

Model Biding Document  
Government of Odisha  
Tahasil Office ,Puintala

No. 302

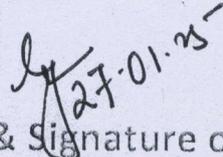
Dt. 27.01.2025

Sealed quotations/tenders are invited from interested reputed Travel Agencies /tour operators /private individuals for providing One nos. of AC petrol/Diesel driven Bolero/Ertiga vehicles having sitting capacity not more than 07(Seven) including driver, which shall conform to the Terms and Conditions(Appendix-A)for official use in Tahasil Office,Puintala Department/Office 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 biding 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.4000/-(Rupees Four Thousand Only) shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favor of the Tahasildar,Puintala 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 be quoted separately in the general bid information(excluding fuel and lubricants).
8. The vehicle must achieve a fuel efficiency of minimum 10 KM per liter and the maximum hire charges not more than Rs.31000/-(Rupees Thirty One Thousand Only) per month including all taxes.
9. The details of the 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 (Appendix-B).

The quotation completed in all respect should reach the undersigned on or before 20.02.25 by 1.00 PM and shall be opened on the same day at 4.00 P.M. in presence of the bidders or their authorized representatives.

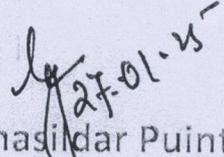
11. The application form of quotation/tender containing General Bid Information & Terms and Conditions for hiring of Vehicles etc. will be available with Tahasildar, Puintala of the Department/Heads of Department/Office on payment of Rs. 1000/- from 28.01.25 to 20.2.25 or can be downloaded from Govt. website **oribln@nic.in** the applicant shall furnish a Demand Draft in favour of Tahasildar, Puintala for an amount Rs. 1000/- (Rupees One Thousand) only towards cost of application along with the application.
12. The Income Tax @ 1% of hire charges shall be deducted from the hire charges bills in each month.
13. The period of contract is for One year from the date of agreement and can be extended subject to satisfactory performance.
14. The Vehicle hired shall be in good condition and shall not be older than three years on the date of agreement.
15. All terms and conditions contained in O.M. No. 22924 dt.14.08.2023 of Finance Department, Govt. of Odisha is applicable.
16. Self attested documents on which General Information (Annexure-B) prepared must be attached.
17. The undersigned reserves the right to reject any or the entire bid papers or tender process without assigning any reasons thereof.

  
Seal & Signature of  
Quotation/Tender Calling Authority

Memo No. 303 Dt. 27-01-2025

Copy to Sub-Collector, Balangir, DIO, NIC, Balangir/BDO Puintala/CDPO Puintala/RTO Balangir and Notice Board of this Office for wide publication.

The DIO, NIC, Balangir is requested to upload quotation call notice, Annexure-A and B in the official website.

  
Tahasildar Puintala

### 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 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 time.
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 & different coolant, Tyres & Tubes, Battery etc. will be borne by the bidder.
4. It shall be 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 vehicle do not report regularly, the authority will be at liberty to terminate the agreement without prior notice.
7. The vehicles 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 of selected bidder will be paid in every succeeding month, as per as possible within fifteen days of the submission of bills and vehicle log book by the service provider subject to availability of allotment and no advance 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 before such withdrawal of service and termination of agreements.
13. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.

*27.01.25*

Seal & Signature of  
Quotation/Tender Calling Authority

Designation

## Annexure-B

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 No. of Vehicle	
7	Year of Manufacture	
8	Make and Model	
9	Date of registration	
10	Name and 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. Drier	
17	Proposed hire charge of the vehicle per month excluding fuel cost	
18	Rate of fuel consumption/mileage per liter	
19	Contact Number of the Service Provider(Tender/Quotationer)	
20	Contact Number of the Driver	

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

Seal & Signature of  
Quotationer/Tender