



OFFICE OF THE TAHASILDAR, KHANDAPADA

PO/PS – Khandapada

Dist – Nayagarh

Pin Code - 752077

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QUOTATION/TENDER CALL NOTICE

Sealed quotation are invited from interested reputed Travel Agencies/Tour Operator/ Private Individuals for providing one no. of AC Petro/Diesel driven White Colour Light Motor Vehicle (TUV 300/Bolero/SumoGold/Eritga etc.) preferable to hire BS-VI compliant Petrol/Diesel Vehicles having sitting capacity not more than Ten including Driver, which shall confirm to the Terms and Conditions (Annexure-A) for official use in Tahasil Office, Khandapada under Revenue and Disaster Management Deptt. on monthly rent basis.

- 1) The service provider shall have a valid GST registration to participate in the tendering.
- 2) The service provider, participating in the bidding process under the jurisdiction of Municipal Corporations, shall be registered on GeM Platform.
- 3) 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.
- 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.5,000/- (Rupees Five thousand) Only shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn/ Account Payee Cheque in favour of TAHASILDAR, KHANDAPDA and submitted along with the tender as security deposit. After completion of the process, the amount will be refunded to the unsuccessful bidders.
- 7) As per Letter No.15836 dtd. 27.05.2025 of Finance Department the maximum hire charges of vehicle per month (excluding taxes) will not exceed to Rs.37,200/- (Rupees Thirty seven thousand two hundred)only. The monthly rate of hire charge be quoted separately in the general bid information (excluding fuel and lubricants).
- 8) The vehicle must achieve a Minimum Average Mileage fuel efficiency of 10 (ten) Kms. Per liter.
- 9) The details of the make and year of manufacture of the vehicle, registration no. mileage (KM covered per liter) 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).
- 10) The quotation completed in all respect should reach the undersigned on or before on Dt.12.09.2025 at 11:00 AM and shall be opened on the same day at 12:00 PM in presence of the bidders or their authorized representatives.

- 11) The application form of quotation containing General Bid Information & Terms and Condition for Hiring of Vehicles etc. will be available in Tahasil Office, Khandapada on payment of Rs.1,000/- (Rupees one thousand)only on Dt. 11.08.2025 or can be downloaded for Odisha Govt. Website www.odisha.gov.in from Dt. 07.08.2025 to Dt. 08.09.2025. In case the application form is downloaded from Govt. website, the applicant shall furnish a Demand Draft for an amount Rs.1,000/- (Rupees one thousand)only towards the cost of application along with the application. (Excluding Holidays).

Tahasildar, Khandapada

TAHASILDAR
KHANDAPARA

Memo No. 3237 / Dt. 26/08/2025

Copy submitted to the Collector, Nayagarh/ Sub-Collector, Nayagarh for favour of kind information and necessary action.

Tahasildar, Khandapada

TAHASILDAR
KHANDAPARA

Memo No. 3238 / Dt. 26/08/2025

Copy forwarded to the Project Director, DRDA, Nayagarh/Block Development Officer, Khandapada / Executive Officer, N.A.C, Khandapada for information and necessary action.
Copy to Office Notice Board.

Tahasildar, Khandapada

TAHASILDAR
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Memo No. 3239 / Dt. 26/08/2025

Copy forwarded to the District Informatics Officer, NIC, Nayagarh with a request to upload the above quotation call notice on the official NIC website.

Tahasildar, Khandapada

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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 vehicle, during period of contract, shall have all necessary valid MV documents such as valid 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.
2. The Department / 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 of damage to any property on account of use of hired vehicle any manner whatsoever. The hirer shall be responsible for all such litigation.
3. The hire chargers to be paid for monthly basis is final but does not include cost of fuel, (petrol/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.
4. It shall be the responsibility of the bidder to provide a good driver and the salary 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 of better model shall be provided by the owner of the vehicle/bidder.
6. In case of the vehicle do not report regularly, the authority will be at liberty to terminate the agreement without prior notice and may engage vehicle form other source.
7. The vehicle shall report for duty for minimum of 25 days in a month.
8. In case of emergency, the driver will have to report for duty as per the requirement of hirer. No extra payment shall be demanded.
9. Monthly hire chargers and reimbursements towards cost of fuel (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.
10. The vehicle shall not be more than 3 years old from the initial registration and also in good running condition during the period of contact.
11. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
12. In case the service provider/ individual intends to withdraw the services of his/her vehicle and terminate the agreement, it shall be mandatory upon him/her to grant one month notice before such withdrawal of service and termination of agreement.
13. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.

The vehicle cannot be used for any private/commercial purpose beyond office hours of during holidays.

Tahasildar, Khandapada

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GENERAL INFORMATION FOR HIRING VEHICLE

Registration No. of Vehicle :-
Type of Vehicle (AC/Non-AC) :-
Year of Manufacture :-
Model :-
Date of Registration :-
Name & Complete address
of the owner of vehicle :-
Fitness Certificate validity :-
Permit validity :-
Insurance Validity :-
Name/ Address of the Driver :-
DL No. & Validity of the DL of the Driver :-
Proposed hire charge of the vehicle
per month excluding fuel cost :-
Rate of fuel consumption/Mileage per litre :-
Contact Number of the Service Provider (Quotationer)
Mobile Telephone

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

Signature of the
Quotationer/Tender