



PANCHAYAT SAMITI OFFICE: BELPADA

No.2113..... /Date. 17.07.2026

Quotation Call Notice

Sealed quotations/tenders are invited from interested reputed Travel Agencies / Tour Operators / Individuals for providing One (1) No of vehicles **TUV 300/Bolero/ Sumo Gold/ Ertiga** etc having sitting capacity not more than 7 including driver, which shall confirm to the Terms and conditions as per letter No.15836 F dt.27.05.2025 & No.22924/F.Dt.14.08.2023 office memorandum of Principal Secretary to Government of Odisha Finance Department (Appendix-A)) for official use in Panchayat Samiti Officer Belpada on monthly rent basis:

1. The service provider shall have a valid GST registration to participate in the tendering.
2. The service provider, participating in the bidding process under the jurisdiction of **Panchayat Samiti Office, Belpada** 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. The Service providers for hiring BS-VI emission compliant Vehicles.
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. 10,000.00 (Rupees Ten thousand) shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the **Block Development Officer, Belpada** and submitted along with the tender as EMD. After completion of tender process, EMD shall 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 litre.
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 (Annexure-B).
10. The Quotation completed in all respect should reach the undersigned on or before 27.07.2026 by 10.30 A.M. and shall be opened on the same day at 11.15 A.M. in presence of the bidders or their authorized representatives.
11. The application form of quotation containing General Bid Information & Terms and conditions for Hiring of Vehicles etc. will be available in the District website <http://Balangir.nic.in> and can be downloaded from Date 17.07.2026.
12. The authority reserves the right to cancel quotation call notice/ accept or reject any firm/party or all quotation without assigning any reason thereof and no intimation will be given to the firm/Person in this regard if any situation arises on administrative ground.

Block Development Officer,
Belpada

Memo No.2114..... /Date. 17.07.2026

Copy to Office Notice Board/ Collector, Balangir /Sub-Collector, Patnagarh/ B.D.O. Patnagarh /Khaprakhol/Tahasildar, Belpada/Khaprakhol/Patnagarh they are requested to display the above notice Board for wide publication.

Copy submitted to the DIO, NIC Collectorate, Balangir and information and requested for upload the above quotation in the District web portal.

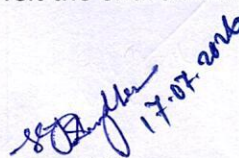
Block Development Officer
Belpada

Annexure-A

Terms & Conditions:

The following terms and conditions must be fulfilled by bidder:

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 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 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 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 the requirement. No extra payment shall be made.
9. Monthly hire charges and reimbursements towards cost of fuel (as per norm) will be paid in every succeeding month, as per 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. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.


Block Development Officer,
Belpada
BELPADA

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 & 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	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
Quotationer / Tenderer