



OFFICE OF THE TAHASILDAR, MORADA, CHITRADA

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TENDER CALL NOTICE

Letter No. 3354 /Niz.

Dt. 3/10/2025 //

Sealed quotations/tenders are invited from interested reputed Travel Agencies / Tour Operators / Individuals for providing 1(one) no. of vehicle (TUV300/ Bolero/ Sumo Gold/ Ertiga) having sitting capacity not more than 7 (Seven) including driver, which shall confirm to the Terms and conditions. (Appendix-A) for official use in Tahasil Office, Morada on monthly rent basis. The quotation must be super scribed in capital letter "QUOTATION FOR HIRING OF VEHICLE FOR OFFICE OF THE TAHASILDAR MORADA" on the cover and reached the undersigned on or before dt. **17.10.2025** by 5.00 PM through Registered Post/Speed Post or same may be dropped in the tender box kept in the Tahasil Office, Morada during working hour and the Tender paper will be opened on date **18.10.2025 at 11 AM in presence of the bidders or their authorized representatives** in the Office Chamber of Tahasildar, Morada.

The undersigned reserves to accept or reject the tender without assigning any reasons thereof.

For Tender Form and other Details visit: - www.mayurbhanj.odisha.gov.in

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. 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 and should respond even in Holidays (in case of any Emergency/Magistrate Duty).
6. A sum of Rs. 5000/- shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the Tahasildar, Morada 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 shall be quoted separately in the general bid information (excluding GST, fuel and Lubricant cost). The Service Tax, fuel and Lubricants would be reimbursed separately over and above the hire charges.

8. The Vehicle must achieve a fuel efficiency of 10 KM per liter. The monthly hire charges of vehicle excluding taxes shall not exceed Rs. 37,200/-.
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, 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 17.10.2025 by 05:00 P.M. The quotations received beyond the stipulated date and time will not be entertained and the tender/quotation must be super scribed in capital letter "QUOTATION FOR HIRING OF VEHICLE FOR OFFICE OF THE TAHASILDAR MORADA" on top of the envelope.
11. The application form of quotation/tender containing General Bid Information & Terms and conditions for Hiring of Vehicles etc. are enclosed in (Annexure-A) or can be downloaded from Odisha Govt. Website from Date 04.10.2025 to Date 17.10.2025, visit: www.mayurbhanj.odisha.gov.in.


Tahasildar, Morada

Memo No 3355 /Dt 3/10/2025 //

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


Tahasildar, Morada

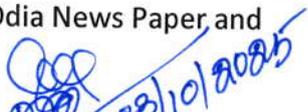
Memo No 3356 /Dt 3/10/2025 //

Copy submitted to the D.I.O., NIC, Mayurbhanj/ DeGM, Mayurbhanj for information and necessary action with a request to make available the advertisement in the District website of Mayurbhanj(www.mayurbhanj.odisha.gov.in) for wide publication of the tender call notice.


Tahasildar, Morada

Memo No 3357 /Dt 3/10/2025 //

Copy Submitted to the D.I. & PRO, Mayurbhanj for favour of kind information and necessary action with a request to make available the advertisement in one Odia News Paper and one English News Paper for wide publication of the tender call notice.


Tahasildar, Morada

Memo No 3358 /Dt 3/10/25 //

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

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


Tahasildar, Morada

Memo No 3359 /Dt 3/10/2025 //

Copy submitted to all Block Development Officers/ all CDPOs/ all Tahasildars for favour of kind information and wide publication They are requested to affix the tender call notice in their respective Notice Board for wide publicity.


Tahasildar, Morada

Memo No 3360 /Dt 3/10/2025 //

Copy to all R.I.s of this Tahasil for information and necessary action. They are directed to affix the tender call notice in their respective Notice Board for wide publicity.

Copy to the Notice Board of this office for wide publicity.


Tahasildar, Morada

Terms & Conditions

The following terms and 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 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 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 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 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 vehicle 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 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 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 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, Morada

General Information

SI 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