

**COLLECTORATE, NABARANGPUR.  
(NIZARAT SECTION)**

No. 16381/II-18/2024

Date: 20.12.2024.

**Quotation/Tender Call Notice**

Sealed quotations/tenders are invited from interested reputed Travel Agencies/Tour Operators or private individuals having GST registration & GeM registration for providing **01 No** of AC Diesel /Petrol driven **Innova crysta** vehicles on hiring basis having sitting capacity not more than seven including driver, which shall conform to the Terms and conditions (Annexure A) for official use of Collector , Nabarangpur on monthly rent basis .in pursuance to the Memo no 43449 dated 09.12.2024 of F.A Cum Special Secretary to Govt. Revenue and Disaster Management Department, Bhubaneswar.

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. which are mandatory for plying of vehicle.

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 .

**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 Collector , Nabarangpur** and submitted along with the tender as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders.

The monthly rate of hire charge be quoted separately in the general bid information (excluding fuel and lubricants) Which **should not exceed 37,000/-** the rate fixed by the Finance Department , Govt. of Odisha vide memorandum No-22924/F dated 14.08.2023 .

The Vehicle must achieve a fuel efficiency of **10 Kms per litre**.

The details of the make and year of manufacture of the vehicle, registration no., mileage (Kms covered per litre) and name of the Driver with 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).

The Quotation completed in all respect should reach **Undersigned** , through **Registered Post/ Speed Post/** before 06.01.2025 **by 1.00 P.M & Shall be opened on the same date at 4.00 P.M** in presence of the bidders or their authorized representatives.

The sealed quotation should be super-scribed "**QUOTATION FOR PROVIDING OF THE VEHICLE ON HIRE BASIS** " on the cover page. The bidders may depute their representatives duly authorized in writing to attend the opening of bids on due date & time.

The applicant shall submit self attested copies of vehicle commercial registration certificate, driving license of the driver ,insurance paper, fitness certificate, pollution certificate, up to date tax payment receipts GST certificate, GeM certificate in form of technical bid .

The application form of Quotation / Tender containing general information & Term and conditions for hiring of vehicles etc will be downloaded from nabarangpur district website – [www.nabarangpur.odisha.gov.in](http://www.nabarangpur.odisha.gov.in) from 20.12.2024 to 06.01.2025. In case of the application downloaded from Govt. website the applicant shall furnish a Demand draft for an amount 1000/- (Rupees one thousand) only in favour of Collector, Nabarangpur towards the cost of quotation / tender paper cost which is not refundable.

The undersigned shall not be held responsible for non receipt / late receipt of the tender/ quotation received after scheduled date.

The authority reserve all the right to reject any or all quotation without assigning any reason thereof.

  
**Collector & District Magistrate  
Nabarangpur**

Memo No- 168382/2024

dated 20.12.2024

Copy forwarded to The Sub collector, Nabarangpur/ for favour of kind information And wide publication

Copy to all DLOs of Nabarangpur/ All Tahsildars / All BDOs / for information and wide publication.

Copy to The DeGM, Collectorate, Nabarangpur for information and requested to upload this tender/ quotation notice in official website for wide publication.

  
**Collector & District Magistrate  
Nabarangpur**

**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 the period of contract, shall have all necessary valid MV documents such as valid Commercial 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 & GST registration & GeM registration are compulsory for any service provider to provide hired vehicle to Govt. offices.
2. The 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 damages to any property on account of use of hired vehicle any manner whatsoever. The hirer shall be responsible for all such litigations.
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 Govt. 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 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 the vehicles do not report regularly, the authority will be at liberty to terminate the agreement without prior notice.
7. In case of emergency, the driver will have to report for duty as per the requirement. No extra payment shall be demanded.
8. Monthly hire charges and reimbursements towards cost of fuel (as per actual) and lubricants (as per Govt. norms) 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 years old from the initial registration and also in good condition during the period of contract.
10. The vehicle cannot be put to any private / commercial use beyond the duty hour or on holidays. Unauthorized use of the vehicle by the driver/ services provider/ owner will lead to unilateral termination of the contract with immediate effect.
11. The vehicle Log book shall be maintained daily by the driver daily with attestation of the concerned officer.
12. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
13. 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.
14. If the bidder violates any of the terms of the contract, Government shall forfeit the entire amount of security deposit

  
Collector & District Magistrate  
Nabarangpur

GENERAL INFORMATION FOR HIRING OF VEHICLE

SL NO	PARTICULARS	GENERAL INFORMATION REQUIRED
01	Name of the Service Provider	
02	Complete Address	
03	GST Number	
04	GeM Registration Number	
05	Bank Account No And IFSC Code	
06	Registration No. of vehicle	
07	Year of manufacture	
08	Make & Model	
09	Date of registration	
10	Name & Complete Adress of the owner of vehicle	
11	Fitness certificate validity	
12	Pollution certificate validity	
13	Insurance validity	
14	Permit validity	
15	Name & address of driver	
16	D.L number & validity of D.L of driver	
17	Proposed hiring charges of the vehicle per month excluding fuel charges	
18	Rate of fuel consumption/ mileage per liter	
19	Contact number of service provider	
20	Contact number of Driver	

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

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