

# OFFICE OF THE TAHASILDAR: BISOI: MAYURBHANJ

At/P.O-Bisoi, Mayurbhanj, Odisha-757033

Email Id- [tah.bisoi-od@nic.in](mailto:tah.bisoi-od@nic.in)

No. 727 //Dt. 24.06.2024/

## Quotation Call Notice

Sealed quotations are invited from interested reputed Travel Agencies/ Tour Operators/ private individuals for providing of 1(One) no. of AC petrol/Diesel driven vehicle (**Bolero**), which shall conform to the Terms and conditions (**Annexure-A**) vide Office Memorandum No.22924/F Dt.14.08.2023 of Finance Deptt. Govt. of Odisha for official use in Tahasil Office, Bisoi on monthly rent basis.

### Conditions:-

- 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 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. mandatory for plying of vehicle.
- 3) The vehicle is to be hired initially for a period of 2(Two) years. The contract will be extended 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 shall be deposited by the intending quotationer in shape of Account Payee Bank Draft drawn in favour of the "Tahasildar, Bisoi" payable at Bisoi and submitted along with the quotation as security deposit. After completion of the quotation process, the amount will be refunded to unsuccessful bidders.
- 7) The monthly rate of hire charge be quoted separately in the general bid information (excluding fuel and lubricants).
- 8) The vehicle must achieve a fuel efficiency of **10 Kms per litre**. The maximum hiring charges of vehicle is **Rs.31,000/-** per month.
- 9) The details of the make and year manufacture of the vehicle, registration number, mileage (KM covered per litre) and name of the Driver, Driving License Number and period of validity should be specifically provided in the general quotation information to be furnished with the quotation/tender (**Annexure-B**).
- 10) The envelope carrying the quotation completed in all respect must be superscribed in capital letter "**QUOTATION FOR HIRING OF VEHICLE FOR O/o THE TAHASILDAR, BISOI, MAYURBHANJ**" should reach the undersigned on or before 25.07.2024 by 2.00 PM through **Registered Post/Speed Post** only and shall be opened on the same day at 4.00 PM in presence of the quotationers or their authorized representatives. The quotationers/their authorized representatives shall produce original documents during opening of the quotation process in connection with the xerox copies which are attached with the quotation application. The application received beyond the stipulated date and time will not be entertained. **No tender paper shall be accepted by hand.**

- 11) The model Service Provider Agreement is attached at **Annexure-II**
- 12) The application form of quotation containing General quotation Information & terms and conditions for Hiring of vehicle etc. will be available in the Office of the Tahasildar, Bisoi on payment of Rs.100/-(Rupees One hundred) only during Office hour or can be downloaded from the Odisha Govt. Website [www.mayurbhanj.odisha.gov.in](http://www.mayurbhanj.odisha.gov.in) from 01.07.2024 to 25.07.2024. In case the application form is downloaded from Govt. Website, the applicant shall furnish a Demand Draft for an amount of Rs.100/-(Rupees One hundred) only towards the cost of application (non-refundable) along with the application.
- 13) The vehicle should be fitted with VLTD device as per letter No-LX-67/2022/13461/TC DT.05.09.2023 of Transport Commissioner, Odisha.
- 13) The Authority reserves the right to reject any or all quotations without assigning any reason thereof.

  
Tahasildar, Bisoi  
24.06.2024

Memo. No. 728 //Date.24.06.2024 /

Copy submitted to the Collector & District Magistrate, Mayurbhanj for favour of kind information with a request to take necessary action towards publish of the Notice in the Notice Board for wide publication.

  
Tahasildar, Bisoi  
24.06.2024

Memo. No. 729 //Date. 24.06.2024 /

Copy submitted to the Sub-Collector, Bamanghaty / Panchapira/ Baripada/ Udala/ P.A, ITDA, Rairangpur / Bamanghaty/ Baripada/ Udala & D.I. & P.R.O of Mayurbhanj District for favour of kind information & necessary action.

  
Tahasildar, Bisoi  
24.06.2024

Memo. No. 730 //Date. 24.06.2024 /

Copy forwarded to all BDOs/all Tahasildars/all CDPOs/ S.D.I. & P.R.O Bamanghaty, Rairangpur for kind information & necessary action. They are requested to affix the quotation call notice in their Notice Board/Conspicuous places for information and wide publication.

  
Tahasildar, Bisoi  
24.06.2024

Memo. No. 731 //Date. 24.06.2024 /

Copy to Tahasil Office notice board for wide publication.

Copy to DeGM, Mayurbhanj, OSWAN Building District Oswan Cell, Mayurbhanj for information and necessary action. She is requested to take necessary step to publish the notice in Govt. website for wide publication.

  
Tahasildar, Bisoi  
24.06.2024

## TERMS AND CONDITIONS FOR HIRING OF VEHICLES

The following terms and conditions must be fulfilled by the successful quotationer 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 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 or damage to any property on account of use of hired vehicle in any manner whatsoever. The hirer (vehicle owner) shall be responsible for all such litigation.
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 lubricants as per existing Government norms. All the expenditure of the vehicle towards repair, replacement of spare parts, Lubricating oil of Engine, Gear Box and differential Coolant, Tyres and Tubes, Battery etc. will be borne by the bidder (vehicle owner).
4. It shall be 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 of the vehicle do not report regularly, the authority will be at liberty to terminate the agreement without prior notice.
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. No extra payment shall be demanded.
9. Monthly hire charges 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 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 contract.
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 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.

13. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.

  
Tahasildar, Bisoi  
21.06.2024

## GENERAL INFORMATION FOR HIRING VEHICLES

Sl. No.	Particulars	
1.	Name of the Service Provider	
2.	Complete Address	
3.	OGST Number	
4.	Bank Account No. and IFSC Code	
5.	Registration No. of Vehicle	
6.	Year of Manufacture	
7.	Make & Model	
8.	Date of registration	
9.	Name & complete address of the owner of vehicle	
10.	Fitness Certificate validity	
11.	Pollution Certificate validity	
12.	Permit validity	
13.	Insurance validity	
14.	Name /Address of the Driver	
15.	D.L. No. & Validity of the D.L. of the Driver	
16.	Proposed hire Charge of the vehicle per month excluding fuel cost	
17.	Rate of fuel consumption/Mileage per litre	
18.	Contact Number of the Service provider (Tenderer/ Quotationer)	
19.	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**

## **CHECK LIST FOR SUBMISSION OF DOCUMENTS**

1. Filled in Annexure-B
2. Xerox copy of address proof of Service provider
3. Xerox copy of OGST Number of Service provider
4. Xerox copy of Bank Pass Book of Service provider
5. Xerox copy of the registration No. of vehicle
6. Xerox copy of Fitness Certificate validity
7. Xerox copy of Pollution Certificate validity
8. Xerox copy of Permit validity
9. Xerox copy of Insurance validity
10. Xerox copy of Driving License of Driver
11. Bank Draft amounting to Rs.100/- (Rupees One hundred) only in favour of the Tahasildar, Bisoi for cost of tender paper.
12. Bank Draft amounting to Rs.5000/- (Rupees Five thousand) only in favour of the the Tahasildar, Bisoi towards security deposit.