

**Standard bidding Document**  
**Government of Odisha**  
**Panchayat Samiti Office, Kamakhyanagar**  
**Quotation/Tender Call Notice**  
No. 3643 /Dt. 26/06/2024.

Sealed quotation/tenders are invited from interested reputed Travel Agencies/Tour Operators or private individuals for providing one number of AC Diesel driven vehicles (TUV300/BOLERO/SUMO GOLD/ERTIGA) having sitting capacity not more than ten including driver, which shall conform to the Terms and conditions (Annexure-II) for Official use in PR & DW Department, Panchayat Samiti Office, Kamakhyanagar on monthly rented basis.

1. The vehicle must be in Road worthy condition, shall not be more than 3 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. 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.
3. The Driver should be well behaved, gentle and obedient in nature.
4. A sum of Rs. 5000.00 shall be deposited by the intending bidders in shape Account Payee Bank Draft in favour of the Panchayat Samiti Office, Kamakhyanagar drawn at SBI, Kamakhyanagar and submitted along with the tender as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders.
5. The monthly rate of hire charge within 31,000/-be quoted separately in the general bid information (excluding fuel and lubricants).
6. The vehicle must achieve a fuel efficiency of 10 kms per litre.
7. The details of the make, model and year of manufacture of the vehicle, Registration number, mileage (Kms covered per litre) and name of the driver with Driving License Number and period of validity should be specifically provided in the general bid information to be furnished with the Quotation/Tender (Annexure-III).
8. The sealed Quotation completed in all respect should reach the undersigned either by Regd. Post/Speed Post or by person on or before 10.07.2024 by 2.00 P.M.. The tender shall be opened on 11.07.2024 at 11.00 A.M. in presence of the bidders or their authorized representatives. The sealed envelope must be superscribed with "Quotation of Hiring of Vehicle".
9. The application form of quotation/tender containing general bid information & Terms and conditions for hiring of vehicle etc will be available with Panchayat Samiti Office, Cash Section on payment of Rs. 100/- from dt. 26.06.2024 to dt. 10.7.2024 up to 2.00 PM or can be downloaded from Odisha Govt. Website i.e. [www.odisha.gov.in](http://www.odisha.gov.in) In case the application form is downloaded from Govt website, then the applicant shall furnish a Demand Draft for an amount of Rs. 100/- towards the cost of application form along with the application.
10. The authority has got the right to cancel or reject the tender at any moment in situation compels at any time without assigning any notice.

  
26/6/24  
**Block Development Officer**  
**Kamakhyanagar**

Memo No. 3644 Dt. 26/06/2024

Copy to Office Notice Board/ Sub-Collector, Kamakhyanagar/ Tahasildar, Kamakhyanagar/ E.O, N.A.C, Kamakhyanagar/ CDPO, Kamakhyanagar/ R.T.O, Dhenkanal/Secretary/President light vehicle owner's association, Kamakhyanagar/Dhenkanal for information and wide publication.

  
Block Development Officer  
Kamakhyanagar

Memo No. 3645 Dt. 26/06/2024

Copy submitted to the Collector, Dhenkanal / CDO-Cum-EO, Zilla Parishad, Dhenkanal for favour of kind information.

  
Block Development Officer  
Kamakhyanagar

Memo No. 3646 Dt. 26/06/2024.

Copy submitted to the D.I.O, N.I.C, Collectorate, Dhenkanal for kind information with request to publish the same tender notice in District website for wide publication.

  
Block Development Officer  
Kamakhyanagar

**TERMS & CONDITIONS FOR HIRING OF VEHICLE**

The following terms and conditions must be fulfilled by the successful bidder for providing a vehicle on hire on monthly rented basis:

1. The hired vehicle during period of contract shall have all necessary valid MV documents such as: - valid Registration Certificate, Insurance 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. 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 bidder 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, tyres & Tubes, battery etc will be borne by the bidder.
3. It shall be responsibility of the bidder to provide a good driver and the 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 does 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 the submission of bills by the service provider and no advance payment will be made.
9. The vehicle shall not be more than 3 year old from the 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 the vehicle and terminate the agreement, it will be mandatory to grant one month notice and terminate the agreement.
12. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.



**Block Development Officer  
Kamakhyanagar**

**GENERAL INFORMATION FOR HIRING VEHICLE**

1. **Registration No. Of Vehicle: -**  
(Enclose copy of the Registration)
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 Vehicle: -**
  
7. **Fitness Certificate details and validity: -**  
(Enclose copy of the fitness certificate)
8. **Permit validity: -**  
(Enclose copy)
9. **Insurance details and validity: -**  
(Enclose copy)
10. **Name & Address of the Driver: -**
  
11. **D.L. No. & validity of the D.L of the Driver: -**  
(Enclose copy of DL)
12. **Proposed hire charge of the vehicle per month excluding fuel cost: -**
13. **Rate of fuel consumption/Mileage per litre: -**
14. **Contact No. Of the Service provider (Tenderer/Quotationer): -**

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

**Seal & Signature of the  
Quotationer/Tenderer**