

OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, MAYURBHANJ, BARIPADA

No. 1238 /Niz.dt. 28.11.2025 //

TENDER CALL NOTICE

Sealed quotations/ tenders are invited from interested reputed Travel Agencies/Tour Operators or private individuals for providing 1(one) no of AC **Balero/Creta** driven vehicle having sitting capacity not more than ten including driver which shall confirm to the Terms and conditions (Annexure-I) for Official use in Office of the A.D.M, Mayurbhanj(General) on monthly rent basis:

- 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, valid Contract Carriage Permit, proof of up to date tax payment etc. which are mandatory for plying of vehicle.
- 3) 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.
- 4) The Driver should be well behaved, gentle and obedient in nature.
- 5) A sum of **Rs.5000/- (Rupees Five thousand) only** for each vehicle shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the Nizarat Officer, Collectorate, Mayurbhanj and submitted along with the tender as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders.
- 6) The monthly rate of hire charge be quoted separately in the general bid information (excluding Service Tax and fuel & lubricants). The Service Tax, fuel and lubricants would be reimbursed separately over & above the hire charges.
- 7) The Vehicle must achieve a fuel efficiency of **10 (Ten) Kms per litre.**

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8) The details of the make and year of manufacture of the vehicle, registration no., mileage (Kms covered per litre) and name of 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-II).

9) The Quotation completed in all respect should be deposited in the Office of the Collector & District Magistrate, Mayurbhanj Nizarat Section on or before dated 15.12.2025 by 1.30 PM and shall be opened on the same day i.e. dated 15.12.2025 at 4.00 PM in the office of the Collector & District Magistrate, Mayurbhanj in the presence of the bidders or their authorised representatives.

10) The application form of quotation / tender containing General Bid Information & Terms and Conditions for hiring of Vehicles etc. can be downloaded from Mayurbhanj Website www.mayurbhanj@nic.in from dated 29.11.2025 to 15.12.2025 by 1.30pm The applicant shall furnish a Demand Draft for an amount of Rs.100/- (Rupees One Hundred) only drawn in favour of the Nizarat Officer, Collectorate, Mayurbhanj towards the cost of application along with the application form downloaded from the website.

11) The authority reserves the right to reject all or any of the quotation without assigning any reason thereof.

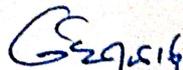

Collector & District Magistrate,
Mayurbhanj

Memo No. 1239 /NIZ. Dt. 28/11/2025.

Copy to Notice Board of Collector & District Magistrate, Mayurbhanj, for information and wide publication.

Copy to Notice Board of C.D.O-cum- Zillaparishad, Mayurbhanj /All PA ITDAs/ All BDOs/ All Sub-Collectors / All Tahasildars/ Executive Officer, Baripada Municipality/ DI & PRO, Mayurbhanj, Baripada for information and wide publication. They are requested that the quotation notice may be displayed in their respective Notice Board.

Copy to Notice Board of Taxi Stand Association, Baripada

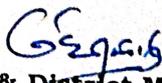

Collector & District Magistrate,
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ANNEXURE-I

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 vehicles, during the 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 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 shall not be responsible for all such litigation.
3. The hire charges to be paid for monthly basis is final but does not include cost of diesel & lubricants, 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. Repair and maintenance charges and other operating cost including taxes (except Service Tax on hire charges) would be borne by the Service Provider/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 reject the agreement and may engage vehicle from other source.
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 demanded.
9. Monthly hire charge and reimbursements towards cost of diesel (as per actual) and lubricants (as per Government norms) of selected bidder, will be paid in every succeeding month, as far as possible within 15 (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 (three) 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.


**Collector & District Magistrate,
Mayurbhanj**

ANNEXURE-II**GENERAL INFORMATION FOR HIRING VEHICLES**

Sl No	Particulars	
1	Name of the Service provider	
2	Complete Address	
3	OGST Number	
4	GeM Registration Number	
5	Bank Account No. & 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 the 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	Proposed hire Charge of the vehicle per month excluding fuel cost	
18	Rate of fuel consumption / Mileage per litre	
19	Contact Number of the Service Provider (Tender / Quotationer)	
20	Contact Number of the Driver	

“Certified that the information submitted above is true to the best of my knowledge & belief”

Seal &Signature of the
Quotationers / Tenderer

CHECK LIST FOR SUBMISSION OF DOCUMENTS

1. Filled in Annexure-II
2. Xerox copy of the registration No of vehicle
3. Xerox copy of the Fitness Certificate validity
4. Xerox copy of Permit validity
5. Xerox copy of Insurance validity
6. Bank draft amounting to Rs.100/- addressed to the Nizarat Officer, Collectorate, Mayurbhanj for cost of tender paper
7. Bank draft amounting to Rs. 5000/- addressed to the Nizarat Officer, Collectorate, Mayurbhanj towards security deposit.