

OFFICE OF THE TAHASILDAR, RASGOBINDPUR

Letter No. 1945 Dated 08/07/25

Quotation/Tender Call Notice

Sealed quotations/tenders are invited from interested reputed Travel Agencies / Tour Operators/Individuals for providing 01 No of Ac driven **BOLERO NEO / TUV 300 (preference to be given to top models)** vehicles having sitting capacity not more than 07including driver, which shall conform to the terms and condition (Appendix-A) for official use in O/o Tahasildar, Rasgobindpur on monthly rent basis:, i.e maximum 37,200/-.

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 then 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. Self attested copies of the above documents are to be enclosed with the quotation paper.
4. The Driver of the vehicle of yours must have a valid Driving License for driving light transport passenger vehicle and should be young and sufficiently experienced in driving transport/passenger vehicle. He should be physically fit, capable of driving long distance at all hours & should not be more than 40 years of age.
5. The Driver should be well behaved, gentle and obedient in nature.
6. A sum of Rs. 5000/- shall be deposited by theintending bidders in shape of Account Payee Bank Draft drawn in favour of the **Tahasildar, Rasgobindpur** and submitted along with the tender as EMD. After completion of tender process, EMD shall be refunded to unsuccessful bidders.
7. The monthly rate of hire charge, excluding GST be quoted separately, excluding fuel.
8. The vehicle must achieve a fuel efficiency of 10 KM per litre.
9. The details of the make and your of manufacture of the vehicle, registration no., mileage (KM cover per litre) and name of the Driver, Driving license No. and period of validity should be specifically provided in the general bid information to be furnished with the quotation/Tender (Appendix-B).
10. The Quotation completed in all respect should reach the undersigned on or before 23.07.2025 by 01:00 PM and shall be opened on the same day at 3:00 PM in presence of the bidders or their authorized representative. **Late receipt shall not be entertained.**

11. The Quotationer / bidder to send their quotation through regd. Post address to Tahasildar, Rasgobindpur, At/Po/Ps-Rasgobindpur, Dist-Mayurbhanj, Pin-757016 or they can drop it in quotation/tender box kept in Tahasil Office, Rasgobindpur during the time period fix on working day.
12. The application form of quotation/tender containing General Bid Information & Terms and conditions for hiring of vehicles etc. will be available with Tahasil Office Rasgobindpur from 08.07.2025 to 23.07.2025 on working days only from 11:00 AM to 01:00 PM or can be downloaded from Mayurbhanj District Website <https://mayurbhanj.odisha.gov.in> from date 08.07.2025 to date 23.07.2025.
13. All the documents must be inserted in the sealed envelope along with the applicants name & address super scribed on the envelope and clearly marked "**Quotation call notice for hiring of vehicle**" on top of the envelope.
14. The Tahasildar, Rasgobindpur reserves all the rights to cancel/reject the quotation without assigning any reason thereof.


Tahasildar, Rasgobindpur
Rasgovindpur

Memo No. 1946 / Dt. 08/07/25 //

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


Tahasildar, Rasgobindpur
Rasgovindpur

Memo No. 1947 / Dt. 08/07/25 //

Copy submitted to the CDO-CUM EO, Zilaparisad, Mayurbhanj for favour of kind information and necessary action.


Tahasildar, Rasgobindpur
Rasgovindpur

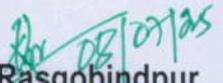
Memo No. 1948 / Dt. 08/07/25 //

Copy submitted to the DeGM NIC, Mayurbhanj for favour of kind information and necessary action with a request to make available the advertisement in the District Web Site of Mayurbhanj for wide publication of the quotation/tender call notice.


Tahasildar, Rasgobindpur
Rasgovindpur

Memo No. 1949 / Dt. 08/07/25 //

Copy submitted to the D.I & PRO, Mayurbhanj for favour of kind information and necessary action.


Tahasildar, Rasgobindpur
Rasgovindpur

Memo No. 1950 / Dt. 08/07/25 //

Copy submitted to the Sub-Collector, Baripada/ Kaptipada, Udala/ Bamanghaty, Rairangpur/Panchpir, Karanjia for favour of kind information and wide publication.

Copy submitted to the PA, ITDA, Baripada / Kaptipada, Udala/ Bamanghati, Rairangpur/ Panchpir, Karanjia for favour of kind information and wide publication.


Tahasildar, Rasgobindpur
Rasgovindpur

Memo No. 1951 / Dt. 08/07/25 //

Copy submitted to all BDOs/ all Tahasildar/ all CDPOs of Mayurbhanj District for favour of kind information and wide publication. They are requested to affix the quotation/tender call notice in their respective Notice Board/ conspicuous place for information and wide publication.


Tahasildar, Rasgobindpur
Rasgovindpur

Memo No. 1952 / Dt. 08/07/25 //

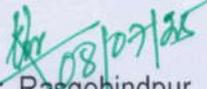
Copy to the Notice Board of this office for information and necessary action.


Tahasildar, Rasgobindpur
Rasgovindpur

Terms & Conditions

The following terms & conditions must be fulfilled by bidder:

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 Office the Tahasildar, Rasgobindpur hiring the vehicles 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 any manner whatsoever. The hirer 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 as per existing Government norms. All the expenditure of the vehicle towards repair, replacement of space part, 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 service provider.
5. In case of breakdown for reasons whatsoever the replacement of a vehicle of the same or better model shall be provided by the service provider.
6. In case of the vehicles do not report regularly, the authority will be at liberty to terminate the agreement without prior notice.
7. The vehicles shall report for duty for 24*7 as and when required, including in holidays if situation demands.
8. In case of emergency, the driver will have to report for duty as per the requirement. No extra payment shall be made.
9. Monthly hire charges and reimbursements towards cost of fuel (as per norm) 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 contract.
11. If the service 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 and contract, Government shall forfeit the entire amount of security deposit.


Tahasildar, Rasgobindpur

General Information

| Sl No | Particulars | |
|-------|---|--|
| 1 | Name of the Service Provider | |
| 2 | Complete Address | |
| 3 | GST Number | |
| 4 | GeM Registration Number | |
| 5 | Bank Account No and 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 | Contact Number of the Service provider | |
| 18 | Contact number of Driver | |
| 19 | Proposed hire Charge of the vehicle per month excluding fuel cost | |
| 20 | Rate of fuel consumption / Mileage per litre | |

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

Seal & Signature of Tenderer


Tahasildar
Rasgovindpur