



ତହସିଲଦାରଙ୍କ କାର୍ଯ୍ୟାଳୟ, ଗୁଣୁପୁର

OFFICE OF THE TAHASILDAR, GUNUPUR

Letter No. 79 /VII-13/2025-Vehicle.

Date: 07-01-2025

QUOTATION CALL NOTICE

Sealed quotations/tenders are invited from interested reputed Travel Agencies/ Tour Operators/ Private individuals for providing **One** number of Non AC Petrol/Diesel driven vehicle (**TUV 300/ Bolero**) having sitting capacity not more than ten (10) including Driver, which shall confirm to the Terms and Conditions (Annexure-II) for official use in **Tahasil Office, Gunupur** on monthly hire 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 03 (three) years old** from the date of initial registration and must have valid 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.
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/-** shall be deposited by the intending bidders in shape of Account payee **Bank Draft drawn in favour of the Tahasildar, Gunupur** payable at **SBI, Gunupur** 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 fuel and lubricants).
7. The vehicle must achieve a fuel efficiency of **10 KMs per liter**.

8. 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 specially provided in the general bid information to be furnished with the Quotation/ Tender (Annexure-III).
9. The quotation completed in all respect should reach the undersigned on or before **27.01.2025** by **01.00 PM** and shall be opened on the same day at **04.00 PM** in presence of the bidders or their authorized representatives.
10. The application form of quotations/ tender containing General Bid information & Terms and conditions for Hiring of Vehicles etc. will be available with **Tahasil Office, Gunupur** on payment of **Rs. 100/-** (Rupees One hundred) only from **07.01.2025** to **27.01.2025** by **11.30 AM** during working hours or can be downloaded from Rayagada Dist website www.rayagada.nic.in. In case application is downloaded from Govt. website, the applicant shall furnish a Demand Draft for an amount of **Rs.100/-** (Rupees One hundred) only in favour of "**Tahasildar, Gunupur payable at SBI, Gunupur**" towards the cost of application along with the duly filled in application.
11. The authority reserves the right to cancel the quotation without assigning any reason thereof.

Seal & signature of
Quotation/Tender calling Authority
Designation

(TAHASILDAR, GUNUPUR)
Tahasildar, Gunupur

Dated **07-01-2025**

Memo No 80/2025

Copy along with Annexure-II and Annexure-III forwarded to the Sub-Collector, Gunupur/ Project Administrator, ITDA Gunupur/ Regional Transport Officer, Rayagada/ DI & PRO, Rayagada for favour of kind information and necessary action with a request to publish the Tender Notice in their Office Notice Board for information of General Public.

Copy along with Annexure-II and Annexure-III forwarded to the BDO, Gunupur/ BEO, Gunupur /CDPO, Gunupur for information and necessary action with a request to publish the Tender Notice in their Office Notice Board for information of General Public.

Copy submitted to NIC, Rayagada for web hoisting in District portal.

TAHASILDAR, GUNUPUR
Tahasildar, Gunupur

TERMS & CONDITIONS FOR HIRING OF VEHICLES

The following terms and conditions must be fulfilled by the bidder for providing a vehicle on hire on monthly rent basis.

1. The hired vehicles, during period of contract, shall have all necessary valid MV documents such as valid Commercial Registration certificate, Insurance Certificate, Fitness Certificate, valid Contract Carriage Permit, Pollution certificate proof of up to date tax payment etc. and Driving License 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 vehicle owner 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 diesel, which is to be paid separately basing on actual consumption. All the expenditure of the vehicle towards major or minor 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 who should be well behaved, gentle and obedient in nature and the salary 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 of the vehicle/ bidder.
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 diesel/petrol (as per actual consumption) of selected bidder will be paid in every succeeding month, as per as possible within fifteen days of the submission of bills by the bidder and no advance payment will be made.
10. The vehicles shall not be more than 03 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 provider intends to withdraw the services of his vehicle and terminate the agreement, it shall be mandatory upon him to grant Two 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.

Signature of
Quotation/ Tender Calling Authority
(TAHASILDAR, GUNUPUR)
Tahasildar, Gunupur

UNDERTAKING BY THE TENDERER/ SERVICE PROVIDER:

I agree to the above terms and conditions for providing hired vehicle.

**Full Signature
of the Tenderer/ Service Provider**
Name:-
Address:-

GENERAL INFORMATION FOR HIRING VEHICLE

1	Registration No. of Vehicle:-	
2	Type of Vehicle (Ac/ Non AC):-	
3	Year of Manufacture:-	
4	Make, Model:-	
5	Date of registration:-	
6	Name & complete address Of the owner of vehicle:-	
7	Fitness Certificate validity:	
8	Permit validity:-	
9	Insurance validity:-	
10	Name/ Address of the Driver:-	
11	D.L. No. & Validity of the D.L. of the Driver:-	
12	Tender opted for the Block (Name of the Block opted)	
13	Proposed hire Charge of the vehicle per month:-	
14	Rate of fuel consumption/ Mileage per litre:-	
15	Contact Number of the service provider (Tenderer)	Mobile..... Telephone..... E. Mail Id.....
16	GST No,	
17	XEROX Copy of the documents i.e (i) valid commercial Registration certificate, (ii) Insurance Certificate, (iii) Fitness Certificate, (iv) valid Contract Carriage Permit, (v) proof of up to date tax payment, etc. of vehicle, D.L. of the driver & under taking regarding fitting of device in the MVU Vehicle	
18	Security deposit amount Rs.5000/-	Bank Draft No..... Date..... Name of the Bank.....
19	Cost of tender paper Rs.100/- deposited	1) Money Receipt No..... 2) Book No..... 3) Date..... OR 2) DD/BD No.....dt..... Name of the Bank.....

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

Seal & Signature of the Tenderer