



**OFFICE OF THE TAHASILDAR, GUMMA: GAJAPATI**

AT/PO: GUMMA, DIST: GAJAPATI, E-MAIL ID-[tahasildar.gumma@gmail.com](mailto:tahasildar.gumma@gmail.com)

Letter No. : 03 / Niz-II- 23 /24

Date: 01-01-2024

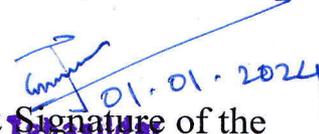
Quotation/Tender Call Notice

Sealed quotations I tenders are invited from interested reputed Travel Agencies/Tour Operators or Private individuals for providing 01 no of AC/ Diesel driven vehicles having sitting capacity not more than ten including driver, which shall conform to the terms and conditions (Annexure-A) for official use in office of the Tahasildar, Gumma, Gajapati on monthly rent basis.

1. The service provider shall have a valid OGST registration to participate in the tendering.
2. The service provider participating in the bidding process under the jurisdiction of the Gajapati District.
3. The vehicle must be in Road Worthy condition, shall not be more than 03 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.
6. A sum of Rs.5000/- shall be deposited by the intending bidders in shape of Account of Payee Bank Draft drawn in favour of the Tahasildar, Gumma, Gajapati and submitted along with the tender as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders.
7. The monthly rate of hire charge of vehicle be quoted separately in the general bid information (excluding fuel & lubrications).
8. The vehicle must achieve a fuel efficiency 10 kilometers per liter.
9. The details of the make and year of manufacture of the vehicle, registration

number, mileage (km covered per litre) and name of the driver with valid Driving License number and period of validity should be specifically provided in the general bid information to be furnished with the quotation/ Tender (Annexure-B).

10. The Quotation completed in all respect should reach the undersigned on or before 08.01.2024 by 3.00 PM by Registered /Speed Post to the Tahasildar, Gumma, Gajapati and shall be opened on the same day i.e. 08.01.2024 at 04.00 pm at Office Chamber of the Tahasildar, Gumma in presence of the bidders or their authorized representatives under the chairmanship of Tahasildar, Gumma, Gajapati.
11. The application form of quotation / tender containing General bid information with terms & conditions for Hiring of vehicle etc will be available with Asst. Nazir of Tahasil office, Gumma on payment of Rs. 1000/- (Rupees one Thousand) only from 10.30 A.M. to 05.30 P.M. or can be downloaded from this district website i.e. [www.Gajapati.nic.in](http://www.Gajapati.nic.in) from date 01.01.2024 to 08.01.2024. In case the form is downloaded from Govt. website, the applicant shall furnish a Demand Draft for an amount Rs. 1000/- (Rupees one Thousand) only in favour of the Tahasildar, Gumma, Gajapati towards cost of application along with the application.

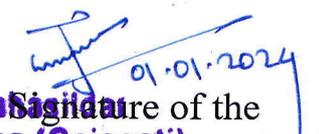
  
Seal & Signature of the  
Quotation/Tender Calling Authority

Memo No.: 04 /Niz Date: 01.01.2024

Copy to the Sub-Collector, Paralakhemundi/ all Tahasildars/ all BDOs/ all District level Officers I E.O. Paralakhemundi Municipality I E.O. NAC Kashinagar/ Regional Transport Officer, Gajapati for information and necessary action. They are requested to display this notice in their Notice Board for wide publicity.

Copy to the D.I.O., N.I.C., Gajapati for information- and necessary action with request to host this notice in the district portal.

Copy to the RTO, Gajapati for information and necessary action.

  
Seal & Signature of the  
Quotation/Tender calling Authority

**Terms and Conditions for hiring of vehicle**

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 period of contract, shall have all necessary valid MV documents such as valid Registration Certificates, Insurance Certificate, Pollution Certificate, Fitness Certificate, valid Contract Carriage Permit, proof of up-to-date tax payment etc. and DL 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 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 litigations.
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 basing on actual consumption and 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 responsibility of the bidder to provide a good driver and the remuneration of the driver shall be borne by the owner.
5. The vehicle must have a valid commercial License including interstate permit.
6. In case of break down for reasons whatsoever the replacement of the vehicle of the same or better model shall be provided by the owner of the vehicle/ bidder.
7. In case of vehicle does not report regularly, the authority will be at liberty to terminate the agreement without prior notice.
8. The vehicle shall report for duty for minimum of 25 days in a month.
9. In case of emergency, the driver will have to report for duty as per the requirement. No extra payment shall be demanded.
10. Monthly hire charges and reimbursement 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.
11. 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.
12. FASTag must be affixed on windshield of the vehicle for online Highway Toll payment.
13. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
14. In case 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.

Seal & Signature of the  
Quotation/Tender calling Authority

GENERAL INFORMATION FOR HIRING VEHICLE

Sl. No.	Particulars	
1.	Name of the Service Provider	
2.	Complete Address of Service provider	
3.	OGST Number	
4.	Bank Account No. and IFSC Code	
5.	Registration No. of vehicle	
6.	Year of Manufacture	
7.	Make and Model	
8.	Date of Registration	
9.	Name and complete address of the owner of vehicle	
10.	Fitness Certificate Validity	
11.	Pollution Certificate validity	
12.	Permit validity	
13.	Insurance validity	
14.	Name and address of the driver	
15.	DL No. and validity of the DI of the driver	
16.	Proposed hire charge of the vehicle per month excluding fuel cost	
17.	Rate of fuel consumption/ mileage per litre	
18.	Contact number of the service provider (tender/ Quotation)	
19.	Contact number of driver	

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

Seal & Signature of the  
Quotationer Tenderer