



ZILLA PARISHAD OFFICE, BALANGIR

Letter No. 5155 /ZP Date 26-09-2025

Quotation Call Notice

Sealed tenders are invited from the interested reputed Travel Agencies/ Tour Operators/ Private individuals for providing 1 no of A.C. Diesel driven vehicles (Scorpio/ Creta/ Mahindra Marazzo etc or same type preferably Diesel) having sitting capacity not more than six including driver and in conformity to the terms and conditions available of the website given below.

The details of terms & conditions are contained in the tender papers available in the Office of the undersigned during working hours on the dates as mentioned in the Quotation Notice & also available in our web site www.balangir.nic.in. The Last date of submission of Quotation Paper is 14.10.2025 up to 1.00 PM & quotation will be opened on the same day at 4.00 P.M. The Quotation may be sent through registered Post / Speed Post / Courier only.


C.D.O-cum-Executive Officer
Zilla Parishad, Balangir

Memo No. 5156 /ZP Date 26-09-2025

Copy forwarded to All B.D.Os./all Sub-Collectors, Balangir for information & necessary action. They are requested to display this Notice in their Notice Board for wide publicity.


C.D.O-cum-Executive Officer
Zilla Parishad, Balangir

Memo No. 5157 /ZP Date 26-09-2025

Copy along with soft copy to the DIO, NIC, Balangir with a request to display the notice in the website till 14.10.2025 up to 1.00 P.M.


C.D.O-cum-Executive Officer
Zilla Parishad, Balangir

Memo No. 5158 /ZP Dt. 26-09-2025

Copy forwarded to I & PR Department for information and necessary action. They are requested to publish the notice in One widely circulated Odia Local Dailies news paper for wide publication within the limit of Rs.5,000/- (Rupees Five thousand) only and submit the bill to undersigned for necessary payment.


C.D.O-cum-Executive Officer
Zilla Parishad, Balangir



ANNEXURE-I

ZILLA PARISHAD OFFICE, BALANGIR

Letter No. 5155 /Date 26-09-2025

Quotation Call Notice

Sealed Tender are invited from the interested Travel Agencies/ Tour Operators or Private individuals for providing 1 no of vehicles having sitting capacity not more than 6 including driver, which shall conform to the Terms and conditions (Annexure-I) for official use in Zilla Parishad 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 bidding process under the jurisdiction of Municipal Corporations.
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.10,000/- (Rupees Ten thousand) shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the C.D.O-cum-Executive Officer, Zilla Parishad, Balangir and submitted along with the quotation as security deposit. After completion of quotation process, the amount will be refunded to unsuccessful bidders.
7. The monthly rate of hire charge, excluding GST be quoted separately, excluding fuel.
8. The Vehicle must achieve a fuel efficiency of 10 KM per liter.
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 (Appendix-B).
10. The Quotation completed in all respect should reach the undersigned on or before 14.10.2025 by 1.00 P.M. 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 containing General Bid Information and Terms and conditions for Hiring of Vehicles etc. will be available with Account Section Zilla Parishad, Balangir can be downloaded from www.balangir.nic.in from 03.10.2025 to 14.10.2025 up to 1.00 P.M.

Seal & Signature of
Quotation Calling Authority
Designation

TERMS & CONDITIONS FOR HIRING OF VEHICLES

The following terms and conditions must be fulfilled by the bidder:

1. The hired vehicles, during period of contract, shall have all necessary valid MV documents such as valid Registration Certificate, Insurance Certificate, Fitness Certificate, Pollution 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 in any person or damage to any property on account of use of hired vehicle any manner whatsoever. The hire 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 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 service provider.
5. In case of break down for reasons whatsoever the replacement of a vehicle of the same or better model shall be provided by the owner of the service provider.
6. In case of the 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 requirement. No extra payment shall be made.
9. Monthly hire charges and reimbursements towards cost of fuel (as per actual) will be paid in every succeeding month, as par 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 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. In the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.


Seal & Signature of
Quotation Calling Authority

GENERAL INFORMATION

Sl. No.	Particulars		
1	Name of the Service Provider	:	
2	Complete Address	:	
3	GST Number	:	
4	Gem Registration Number if any	:	
5	Bank account No and 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	Contact Number of the Service provider	:	
18	Contact number of Driver	:	
17	Proposed hire Charge of the vehicle per month excluding fuel cost	:	
18	Rate of fuel consumption /Mileage per Litre	:	

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

Seal & Signature of Quotationer