

ତହସିଲ କାର୍ଯ୍ୟାଳୟ, କାଶିନଗର  
ଜିଲ୍ଲା - ଗଜପତି  
**Tahasil Office, Kashinagar**  
**District- Gajapati**



**Office Address: Tahasil Office,**  
**Kashinagar**  
**District- Gajapati, Pin-761206,**  
**Em@il Id- [tah.kasin-od@nic.in](mailto:tah.kasin-od@nic.in)**  
**[tahasildar.kashinagar@gmail.com](mailto:tahasildar.kashinagar@gmail.com)**

### Quotation / Tender Call Notice

No. 2103 / Nizarat

Date: 3/7/24

Sealed Quotations / Tenders (third time notice).are invited from interested reputed Travel Agencies / Tour Operators / Private individuals for providing 1 (one) no. of AC Petrol / Diesel driven vehicles (TUV 300 / Bolero / Sumo Gold / Ertiga) having sitting capacity not more than ten including driver, which shall conform to the Terms and conditions (Annexure-A) for official use in **Tahasil Office, Kashinagar (R & DM Department) in the District of Gajapati** on monthly rent basis

- 12) The service provider shall have a valid OGST registration to participate in the tendering
- 13) The service provider, participating in the bidding process under the jurisdiction of Municipal Corporations shall be registered on GeM platform.
- 14) The vehicle must be in Road Worthy condition, shall not be more than 3 years old from the date of initial registrations 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.
- 15) 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.
- 16) The Driver should be well behaved, gentle and obedient in nature.
- 17) A sum of Rs. 10000/- shall be deposited by the intending bidders in shape of Account Payee Demand Draft / Bank Draft drawn in favour of the **Tahasildar, Kashinagar Payable at Kashinagar** and be submitted along with the tender as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders.
- 18) The monthly rate of hire charge be quoted separately in the general bid information (excluding fuel and lubricants)
- 19) The vehicle must achieve fuel efficiency of **10 Kms** per liter
- 20) 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-B).
- 21) The Quotation completed in all respect should reach the undersigned (**To be dropped in the Tender Box at Tahasil Office, Kashinagar**) on or before **10-07-2024** by **1.30 P.M.** and shall be opened on the same day **at 04.00 P.M.** in the office of the undersigned in presence of the bidders or their authorized representatives.

22) The application form of quotation / tender containing General Bid information & Terms and conditions for Hiring of Vehicles etc. will be available with the **office of the undersigned** on payment of Rs. 1000/- from **04-07-2024 to 09-07-2024** or can be downloaded from Odisha Govt. website [www.odisha.gov.in](http://www.odisha.gov.in) or [www.gajapati.nic.in](http://www.gajapati.nic.in). from dt. **04-07-2024 to dt. 09-07-2024**. In case the application form is downloaded from Govt. website the applicant shall furnish a demand Draft for an amount Rs. 1000/- (Rupees One Thousand) towards the cost of application along with the application.



Seal & Signature of

Quotation / Tender Calling Authority



**Tahasildar**  
**Kashinagar, Gajapati**

Designation

**TERMS & CONDITIONS**

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

22. 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 payment etc. and D.L. of the driver available all the times.
23. 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 be responsible for all such litigation.
24. 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 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 owner.
25. 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.
26. 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.
27. In case of the vehicle do not report regularly, the authority will be at liberty to terminate the agreement without prior notice.
28. The vehicles shall report for duty for minimum of 25 days in a month.
29. In case of emergency, the driver will have to report for duty as per the requirement. No extra payment shall be demanded.
30. Monthly hire charges and reimbursements towards cost of fuel (as per actual) and lubricants (as per Govt. norms) of selected bidders 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.
31. 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.
32. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.



33. 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.
34. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.
35. The period of contract shall be initially for a period of 2 years which can be extended subject to satisfactory performance.
36. The EMD / Bid Security and Performance Security shall be as per the provision of Odisha General Financial Rules and as amended from time to time
37. The vehicle must have a valid commercial license.
38. The hired vehicle can't be used for any private / commercial purposes beyond office hours or during holidays
39. In view of pollution being high, BS -VI emissin compliant vehicles will be preferable
40. Maximum hire charges of the vehicle will be Rs. 31,000/- excluding taxes (as per office memorandum no. 22924 / F / FIN-COD-MV-004-2018 dt. 14-08-2023 of Finance Department, Government of Odisha).
41. Service Provider, participating in the bidding process under the jurisdiction of Municipal corporations, shall be registered on GeM platform
42. The Competent Authority reserves the rights to cancel or reject any or all Tenders / Quotations without assigning any reasons thereof.



Seal & Signature of

 Quotation / Tender Calling Authority

**Tahasildar  
Kashinagar, Gajapati**

Designation.

Memo No. 2104 / Nizarat

Date: 3/7/24

Copy forwarded to the Notice Board, Tahasil office, Kashinagar / the B.D.O., Kashinagar / the I.I.C., Kashinagar Police Station / the C.D.P.O. Kashinagar / the Executive Officer, N.A.C., Kashinagar / the Medical Officer, C.H.C., Kashinagar / the Veterinary Officer, Kashinagar / the Range Officer, Forest Range, Kashinagar to affix the Quotation call notice in their notice board for wide publicity.



 **Tahasildar, Kashinagar**

Memo No. 2105 / Nizarat

Date: 3/7/24

Copy submitted to the D.I.O., National Informatics Centre, Gajapati, Paralakhemundi for favour of kind information. He is requested to publish it in the district web site for wide publicity.

3/7/24

Tahasildar, Kashinagar

Memo No. 2106 / Nizarat

Date: 3/7/24

Copy to the Nazir of this office for information.

3/7/24

Tahasildar, Kashinagar

Memo No. 2107 / Nizarat

Date: 3/7/24

Copy submitted to the Sub-Collector, Paralakhemundi for favour of kind information and necessary action.

3/7/24

Tahasildar, Kashinagar

Memo No. 2108 / Nizarat

Date: 3/7/24

Copy submitted to the Additional District Magistrate Gajapati, Paralakhemundi for favour of kind information and necessary action.

3/7/24

Tahasildar, Kashinagar

Memo No. 2109 / Nizarat

Date: 3/7/24

Copy submitted to the District E- Governance Manager , Gajapati, Paralakhemundi for favour of kind information and necessary action.

3/7/24

Tahasildar, Kashinagar

**GENERAL INFORMATION SHEET**

1	Name of the Service Provider	:	
2	Complete Address	:	
3	OGST Number	:	
4	GeM Registration Number	:	
5	Bank Account No. and 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 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 ( Tenderer/ Quotationer)	:	
20	Contact Number of Driver	:	

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

**Signature of the  
Quotationer / Tenderer**