Circle Heads- Rourkela I Circle, Uditnagar/ Rourkela-II Circle, Panposh/ Sundargarh Circle, Sundargarh/ **Additional District Magistrate, Rourkela/ Sub-Collector, Rourkela/ Regional Transport Officer, Rourkela/ All BDOs/ Tahasildars of Sundargarh District** for information to all concerned with a request to affix in their office notice boards for wide circulation.

o/c

Joint Commissioner of CT & GST,
Territorial Range, Sundargarh (At-Rourkela)
Sundargarh Territorial Range, Rourkela

Memo No. 1527 /CT & GST

Dated: 28-07-2025 /

Copy forwarded to the District Informatics Officer, National Informatics Centre, Sundargarh with a request to display it in the **official website of Sundargarh District** for wide circulation among the public.

o/c

Joint Commissioner of CT & GST,
Territorial Range, Sundargarh (At-Rourkela)
Sundargarh Territorial Range, Rourkela

6. A sum of Rs. 5000/- (Rupees Five Thousand) only shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the "**The Additional Commissioner of CT & GST, Territorial Range, Sundargarh at Rourkela**" and submitted along with the tender as EMD. After completion of tender process, the EMD shall be refunded to unsuccessful bidders.
7. The monthly rate of hire charges, excluding GST be quoted separately, excluding fuel.
8. The Vehicle must achieve a fuel efficiency of 17 (Seventeen) KM per litre.
9. 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/Tender (**Appendix-B**).
10. The Quotation completed in all respect should reach the undersigned on or before **07.08.2025 by 12.00 Noon** and shall be opened on same day at **03.00 P.M.** in presence of the bidders of their authorized representatives.
11. The application form of quotation/tender containing General Bid Information & Terms and conditions for Hiring of Vehicles etc. will be available from **O/o the Additional Commissioner of CT & GST, Territorial Range, Sundargarh at Rourkela** on any working day within from **dated 29.07.2025 to 06.08.2025** between **10.00 A.M. to 05.30 P.M.** It also can be downloaded from Odisha Govt. Website www.odisha.gov.in.


Seal & Signature of
Joint Commissioner of CT & GST,
Sundargarh Territorial Range, Rourkela
Quotation/Tender Calling Authority with Designation

<p>ବାଣିଜ୍ୟକର ଏବଂ ଦ୍ରବ୍ୟ ଓ ସେବାକର ଆଞ୍ଚଳିକ ଚକଲା, ବାଣିଜ୍ୟକର ଭବନ, ସୁନ୍ଦରଗଡ଼, (ରାଉରକେଲା)- ୭୬୯୦୧୨ (ବାଣିଜ୍ୟକର ଏବଂ ଦ୍ରବ୍ୟ ଓ ସେବାକର ଆୟୁକ୍ତ ଅଧିକାରୀ, ଅର୍ଥବିଭାଗ, ଓଡ଼ିଶାସରକାର) ଇ-ମେଲ : jcctsundargarh@odishatax.gov.in</p>		<p>COMMERCIAL TAX & GST TERRITORIAL RANGE, BANIJYAKAR BHAWAN, SUNDARGARH (ROURKELA)-769012 (Under Commissionerate of CT & GST, Finance Department, Govt. of Odisha) Email Id: jcctsundargarh@odishatax.gov.in</p>
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No. 1525 /CT & GST,

Dated: 28-07-2025 /

Quotation / Tender Call Notice

Sealed Quotations / Tenders are invited from interested reputed Travel Agencies / Tour Operators / Individuals for providing 01 (One) no. of AC Petrol/Diesel driven vehicle having sitting capacity not more than 05 (Five) including driver, which shall conform to the Terms and Conditions (Appendix-A) for official use in the office of **Addl. Commissioner of CT & GST (Appeal)** on monthly rent basis. The type of vehicle required is as detailed below:

Sl. No.	Type of vehicle	No. of vehicle required	Maximum Hire Charges per month (Excluding Fuel Cost & GST)	Minimum Average Mileage in KMs per litre
1	Swift Dezire / Zest / Tigor / Xcent/Etios/Vehicles of similar model and segment)	01 (One)	Rs. 31,200.00 (Rupees Thirty One Thousand Two Hundred only)	17 (Seventeen)

1. The service provider shall have a valid GST Registration to participate in the tendering.
2. The service provider, participating in the bidding process under the jurisdiction of Municipal Corporations, shall be registered on 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 upto date tax payment etc. mandatory for plying of 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.