



ଜିଲ୍ଲାପାଳଙ୍କ କାର୍ଯ୍ୟାଳୟ, ଗଜପତି, ପାରଳାଖେମୁଣ୍ଡି
OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, GAJAPATI.

ଜିଲ୍ଲା ଜରୁରୀକାଳୀନ ଉପବିଭାଗ

Letter No. 875 / Emg-XIV-1/25

Dated: 03 /06/2025

Quotation/Tender Call Notice

Sealed quotations/tenders are invited in prescribed format (Annexure-III) from interested reputed Travel Agencies/Tour operators or private individuals for providing 1 no. of AC Petrol vehicles who confirm the terms and conditions for official use in District Emergency Operation Centre, Gajapati on monthly rent basis for 12 months.

1.The vehicle must be in road worthy condition, shall not be more than 03 years old from date of initial registration. 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 hirer shall be responsible for all such litigation.

2.The driver of the vehicle must have a valid Driving License for driving light transport passenger vehicle and should be sufficient experienced in driving transport passenger vehicle.

3.The driver should be well behaved, gentle and obedient in nature.

4.The service provider shall have a valid OGST registration to participate in the tendering and participating in the bidder process under the jurisdiction of Municipal shall be registered on GeM platform.

5.The period of contract shall be initially for a period of 3 years which can be extended subject to satisfactory performance.

6. A sum of Rs.5000/- shall be deposited by the intending bidders in shape of account payee Bank Draft drawn in favour of the Collector, 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 is quoted separately in the bid information (excluding fuel & lubricants).

8. The vehicle must achieve a fuel efficiency of 17 K.ms per litre.

9.The details of the maker and year of manufacturer of the vehicle, registration No., mileage (kms covered per litre) 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-III).

10. The Quotation/Tender completed in all respect should reach the undersigned on or before 16.06.2025 at 03.00 PM and shall be opened on the same day **at 05.00 PM** in the Office Chamber of Addl. District Magistrate, Gajapati in presence of the bidders or their authorized representatives under the chairmanship of Addl. District Magistrate, Gajapati.

11. The application form of quotation/tender containing General bid information (Annexure-III) and Terms Conditions for Hiring of Vehicles etc. will be available in the office of the DEOC, Gajapati/Heads of Department/Office on payment of Rs.100/- (Rupees one hundred) only from 7.A.M to 1.00 P.M or can be downloaded from our website www.Gajapati.odisha.gov.in from **02.06.2025**. In case, the application form is downloaded from Govt. website, the applicant shall furnish a Demand Draft of Rs.100/- (Rupees one hundred) only towards the cost of application along with the application.

BA
Seal & Signature of
Quotation/Tender Calling Authority
Designation
Dated: 3 /06/2025

Memo No. 876

Copy forwarded to all BDOs/all Tahasildars/all District Level officers/ E.O, Paralakhemundi Municipality /NAC, Kashinagar for information and necessary action. They are requested to display the tender a notice in their notice board for wide publicity.

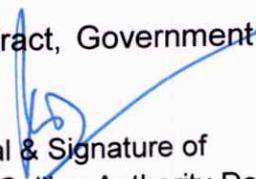
Copy to DEGM, Collectorate, Gajapati for information with a request to host the notice in the District portal.

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COLLECTOR
GAJAPATI

Annexure-II

1. The hired vehicles, 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.
2. The vehicle must be in road worthy condition, shall not be more than **03 years** old from date of initial registration. 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 hirer 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 and lubricants as per exiting Government norms. All the expenditure of the vehicle towards repair, replacement of spare parts, Lubricating oil of Engine, Gear Box & Differential Coolant, Tires & Tubes, and Battery etc. will be borne by the bidder.
4. It shall be responsibility of the bidder to provide a good driver 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 don't report regularity, the authority will be at liberty to reject the agreement and may engage vehicle from other source.
7. The vehicles 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 demand.
9. Monthly hire charges and reimbursements towards cost of diesel (as per actual) and lubricant (as per Govt. norms) of selected bidder will be paid in every succeeding month, as per as possible with in fifteen days of the submission of bills by the service provider and no advance payment will be made.
10. The vehicle shall not be more than 3 years old from the initial registration and also good running condition during the period of contract.
11. If the services are found to be unsatisfactory, the Clint shall give one month notice and terminate the agreement.
12. 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.
13. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.

Seal & Signature of


Quotation/Tender Calling Authority Designation

**COLLECTOR
GAJAPATI**