



OFFICE OF THE TAHASILDAR, G. UDAYAGIRI, DIST. KANDHAMAL
email-tahasilofficeg.udayagiri@gmail.com

QUOTATION CALL NOTICE

No. 2979 //Date. 27.10.25

Sealed quotations/tenders are invited from the interested reputed Travel Agencies / Tour Operators or private individuals for providing of 01(one) number of AC (TUV 300/Bloero/Bolero Neo/Sumo Gold/ Ertiga) Petrol/Diesel driven (white Colour) including driver which shall confirm to the Terms and Conditions (Annexure – I) vide office memorandum No. 15836/F dtd. 27.05.2025 of Finance Department, Govt. of Odisha & No. 154/Bud dtd. 22.08.2023 of Board of Revenue, Odisha, Cuttack for official use in office of the Tahasildar, G.Udayagiri in the District of Kandhamal on monthly rent basis.

1. The service Provider shall have a valid OGST registration to participate in the tendering.
2. The vehicle must be in Road worthy condition, shall not be more than 03 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.
3. The vehicle is to be hired for 03(three) years. The contract will be renewed subject to satisfaction of the Tahasildar.
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.5000/-(Rupees five thousand) only for each shall be deposited by the intending bidders/Quotations in shape of Account Payee Bank Draft from any nationalized Bank drawn in favour of the Tahasildar, G.Udayagiri payable at SBI, G.Udayagiri and submitted along with the tender as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders.
7. The monthly rate of hire charges shall be quoted separately in the general bid information (excluding service tax, fuel and lubricants cost).
8. The vehicle must achieve a fuel efficiency of minimum average 12 (twelve) KMs per litre. The maximum hire charges of vehicle is Rs.37,200/- per month.

9. The details of the make and year of manufacture of the vehicle, registration No. mileage (Kms covered per litre) and name of 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-II).
10. The sealed Quotation completed in all respect should reach the undersigned on or before 12/11/25 by 10:00 AM/PM through Regd. Post/Speed Post only and no other means will be entertained. This office shall not be held responsible for any postal delay and shall be opened on the same day i.e. dated 12/11/25 at 3:00 AM/PM in presence of Bidders or their authorized agents in the office chamber. The quotations/tenders received beyond stipulated date and time will not be entertained and no application of the undersigned as prescribed in F.D.O.M. No. 15836 dtd. 27.05.2025 and Board of Revenue, Odisha, Cuttack letter No. 154 dtd. 22.08.2023. The envelope carrying the quotation/tender must be superscribed in capital letter "QUOTATION FOR HIRING OF VEHICLE FOR OFFICE OF THE TAHASILDAR, G.Udayagiri, DIST: KANDHAMAL" on the top of the envelope.
11. The application form of quotation / tender containing General Bid Information & Terms and conditions for hiring of vehicles etc. Will be available with the Tahasildar, G.Udayagiri on payment of Rs.100/- (Rupees one hundred) only during office hour or can be downloaded from the Kandhamal Dist. Website i.e www.kandhamal.odisha.gov.in. In case the application form is downloaded from Govt. website, the applicant shall furnish a Demand Draft for an amount of Rs.100/- only drawn in favour of Tahasildar, G.Udayagiri towards cost of application (Non-refundable) along with the application.
12. The undersigned reserves the right to cancel/reject any or all the quotations/tenders without assigning any reason thereof.


27/10/25
Tahasildar, G. Udayagiri

Memo No. 29480 // Date. 27.10.25

Copy submitted to the Collector & District Magistrate, Kandhamal for favour of kind information & necessary action.


27/10/25
Tahasildar, G. Udayagiri

Memo No. 2981 // Date. 27.10.25

Copy submitted to the DIO, NIC, Kandhamal, Phulbani for favour of information & necessary action with a request to make available the advertisement in the district web site of Kandhamal for wide publication of the quotation/tender call notice.


Tahasildar, G. Udayagiri

Memo No. 2982 // Date. 27.10.25

Copy submitted to the Additional District Magistrate, Kandhamal, Phulbani for favour of information & wide publication.

Copy submitted to the Sub-Collector, Balliguda/Phulbani for favour of kind information and wide publication.

Copy submitted to the PA, ITDA, Balliguda for favour of kind information and wide publication.

