



**STANDARD BIDDING DOCUMENT**

**OFFICE OF THE PANCHAYAT SAMITI, KARLAMUNDA  
DISTRICT - KALAHANDI**

No 589/

Date 22/02/2026

**SHORT QUOTATION CALL NOTICE**

Sealed quotations are invited from interested travel agencies/ Private Organization/ individuals for providing one number of AC Petrol driven vehicles **Ertiga (White colour)** having sitting capacity not more than ten including driver, which shall conform to the Terms and conditions ( Annexure-II) for official use in Block Office, Karlamunda on monthly rent basis. The maximum hire charges per month is Rs.31000/- as prescribed by the Government.

1. The vehicle must be in Road Worthy condition, shall not be more than 01 year 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.
2. GST registration and GeM registration are compulsory for providing vehicles on hire basis.
3. 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.
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, Karlamunda and submitted along with the tender as security deposit. After completion of tender process, the amount will be refunded to 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 KMs per liter.
8. The application form of quotation containing General Bid Information & Terms and conditions for Hiring of Vehicles etc. will be available with Office of the Panchayat Samiti, Karlamunda on payment of Rs. 100/- from 23-03-2026 to 30-03-2026 or can be downloaded from Odisha Govt. website [www.kalahandi.nic.in](http://www.kalahandi.nic.in) . In case

the application form is downloaded from Govt. website, the applicant shall furnish a Demand Draft of Rs.100/- (Rupees One hundred) only towards the cost of application along with the application.

9. 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 Driving License No. and period of validity should be specifically provided in the general bid information to be furnished with the Quotation (Annexure-III).

10. The quotation completed in all respect should reach the undersigned on or before 30-03-2026 by 4.00 PM through speed post/ Regd. Post/ Courier or can be dropped at box available at Block Office Karlamunda. The sealed quotation will be opened in the same day i.e. 30-03-2026 at 5:00 PM in the office chamber of the undersigned.

The quotation should be super scribed as "Quotation for hiring of Vehicles under MGNREGA". The undersigned reserve the right for reject any or all quotation without assigning any reason thereof.

  
Block Development Officer,  
Block Development Officer  
Karlamunda Block

Memo No 590 Date 23/02/2026

Copy to the Tahasildar, Karlamunda/ ICDS Karlamunda for information and necessary action. They are requested to display this notice in the notice board for wide publication.

Copy to the D.I.O.NIC, Kalahandi for information and requested to upload the Tender/Quotation call notice in the District website.

  
Block Development Officer,  
Block Development Officer  
Karlamunda Block

Memo No 591 Date 23/02/2026

Copy submitted to Collector Kalahandi/ Sub-Collector Bhawanipatna for information and necessary action.

  
Block Development Officer,  
Block Development Officer  
Karlamunda Block

## **TERMS AND CONDITIONS FOR HIRING OF VEHICLES**

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, valid Contract Carriage permit, proof of up to date tax payment etc. and D.L. of the driver available all the times. 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 manner whatsoever. The hirer 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 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, Tires & Tubes, Battery etc. will be borne by the bidder.
3. It shall be responsibility of the bidder to provide a good driver and salary of the driver shall be borne by the owner.
4. 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.
5. In case of the vehicle do not report regularly, the authority will be at liberty to reject the agreement and may engage vehicle from other source.
6. The vehicles 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 of hirer. No extra payment shall be demanded.
8. Monthly hire charges and reimbursements 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 submission of bills by the service provider and no advance payment will be made.
9. The vehicle shall not be more than 01 year months old from the original 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 services of his vehicle and terminate the agreement, it shall be mandatory upon his to grant one month notice before such withdrawal of service and termination of agreement.
12. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.

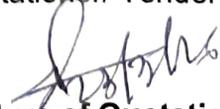
  
**Signature of Quotation**  
**Block Carriage Authority Officer**  
**Karlamunda Block**

**GENEREAL INFORMATION FOR HIRING VEHICLES**

1. Registration No. of Vehicle :-
2. Type of Vehicle (AC/Non-AC):-
3. Year of manufacture:-
4. Model:-
5. Date of registration:-
6. Name & complete address  
of the owner of the vehicle:-
7. GST Registration No.-
8. Fitness Certificate validity:-
9. Permit validity:-
10. Insurance validity:-
11. Name/ Address of the Driver:-
12. D.L. No. & Validity of the D.L. of the Driver:-
13. Proposed hire charge of the vehicle per month  
excluding fuel cost:-
14. Rate of fuel consumption/ Mileage per liter:-
15. Contact Number of the Service provider ( Tender/ Quotationer)  
Mobile\_\_\_\_\_ Telephone\_\_\_\_\_

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

Seal & Signature of the  
Quotationer/ Tenderer

  
**Signature of Quotation  
/ Tender Calling Authority**  
Block Development Officer  
Karlamura Block