



OFFICE OF THE PANCHAYAT SAMITI, BUGUDA

E mail: ori_buguda@nic.in

No: 163

Date: 20.01.2025

QUOTATION CALL NOTICE

Sealed quotations are invited from interested reputed Travel Agencies/Tour Operations/Private individuals for providing One no. of AC Petrol/Diesel driven vehicle having sitting capacity not more than 9 including driver, which shall confirm to the Terms and conditions (Appendix-A) for official use in in **Rural Housing** section of Buguda Block Office 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 Municipal Corporations, shall be registered on GeM platform.
3. 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.
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 Payee Bank Draft drawn in favour of the Block Development Officer payable at Buguda and submitted along with the tender as security deposit. After completion of the tender process the amount will be refunded to unsuccessful bidders.
7. The monthly rate of hire charge is to be quoted separately in the general bid information (excluding fuel and lubricants).
8. The Vehicle must achieve a fuel efficiency of minimum 10 KM per liter.
9. The details of the make and year of manufacture of the vehicle registration no, mileage (KM covered per litre) and name of the Driver Driving License No and period of validity should be specifically provided in the general bid information to be furnished with the Quotation/Tender (Appendix-B).
10. The Quotation completed in all respect should reach the undersigned on or before **31 Jan 2025 by 3 P.M** and shall be opened on the **same day at 5PM** in presence of the bidders or their authorized representatives.
11. The application form of quotation/tender containing General Bid Information & Terms and conditions for Hiring of Vehicles etc. will be available with Block Office, Buguda on payment of **₹1000.00** from **21.01.2025 to 30.01.2025** or can be downloaded from <https://ganjam.odisha.gov.in/tender> from **Dt. 21.01.2025 to Dt 30.01.2025** . In case the application form is downloaded from the website, the applicant shall furnish a Demand Draft for an amount **₹1000.00** only towards the cost of application along with the application.


Block Development Officer
Buguda

Memo No. 164 Dated: 20.01.2025

Copy along with its enclosure forwarded to the District Information Officer, NIC, Collectorate, Ganjam Chatrapur for information and he is requested to publish the notice on District Portal for wide circulation.


Block Development Officer
Buguda

Memo No. 165 Dated: 20.01.2025

Copy forwarded to Tahsildar, Buguda/Executive Officer, NAC-Buguda/ C.D.P.O, Buguda/ AAO-Buguda/Sub treasury Officer-Buguda for information and necessary action They are requested to display the above quotation call notice on the Notice Board of their respective office for wide publication.


Block Development Officer
Buguda

Memo No. 166 Dated: 20.01.2025

Copy to Cashier /Notice Board, Block Office, Buguda for information.


Block Development Officer
Buguda

Memo No. 167 Dated: 20.01.2025

Copy submitted to the CDO-Cum-EO, Zilla Parishad, Ganjam, Chatrapur for favour of kind information.


Block Development Officer
Buguda

Terms & Conditions

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 Certificate, Insurance Certificate, Pollution Certificate, Fitness Certificate, valid Contract Carriage Permit, proof of up-to-date tax payment etc. and D.L of the driver available all the timers.
2. The Department/Officer 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 on a monthly basis are final but do not include the cost of fuel, which is to be paid separately based 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 tec. Will be borne by the bidder.
4. It shall be the responsibility of the bidder to provide a good driver, and 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 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. No extra payment shall be demanded.
9. Monthly hire charges and reimbursements 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.
10. The vehicle shall not be more than 3years old from the initial registration and also in good running condition during the period of the contract.
11. If the services are found to be unsatisfactory, the client shall give one month's 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 rant one month notice before such withdrawal of service and termination of agreement.
13. If the bidder violates any of the terms of the contract, the Government shall forfeit the entire amount of security deposit.


Block Development Officer
Buguda

General Information

| Sl.No | Particulars | |
|-------|---|--|
| 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. | Contract number of Driver | |

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

**Seal & Signature of
Quotationer /Tenderer**