Copy to all BDOs/Tahasildars/all CDPOs of Kandhamal District for favour of information and necessary action. They are requested to display the same in their office notice board for wide publicity..


Tahasildar, G. Udayagiri

Memo No. 2983 // Date. 27.10.25

Copy to all RIs of this office for information & necessary action. They are directed to affix the quotation call notice in their Notice Board for wide publicity and information of all concerned.

Copy to the Tahasil Office Notice Board.


Tahasildar, G. Udayagiri

Annexure-I

TERMS & CONDITIONS FOR HIRING OF VEHICLES

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 vehicles, during period of contract, shall have all necessary valid MV documents i.e. valid Registration Certificate, Insurance Certificate, Pollution Certificate, Fitness Certificate, Valid Contract Carriage Permit, Proof of up to date tax payment and D.L. of the driver available all the times.
2. The user agency 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 damages to any property on account of use of hired vehicle any manner whatsoever.
3. The driver of the vehicle must have a valid driving license to drive Light Motor passenger vehicle and should be sufficiency in driving motor vehicle.
4. The driver of the vehicle is required to maintain polite and courteous behaviour towards public as well as the department staff should be well behaved, gentle and polite in nature.
5. Details of make and year of manufacture of the vehicle, registration number, mileage (KMs covered per litter) and name of the Driver with driving license No. and period of validity should be provided in the Bid to be furnished.
6. The period of contract shall be initially for a period of 02 years which can be extended subject to satisfactory performance.
7. In the event of any breakdown/servicing and repairing of vehicles, the service provider at his own cost shall make alternative arrangement by providing similar vehicle.
8. 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 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.
9. The vehicle must achieve a fuel efficiency of minimum average 12 (twelve) KMs per litre. The maximum hire charges of vehicle is Rs.37,200/- per month.
10. It shall be the responsibility of the service provider to provide vehicle with driver as and when required. The service provider will comply the labour law, EPF, GIS, minimum wages act applicable of the driver engaged.
11. 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.
12. In case of the vehicle do not report regularly, the authority will be at liberty to reject the agreement and may engage vehicle from other source.
13. The vehicles shall report for minimum of 25 days in a month.

14. In case of emergency, the driver will have to report for duty as per the requirement of hirer. No extra payment shall be demanded.
15. Monthly hire charges bill of the selected bidder will be paid in every succeeding month, as per as possible within fifteen days of the submission of bill along with the Log Book by the owner and no advance payment will be made.
16. The vehicle shall not be more than 03 (Three) Years old from the initial registration at the time of participation of the tender.
17. Vehicle older than 07 (seven) years should be replaced by new vehicles by the service provider.
18. The hired vehicles cannot be used for any private/commercial purpose beyond office hours or during holidays.
19. The service provider shall have a valid OGST registration to participate in the tendering. No vehicle any service provider without GST shall be engaged for official use.
20. The hired vehicle cannot be put any private/commercial use beyond the duty hours or on holidays.
21. The user will maintain record on daily basis kilometre run and time from the point of departure to arrival and it will be signed by the authorized signature of the user.
22. The service provider agency shall update the log book at least once in every 72 hours. Kilometre reading and POL drawn shall be necessarily recorded in the relevant columns and verified regularly by an authorized officer before making payment.
23. If the services are found to be unsatisfactory, the client shall give 07 day's notice and terminate the agreement.
24. 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.
25. The user office will in no way responsible for violation of traffic rules.

If the bidder violates any of the terms of contract, Tahasil Office, G. Udayagiri shall forfeit the entire amount of security deposit. All other terms & conditions issued in FDOM No. **15836/F dt. 27.05.2025** and BOR No. 154/Bud dt. 22.08.2023 shall also applicable for providing vehicle by the Agency/Service provider.


Tahasildar, G. Udayagiri

GENERAL INFORMATION FOR HIRING VEHICLES

Sl. No.	Particulars		
1	Name of the service provider	:	
2	Completer Address	:	
3	GST Number	:	
4	GeM Registration Number	:	
5	Bank Account Number & 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 charges of the vehicle per month excluding fuel cost	:	
18	Rate of fuel consumption/Mileage per litre	:	
19	Contact Number of the Service provider (Tender/Quotationer)	:	
20	Contact Number of the Driver	:	

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

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