

**ଓଫିସ୍ କାର୍ଯ୍ୟାଳୟ : ପାପଡାହାଣ୍ଡି**  
**OFFICE OF THE TAHASILDAR: PAPANAHANDI**  
E-mail-tah.papad-od@nic.in

No. 281 /2021,

Date: 19 February, 2021

Sealed Tender/Quotations are invited from intending reputed Travel Agencies. Tour Operators or Private Individuals for providing one Diesel vehicle TUV300/BOLERO/SUMO GOLD/ERTIGA having sitting capacity not more than ten including Driver, which shall confirm to the Terms and Conditions as per Annexure-I, II & III for official use in Tahasil Office, Papadahandi on monthly rent basis. The sealed quotation should be super-scribed "Quotation for providing vehicle on hire basis" on the cover page and sealed quotation should reach the undersigned through Registered Post/Speed Post on or before 08.03.2021 by 3.00 PM and the said quotation shall be opened on 09.03.2021 at 11.00 A.M. in the presence of the Tender Committee & Bidders or their authorized representatives. The undersigned shall not be held responsible for non-receipt/late receipt of the tender/quotation documents sent by post beyond the stipulated date and time. Tender/Quotation received after the scheduled date and time or incomplete tender/quotation shall not be accepted. The entire quotation/tender process is abided with provisions contained in Finance Deptt. Office Memorandum No. 30464/F, dated: 06.09.2019.

The authority reserves all the right to reject any or all quotation without assigning any reasons thereof.

The application form of Quotation/Tender containing general information for hiring vehicles and terms and conditions etc. can be downloaded from the district website [www.nabarangpur.nic.in](http://www.nabarangpur.nic.in).

Memo No. 282 /2021,

*D. H. Singh*  
18.2.21  
Tahasildar, Papadahandi

Date: 19 Feb., 2021

Copy to Notice Board of this office for wide information of general public.  
Copy forwarded to all the BDOs/All the Tahasildars/All the CDPOs in the district with a request to hang the aforesaid notice in their respective Notice Board for wide publication.

Memo No. 283 /2021,

*D. H. Singh*  
18.2.21  
Tahasildar, Papadahandi

Date: 19 Feb., 2021

Copy submitted to the Additional District Magistrate (Revenue), Nabarangpur for favour of kind information.

Copy submitted to the Sub-Collector, Nabarangpur for favour of kind information.

Memo No. 284 /2021,

*D. H. Singh*  
18.2.21  
Tahasildar, Papadahandi

Date: 19 Feb., 2021

Copy forwarded to the DIC, NIC, Collectorate, Nabarangpur with a request to upload this Tender Call Notice in the District Website for wide publication.

*D. H. Singh*  
18.2.21  
Tahasildar, Papadahandi

## ANNEXURE-I

The following terms and conditions must be fulfilled by the successful Bidder for providing vehicle on monthly hired basis.

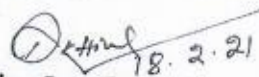
### TERMS & CONDITIONS :

1. 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, valid certificate from the Pollution Control Board, valid Contract Carriage Permit, Proof of upto to date tax payment, etc. which are mandatory for applying 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. The Driver should be well behaved, gentle and obedient in nature.
3. A sum of Rs.5000/- (Rupees Five thousand) only shall be deposited by the intending bidders in shape of account payee Bank Draft in favour of the Tahasildar, Papadahandi and submit the same along with the tender paper as Security Deposit. After completion of tender process, the amount will be refunded to the unsuccessful Bidders.
4. The monthly rate of hire charges to be quoted separately in the general bid information (excluding fuel and lubricants). The hired 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 Govt. norms. All the Govt. expenditure of the vehicle towards repair, replacement or spare parts, Lubricating Oil of Engine, Gear Box and different coolant, Tyres and Tubes, Battery etc. will be borne by the Bidder. The maximum hired charges of the vehicle should not be exceeded to Rs.25,000/- per month.
5. The vehicle must achieve a minimum fuel efficiency of 12 KMs per liter.
6. The details of the make and year of manufacture of the vehicle, registration number, mileage (KMs covered per liter) 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-II).
7. The Department/Office hiring the vehicle shall not be responsible for any damage to any property on account of use of hired vehicle or loss of life injury made to any person or damage to any property on account of use of hired vehicle in any manner whatsoever. The owner of the vehicle shall be responsible for all such litigation.
8. It shall be responsibility of the bidder to provide a good Driver and the monthly remuneration of the Driver shall be borne by the owner of the vehicle.
9. In case of breakdown whatever the replacement of a vehicle of the same or better model shall be provided by the owner of the vehicle/bidder.
10. In case of vehicle do not report regularly, the authority will be at a liberty to reject the agreement and may engage another vehicle from other sources.
11. The vehicle shall report for duty for minimum 25 days in a month. In case of emergency, the Driver will have to report for duty as per the requirement of Tahasildar, Papadahandi. No extra payment shall be demanded for the said purpose.

Continued... 2 ...

12. Monthly hired charges and reimbursement towards of diesel (as per actual and lubricants (as per Govt. norms) of selected bidder will be paid in every succeeding month within fifteen days from the date of submission of Bills by the Service Provider subject to availability and sanction of funds by the Govt. under the head of account. No advance amount will be towards POL.
13. The vehicle shall not be 3 (three) years old from the initial registration and also having in good running condition during the period of contract.
14. If the services are found to be unsatisfactory, the client shall give one month notice for terminate the agreement. In case of service provider intents to withdraw the services of his/her vehicle and terminate the agreement then, it shall be mandatory upon him/her for grant one month notice before such withdrawal of service and termination of agreement.
15. The Bidder violates any of the terms of contract, his/her security deposit shall forfeit.
16. The hired vehicle cannot be used for any private/commercial purpose beyond office hours or during holidays.
17. GST registration and GeM registration are compulsory for any Service Provider to provide hired vehicles to Government Office through GeM or through open Bidding.

The quotation completed in all respect should reach the undersigned on or before 08.03.2021 by 3.00 P.M. and shall be opened on 09.03.2021 at 11.00 A.M. in presence of the bidders or their authorized representatives. The application form of quotation/tender containing General Bid information & Terms and Conditions for Hiring of Vehicles etc, will be available with the Tahasildar, Papadahandi on payment of Rs.1000/- (Non-refundable) from 19.03.2021 to 08.03.2021 or can be download from Odisha Govt. website [www.odisha.gov.nic.in](http://www.odisha.gov.nic.in). In case of application form is downloaded from Govt.website, the applicant shall furnish a Demand Draft for amount of Rs.1,000/- (Rupees One thousand)only in favour of the Tahasildar, Papadahandi towards the cost of tender paper along with the application.

  
Tahasildar, Papadahandi

**ANNEXURE-II****GENERAL INFORMATION FOR HIRING OF VEHICLE**

Sl.No.	Particulars	General information required
1	Registration number 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 vehicle	
7	Fitness Certificate validity of the vehicle (Upto which period)	
8	Permit validity (Upto which period)	
9	Insurance validity (Upto which period)	
10	D.L. No. & Validity (Upto which period)	
12	GST Registration No., if any	
13	Whether deposited Security Deposit for Rs.5,000/-, BD No. & Date	
14	Whether deposited Tender Cost for Rs.1,000/-, BD No. & Date	
15	Contract no.of the Bidder/service provider	

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

Signature of the Bidder/Service Provider.

Sl.No.	Name of the Office	Hire charges per month (Excluding Driver's monthly Salary & Fuel) in INR	Fuel (KM per Liter)	Remarks, if any
1	Tahasil Office, Papadahandi			

Signature of the Bidder/Service Provider