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## **PANCHAYAT SAMITI OFFICE, BARIPADA**

At- Palbani, PO-Baripada, Dist-Mayurbhanj, Pin-757001

Letter No. **590** / (Dev) Dated. **21.02.2026** /

### **Quotation / Tender Call Notice**

Sealed Quotations / Tenders are invited from interested reputed Travel Agencies / Tour operators or private individuals for providing one number of AC Diesel Driven Vehicle (Preferably One Bolero) having Sitting Capacity not more than 10 including Driver as given below :

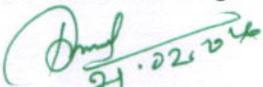
Sl No.	Type of Vehicle	Sitting Capacity
1.	AC Bolero	Not more than ten including driver.

The following Terms and Conditions must be fulfilled by the successful bidders for providing the vehicles on hire on monthly rent basis for Official use by the B.D.O, Baripada.

1. The Bid document shall be available on [www.mayurbhanj.nic.in](http://www.mayurbhanj.nic.in) from **10.30 AM Dt. 23.02.2026 till 5 PM of Dt. 13.03.2026** and the same can be downloaded.
2. Bids shall be received by the Block Development Officer, Baripada from Dt. **23.02.2026 and close on Dt.13.03.2026 at 5 PM** through **drop box by self or special messenger at Block Office or by registered/speed post only**. The authority will not be held responsible for postal delay in the delivering of the documents or non-receipt of the same.
3. **The tender will be opened in the Conference Hall of the Block Development Officer, Baripada at 11 AM, on 16.03.2026** in presence of the bidders or their authorized representatives who wish to attend. If the office happened to be closed on the date of receipt /opening of the bids as specified, the bids will be received /opened on the next working day at the same time and venue.
4. If the tender documents sent through registered/ Speed post do not reach the concerned office by the above date and time, the offer will not be considered on any account even if the tender documents were dispatched by the bidder before the due date.

The following Terms and Conditions must be fulfilled by the successful bidders for providing the vehicles on hire on monthly rent basis for Official use by the B.D.O, Baripada.

1. 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 Pollution Certificate, Registration Certificate, Insurance Certificate, Fitness Certificate, Valid Contact Carriage Permit, Proof of up to date tax payment etc, which are mandatory for plying of vehicle. Vehicle registration within one or two year is more preferable with more safety feature.
2. 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.
3. The Driver should be well behaved, gentle and obedient in nature. Driver should not consume any alcohol and tobacco also.
4. A sum of Rs.5000/- (Rupees Five Thousand) only shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the B.D.O Baripada and submitted along with the tender as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders.
5. The monthly rate of hire charge be quoted separately in the general bid information (excluding fuel). Also daily hire charges may be quoted. Taxes, if any may also be indicated clearly. Monthly hire charges should not exceed Rs.37,000/- (Rupees Thirty seven Thousand) for the vehicle indicated as above.
6. The vehicle must achieve a fuel efficiency of 10 Kms per liter or more. Vehicle showing fuel efficiency more than 10 Kms per liter will be more preferable.
7. The details of the make and year of manufacture of the Vehicle , Registration No., Mileage (Kms 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-I).
8. The vehicle will be stationed inside the campus of B.D.O Baripada all the day (Both day & night), so that the same can be utilized as and when required by the Authority of the Institute.
9. The mobile number of the driver so engaged by the successful bidder should be available and open all times, so that, he can be informed during emergency time as and when required by the authority. And Aaddhar card must be furnished of the driver.
10. In case of emergency, the driver will have to report for duty as per the requirement of hirer. No extra payment shall be demanded.
11. The Quotation completed in all respect should reach the undersigned on or before 13.03.2026 at 5.00 P.M and shall be opened on 16.03.2026 at 11.00 A.M in presence of the bidders or their authorized representatives.
12. Individual Owner, Owner-cum-Driver can participate in the tender process. Local SHG within the Baripada Block will be more preferable if the vehicle is good condition.

  
21.02.2024

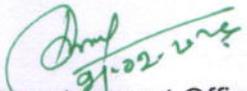
Block Development Officer  
Baripada

## TERMS AND CONDITIONS FOR HIRING OF VEHICLE

The following terms and condition must be fulfilled by the successful bidder for providing vehicles on hire on monthly rent basis.

1. The hired vehicles, during period of contract / hiring, shall have all necessary valid M.V 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. The Department / Office hiring the vehicle shall not be responsible for any damage / loss caused to hired vehicle or losses of life / injury made to any person or damage to any property on account of use of hired vehicle any mänge whatsoever. The hirer shall be responsible for all such litigation.
2. 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, Lubricants oil of Engine, Gear Box and differential Coolant, Tyres and Tubes, Battery etc. will be borne by the bidder.
3. 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.
4. 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.
5. 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.
6. The vehicle shall report for duty for minimum of 26 days in a month and four days can be utilized by the Owner for maintenance, servicing etc.
7. From the date of engagement a plate showing "On Govt. Duty, PR & DW Department" be fitted in the front side and back side of the Vehicle.
8. The vehicle will be stationed inside the campus of B.D.O Baripada all the day (Both day & night), so that the same can be utilized as and when required by the Authority of the institute.
9. The mobile number of the drivers so engaged by the successful bidder should be available and open all times, so that, he can be informed during emergency time as and when required by the authority including Govt. Holidays.
10. In case of emergency, the driver will have to report for duty as per the requirement of hirer. No extra payment shall be demanded.
11. 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 as possible within fifteen days of the submission of bills by the service provider and no advance payment will be made.
12. 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. Vehicle with fresh registration or registration within one year is more preferable.
13. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
14. 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.

15. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.
16. On the date of engagement of the Vehicle, two passport size photograph of Driver, copy of Driving License / Mobile No. / copy of RC Book be submitted to the B.D.O Baripada.
17. From the date of engagement the driver should not switch off mobile and as and when called on from any Officer / Staffs of Block, Baripada be should respond immediately.
18. The service provider should provide driver whose should not consume alcohol or any kind of tobacco.
19. If the driver found consuming alcohol or any kind of tobacco then it will be treated as the violation of the term and condition of agreement, and the vehicle will be disengagement of the service of the vehicle giving one month notice

  
Block Development Officer  
Baripada

**GENERAL INFORMATION FOR HIRING VEHICLES**

1. Registration No. of Vehicle :
2. Type of Vehicle (AC / Non AC) :
3. Year of Manufacture :
4. Model :
5. Date of registration :
6. Name & complete address of the Owner of Vehicle. :
7. Pollution Certificate validity :
8. Fitness Certificate validity :
9. Permit validity :
10. Insurance validity :
11. Name / Address of the Driver :
12. D.L. No. & Validity of the D.L of the Driver :
13. a) Proposed hire charges of the vehicle per Month excluding fuel cost.
14. Rate of fuel consumption/Mileage per liter :
15. Contact Number of the Service provider :  
(Tenderer/Quotationer) Mobile No..... Telephone.....

***“Certified that the information submitted above is true to the best of my Knowledge and belief”***

Seal & Signature of the  
Quotationer / Tenderer