

## Annexure-I

OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, KALAHANDI

No. 444Niz

Date- 30.06.2025

### Quotation /Tender Call Notice

Sealed quotations/ tenders are invited from interested reputed Travel Agencies / Tour Operators / Private individuals for providing 01 no of **Scorpio/ Innova (New Model)** vehicle having sitting capacity not more than seven including driver, which shall conform to the terms and conditions (Annexure-II) for official use of **Additional District Magistrate (Revenue), Kalahandi** on monthly rent 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 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 up-to-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.
6. A sum of **Rs. 5000/-** (Rupees Five Thousand) only shall be deposited by the intending bidders in shape of Account of Payee Bank Draft drawn in favour of the Collector, Kalahandi and submitted along with the tender as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders.
7. The monthly rate of hire charge of the vehicle be quoted separately in the general bid information (excluding fuel & lubricants).
8. Maximum hire charges of the vehicle will be **Rs. 37200/-** excluding taxes as per letter No. **15836/F Dtd. 27.05.2025** of Finance Department, Government of Odisha.
9. The vehicle must achieve a fuel efficiency of minimum average mileage of 10 (Ten) kilometers per litre.



10. The details of the make and year of manufacture of the vehicle, registration No., mileage (Kms covered per liter) and name of the driver with valid 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)
11. The Quotation/ Tender completed in all respect should reach the undersigned on or before **15.07.2025** by **04:00 PM** and shall be opened on **15.07.2025** at **05:00 PM** at the Office Chamber of the Additional District Magistrate (Revenue), Kalahandi in presence of the bidders or their authorized representatives under the chairmanship of Additional District Magistrate, Kalahandi.
12. The application form of Quotation/ Tender containing General Bid Information and Terms & conditions for Hiring of Vehicles etc. will be available in the office of the Assistant Collector (Nizarat), Collectorate, Kalahandi on payment of Rs. 100/- (Rupees One Hundred) only from **10:30 A.M.** to **05:30 P.M.** or can be downloaded from this District Website i.e., [www.kalahandi.nic.in](http://www.kalahandi.nic.in) from date **01.07.2025** to **15.07.2025**. In case the application form is downloaded from District Website, the applicant shall furnish a Demand Draft for an amount of Rs. 100/- (Rupees One Hundred) only in favour of the Collector, Kalahandi towards the cost of application along with the application.

  
Signature of Quotation/

Tender Calling Authority

Memo No. *445* / Niz.

Date. *30.06.2025*

Copy to the Sub-Collector, Bhawanipatna / Dharamgarh/ all Tahasildars / all BDOs/ all District level Officers/ E.O. Bhawanipatna Municipality/ E.O. NAC Kesinga/Junagarh/Dharamgarh/ Regional Transport Officer, Kalahandi for information and necessary action. They are requested to display this notice in their Notice Board for wide publicity.

Copy to the D.I.O, N.I.C, Kalahandi for information and necessary action with request to host this notice in the district portal.

  
Signature of Quotation/

Tender Calling Authority



## Annexure-A

### TERMS & CONDITIONS

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 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 vehicle 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 break down for reasons whatsoever the replacement of the vehicle of the same or better model shall be provided by the owner of the vehicle/bidder.
6.	In case of 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 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 the hirer. 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 far as possible within fifteen days of the submission 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 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 terms of contract, Government shall forfeit the entire amount of security deposit.



Signature of the Quotation/  
Tender Calling Authority

**GENERAL INFORMATION**

Sl. No.	Particulars	
1	Name of the Service Provider	
2	Complete Address	
3	OGST Number	
4	GeM Registration Number	
5	Bank Account No. and IFSC Code	
6	Registration Number of Vehicle	
7	Year of Manufacture	
8	Make & Model	
9	Date of registration	
10	Name & complete address of the owner of the 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 the  
Quotationer/ Tenderer