



OFFICE OF THE TAHASILDAR, MUNIGUDA, DIST- RAYAGADA

**STANDARD BIDDING DOCUMENT**

e-mail id- [tah.muni-od@nic.in](mailto:tah.muni-od@nic.in)

Quotation / Tender Call Notice No. 2501

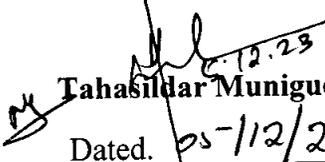
Dated 05/12/2023

Sealed Quotations/ Tenders are invited from interested reputed Travel Agencies/ Tour Operators or Private individuals for providing 01 (One) no. of Non-AC Diesel/ Petron driven vehicles (Bolero/ TUV300/ SUMO Gold/ Ertiga) having sitting capacity not more than 10 (Ten) including Driver, which shall conform to the Terms and Conditions prescribed by the Government of Odisha (Annexure-A) in O.M No. 27037/F, Dt- 08.10.2015 and No. BOR-BUD-BUD-0009-2022-154/BUD. Dt. 22.08.2023 of the Financial Advisor of the Board of Revenue, Odisha, Cuttack for official use in the office of the Tahasildar Muniguda under Government of Odisha in Revenue and disaster Management Department on monthly rent basis.

1. The service provider shall have a valid OGST registration to participate in the tendering. Hence GST registration is compulsory for any service provider to provide hired vehicle to Government officer.
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 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) Shall be deposited by the intending bidders in shape of Account payee Bank Draft in favour of the Tahasildar Muniguda & Submit along with the tender paper as security deposit. After completion of the tender process, the amount will be refunded to unsuccessful bidders.
6. The monthly rate of hire charge (Maximum Rs. 31, 000/- P.M.) may be quoted separately in general bid information (Excluding fuel & Lubricant).
7. The Vehicle must achieve a fuel efficiency of 10 (Ten) KMs per Litre.

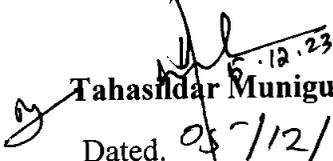
8. The details of the make and year of manufacture of the vehicle, Registration Number, Mileage (KMs covered per Liter) and name of the Driver with Driving License No. & Period of validity should be specifically provided in the general bid information to be furnished with the Quotation/ Tender (Annexure-B).
9. The quotation completed in all respect should reach the Undersigned on or before 19.12.2023 by 12 Noon & Shall be opened on the same day at 2 P.M in presence of the bidders or their authorized representatives.
10. The application form of Quotation / Tender Containing General Bid Information & Terms and Conditions for hiring of vehicles etc; will be available with the Section Officer of the office of the Undersigned on **payment of Rs. 1000/-** from 05.12.2023 to 19.12.2023 at 10 A.M on all working days or can be downloaded from Odisha Govt. Website [www.odisha.gov.in](http://www.odisha.gov.in) from Dt. 05.12.2023 to 19.12.2023. In case the application forms are downloaded from Govt. website, the applicant shall furnish a **Demand Draft for an amount of Rs. 1000/- (Rupees One Thousand)** only towards the cost of application along with the application.

Memo No. 2502

  
Tahasildar Muniguda  
Dated. 05/12/2023

Copy along with soft copy of the Quotation Call Notice submitted to the D.I.O., NIC, Rayagada with a request to hoist the quotation call notice in District Website of Rayagada for wide publicity.

Memo No. 2503

  
Tahasildar Muniguda  
Dated. 05/12/2023

Copy submitted to the Collector, Rayagada/ Sub- Collector, Gunupur/ Rayagada/ R.T.O., Rayagada/ All the Tahasildar/ B.D.O/ CDPO of Ryagada district for favour of information. They are requested to display the notice in their office Notice Board for wide publicity.

Copy to Office Notice Board.

  
Tahasildar Muniguda

**TERMS & CONDITIONS FOR HIRING OF VEHICLES**

The following terms & Conditions must be fulfilled by the successful bidders for providing a vehicle on hire on monthly rent basis.

1. The hired vehicle, during 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 payments etc; & 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 vehicle or loss or 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 litigations.
3. The hire charges to be paid on monthly basis is final but does not include cost of fuel which is to be paid separately basing on actual consumption & Lubricants as per existing Government norms. All the expenditure of vehicle towards repair, replacement of spare parts, lubricating Oil of Engine, Gear Box & difference 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 & 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/ bidder of the vehicle.
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 of hirer. No extra payment shall be demanded.
9. Monthly hire charges and reimbursements towards cost of fuel (As per actual) and lubricants (as per Government norms) of selected bidder will be paid in every succeeding month, as far as possible within fifteen days of the submission of Bills by the service provider & 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 is found to be unsatisfactory, the client shall give on month notice and terminate the agreement.
12. In case the service provider intends to withdraw the service 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 Muniguda

**General Information**

Sl. No.	Particulars	
1	Name of the Service Provider	
2	Complete Address	
3	OGST Number	
4	Bank Account No. & IFSC Code	
5	Registration No. of the Vehicle	
6	Year of Manufacture	
7	Make & Model	
8	Date of Registration	
9	Name & Complete address of the owner of the 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 liter	
18	Contact Number of the Service Provider (Tenderer / Questioner)	
19	Contact Number of	

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

**Seal & Signature  
Quotationer / Tenderer**