



ଝିଲ୍ଲାପରିଷଦ, 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. 441 /ZP (ORMAS)

Dated the 26/08 / 2025

TENDER CALL NOTICE

Sealed tender are invited from interested reputed Travel Agency /Tour Operators / Private individuals having GST Registration for providing 1 (one) Petrol/diesel drive Vehicle like Bolero/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, Zilla Parishad, Sundargarh on monthly basis.

1. The Vehicle must be in road worthy condition and shall not be more than 3 years old from the date of initial registration to the date of Tender Call Notice and must have valid Registration Certificate, Insurance Certificate, Fitness Certificate, Pollution Certificate, Valid Contact Carriage Permit, Proof of up-to-date tax payment etc. which are mandatory for plying of vehicle.
2. 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.
3. A sum of **Rs.1,000/- (Rupees One Thousand)** only shall be deposited by the intending bidder in shape of Account Payee Bank Draft drawn in favour of the **DSMS, Sundargarh**. The DD must be submitted along with the tender as Security Deposit. After completion of tender process, the amount will be refunded to unsuccessful bidder.
4. The monthly rate of hire charges including GST be quoted separately in the general bid information (excluding fuel and Lubricants)
5. The vehicle must achieve a fuel efficiency of minimum 17 Kms.per litre.
6. The detail of the make and year of manufacture of the vehicle, registration No., Mileage (KMs covered per litre) and name of the Driver, Driving Licence Number and period of validity should be specifically provided in the general bid information furnish with the quotation/Tender (**Annexure-B**). Further authority can sign agreement for each year.
7. The Tender completed in all respect should reach in the office of the under signed on or before dt.15/09/2025 by 12 noon 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 1.00 PM in presence of the bidders or their authorized representatives.

8. The application form of tender containing General Bid Information & Terms and conditions for hiring of Vehicles etc will be downloaded from Sundargarh District Website www.sundargarh.odisha.gov.in from dt.26/08/2025 to dt.14/09/2025


CDO-cum-EO
ZillaParishad, Sundargarh

Memo No. 442.

Date:- 26/8/2025

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
ZillaParishad, Sundargarh

Memo No. 443

Date:- 26/8/2025

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)


CDO-cum-EO
ZillaParishad, Sundargarh

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

1. The Vehicle should be Diesel/Petrol drive preferably Bolero/Tiago/Bolt/Celerio or Equivalent Model vehicle average mileage of 17(Seventeen) kilometres per litre. GST Registration is compulsory for any service provider to provide hired vehicle.
2. The hired vehicles shall have all necessary valid MV documents such as: - valid Registration Certificate, Insurance Certificate, Fitness Certificate, PUC Certificate, Valid Contract Carriage Permit, proof of up-to-date tax payment etc. and Driving License of the driver available all the period of contact. 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 responsible for all such litigations.
3. The hire charges to be paid to the Vehicle Owner on monthly basis on submission of Bill and Log Books. The Vehicle Owner should pay the cost of fuel (POL) and submit the bills along with the monthly hire charges including GST bill for payment. Monthly hire charges including GST and reimbursment towards the cost of fuel will be paid in every succeeding month, as far as possible within fifteen days from the date of submission of bills by the vehicle owner(Travels Agency/Tour Operators/Private Individuals) and no advance payment will be made at any cost or request.
4. 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. Payment of Insurance /Road tax etc will be borne by the successful bidder /Owner of Vehicle
5. It shall be the responsibility of the bidder to provide a good driver being non-alcoholic, well behaved, gentle and obedient by nature and the salary of the driver shall be borne by the owner.
6. 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 for the period of breakdown.
7. In case the vehicle does not report regularly or used by agency for any private/Commercial purpose beyond office hours or during holidays, the authority has the right to reject the agreement /engagement and may engage fresh vehicle from other source as per suitability for which the bidder cannot claim or object for the same.
8. In case of emergency, the driver will have to report for duty as per the requirement of hirer for which no extra payment shall be demanded.

9. The vehicle shall not be more than 3 years old from the initial registration to the date of Tender Call Notice and should be 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 services of the vehicle and terminate the agreement, it shall be mandatory upon him/her to give one month notice before such withdrawal.
12. If the bidder violates any of the terms of contract, the authority has the right to forfeit the entire amount of security deposit.

Sd/-

CDO-cum-EO
Zilla Parishad, Sundargarh

Annexure-B

General information

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