

ODISHA LIVELIHOODS MISSION
Zilla Parishad Office, Nayagarh

SHORT QUOTATION CALL NOTICE

No. 345 Dated 31.07.2025

Sealed quotations are invited from interested reputed Travel Agencies/ Tour Operators or Private individuals for providing one Tiago/Bolt/Celerio(Petrol) other similar model vehicle having sitting capacity not more than Four including driver, which shall conform to the terms and conditions for official use in OLM Section of Zilla Parishad Office, Nayagarh on monthly basis.

The detailed quotation shall be received by the Office of the Chief District Officer-cum- Executive Officer, Zilla Parishad, (OLM Section), Nayagarh from Dated. 01.08.2025 to 16.08.2025(till 10.30 AM).The Sealed Quotation should be sent only through Speed Post or Register Post up to 16.08.2025(till 10.30 AM) & the sealed quotations will be opened at 11.30 AM on 16.08.2025 at the O/o CDO-Cum-EO, Zilla Parishad, Nayagarh.

The quotation received beyond the scheduled date & time shall be rejected. The undersigned reserved all the rights to receive or reject any or all quotations without assigning any reasons thereof.


CDO-cum-EO

Zilla Parishad, Nayagarh

Memo No- 346 Date- 31.07.2025

Copy forwarded to the Addl. District Magistrate, Nayagarh /Sub-Collector, Nayagarh/All BDOs/All Tahasildar/All Executive Officers of ULBs/All CDPOs/All District Level Officers of Nayagarh District/All Line Deptts. for information and necessary action. They are requested to publish the notice in their notice Boards for wide publicity.


CDO-cum-EO

Zilla Parishad, Nayagarh

Memo No- 347 Date- 31.07.2025

Copy to the DeGM, Nayagarh with a request to publish the notice in the website.


CDO-cum-EO

Zilla Parishad, Nayagarh

Standard Bidding Document

Government of Odisha
OLM, Zilla Parishad Office, Nayagarh

Quotation Call Notice

Sealed quotations are invited from interested reputed Travel Agencies/ Tour Operator or Individuals for providing Tiago/Bolt/Celerio(Petrol) *vehicles* having sitting capacity not more than Four including driver which shall conform to the terms and conditions for official use in OLM Section, Zilla Parishad Office, Nayagarh on monthly basis:

The vehicle should have commercial licence and in Road Worthy condition. The vehicle 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 Contract Carriage Permit, proof of up-to-date tax payment etc, which are mandatory.

1. The Driver of the vehicle must have a valid Driving Licence for driving light transport passenger vehicle and should be sufficiently experienced in driving transport passenger vehicle. The Salary and other expenses of driver should be borne by owner of the vehicle.
2. The Driver should be well behaved, gentle and obedient in nature.
3. The monthly rate of hire charge is quoted separately in the general Bid information (excluding fuel and lubricants).
4. The vehicle must achieve a fuel efficiency of 17K.m per litre.
5. TDS calculation as per the govt. norms will be calculated from the hiring charges of the vehicle.
6. The fuel will be supplied by the owner of the vehicle and after submitting bills in original the fuel bill will be disbursed to the owner of the vehicle in monthly basis along with the hiring charges.

7. 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 Licence No. and period of validity should be specifically provided in the general Bid information to be furnished with the quotation.
8. The vehicle must have dual air bag for safety purpose.
9. The service provider shall have a valid GST registration to participate in the tendering.
10. The quotation completed in all respect should be sent only through Speed Post/Regd Post to Odisha Livelihoods Mission, Zilla Parishad Office, Nayagarh-752070 on or before Dt.16.08.25 by 10.30 AM and shall be opened on Dt.16.08.25 at 11.30 AM. in presence of the Bidders or their authorised representatives at the Zilla Parishad Office, Nayagarh.
11. The application form of quotation containing general Bid information & Terms and Conditions for hiring vehicles etc. will be available on Nayagarh Official Website <http://nayagarh.nic.in> on or before Dt.16.08.25.


CDO-~~adm~~-EO
Zilla Parishad, Nayagarh

*ZILLA PARISHAD OFFICE, NAYAGARH
(OLM Section)*

Application for Quotation Call Notice

From:

.....
.....
.....

To

The Chief Development Officer-cum-Executive Officer,
Zilla Parishad, Nayagarh

Sir,

I am submitting the quotation for the supply of following vehicle for engagement in Odisha Livelihoods Mission (OLM) Cell in District OLM Cell on monthly basis. The details about the terms and condition, vehicle details and driver details are attached in Annexure-I, Annexure-II and Annexure-III (after readings carefully and signed in annexure).

Format for Quotation for Hiring Of Vehicle

| Sl. No. | Name and Registration No. Of Vehicle | Proposed Hiring Charge per Month (in Rupees) |
|---------|--------------------------------------|--|
| | | |

Date:

Seal and Signature of
Quotationer

TERMS & CONDITIONS FOR HIRING OF VEHICLES

The following terms and conditions must be fulfilled by the bidder for providing a vehicle on hire on monthly rent 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 and DL of the driver available all the times. The 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. The owner of the vehicle shall be responsible for all such litigation.
2. The hire charges to be paid on monthly basis in final but will not include cost of diesel/petrol, which is to be paid separately on actual consumption & actual bill. All the expenditure of the vehicle towards repair, replacement of spare parts, lubricating oil of engine, Gear Box & different coolant, Tyres & Tubes, Battery will be borne by owner of the vehicle.
3. It shall be the responsibility of the owner of the vehicle to provide a good driver and salary to the driver shall be borne by the owner of the vehicle. In case of breakdown for reason whatsoever the replacement of a vehicle shall be provided by the owner of the vehicle.
4. In case of vehicle don't report regularly, the authority will be at liberty to reject the agreement and may engage vehicle from other source.
5. In case of emergency, the driver will have to report for duty as per the requirement.
6. Monthly hire charges, reimbursements towards cost of diesel/petrol (as per actual) will be paid in every succeeding month, as per as possible within 15days of the submission of bills by the the owner of the vehicle and no advance payment will be made.

I have read all terms and condition carefully and agreed to all terms and conditions stipulated above unanimously without any hesitation.

Dt.

Seal and Signature of Quotationer

GENERAL INFORMATION FOR HIRING VEHICLES

1. Registration No. of the Vehicle:
2. Year of Manufacture :
3. Model :
4. Date of Registration :
5. Name /Address of :
the Owner of the Vehicle

6. Fitness Certificate Validity :
7. Permit Validity :
8. Insurance Validity :
9. Name /Address of the Driver :

- 10.D.L. No. & Validity of
the Driver :
- 11.Proposed Hire Charges :
(Excluding Fuel)
- 12.Mileage per litre :
- 13.Contact No.
Owner of the Vehicle :
Driver of the Vehicle :

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

Dt.

Seal and Signature of Quotationer

GENERAL INFORMATION OF DRIVER

1. Name / Address of Driver :

2. Driving Licence No :
3. Validity of Driving Licence :
4. Personal Mobile No. :
5. Contact No (in case of Emergency):

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

Dt.

Seal and Signature of Quotationer