



OFFICE OF THE  
PANCHAYAT SAMITI HINGILICUT

Phone: 06811-280032

(0)

E-Mail: ori-hingilicut@nic.in

No: 3393 /CASH

Dated: 19.05.2025

To,  
The District Informatics Officer,  
Ganjam, Chatrapur

Sub: Wide publicity of tender call notice.

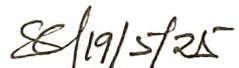
Sir,

In inviting a reference to the letter on the subject cited above, I enclose here with the content of tender **call notice** for Advertisement and request you to upload the same on or before date:22.05.2025 in govt. website.

This is for the favour of your kind information and necessary action.

Encl: As above

Yours faithfully

  
Block Development Officer  
Hingilicut, Ganjam  
Hingilicut

Memo No. 3394 / Dated 19.05.2025

Copy submitted to the Collector & District Magistrate, Ganjam, Chatrapur/  
CDO-Cum-EO, Zilla Parishad, Ganjam, Chatrapur/Sub-Collector, Chatrapur, for  
favour of kind information.

  
Block Development Officer  
Hingilicut, Ganjam  
Hingilicut

**BIDDING DOCUMENT**

**Government of Odisha**

**PANCHAYAT SAMITI HINJILICUT**

Sl. No: 3387

Date: 19.05.2025

**Quotation/Tender Call Notice**

Sealed quotations are invited from interested reputed Travel Agencies / Tour Operators / Private individuals for providing 1(One) nos. of AC Petrol/Diesel driven vehicles( TUV 300/ Bolero/ Ertiga etc) having sitting capacity not more than 7 (Seven) including driver, which shall conform to the Terms and conditions (Appendix-A) for official use (preferably white colour) in Block Development Office Hinjilicut on monthly rent 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 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.
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.
5. The Driver should be well behaved, gentle and obedient in nature.
6. A sum of Rs. 30000 ( Rs. Thirty thousand) shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the BDO Hinjilicut 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 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 Date: 05-06-2025 by 1.00 P.M. through **registered post/by hand** and shall be opened on the next day i.e. on Date: 06-06-2025 at 9.00 A.M. in presence of the bidders or their authorized representatives.

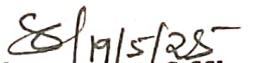
11. The technical bid and the financial bid should be sealed by the bidder in separate covers duly super scribed (Technical Bid/ Financial Bid) and both these sealed covers are to be put in a bigger cover which should also be sealed and duly super scribed as **"Quotation For Engagement Of Vehicle"**.

11. The application form of quotation/tender containing General Bid Information & Terms and conditions for Hiring of Vehicles etc. will be available with Block Development Office on payment of Rs.1000/- **(Non-refundable)** from Date:22-05-2025 to Date-05-06-2025 or can be downloaded from Odisha [www.Odisha.gov.in](http://www.Odisha.gov.in) from Date:22-05-2025 to Date-05-06-2025 . In case the application form is downloaded from Govt. website, the applicant shall furnish a Demand Draft for an amount Rs. 1000/- only towards the cost of application along with the application. The cost of tender paper is non-refundable.

  
Block Development Officer,  
Hinjilicut

Memo No. 3388 / Dated 19.05.2025

Copy submitted to the Collector & District Magistrate, Ganjam, Chatrapur/ CDO-Cum-EO, Zilla Parishad, Ganjam, Chatrapur/Sub-Collector, Chatrapur, for favour of kind information and necessary action with a request to display this notice on the notice board for wide publicity.

  
Block Development Officer,  
Hinjilicut

Memo No. 3389 / Dated 19.05.2025

Copy forwarded to the DIO, NIC, Ganjam, Chatrapur for kind information and requested to upload the tender notice in the Govt. Website for wide publicity.

  
Block Development Officer,  
Hinjilicut

Memo No. 3390 / Est. Dated 19.05.2025

Copy forwarded to District Information and Public Relation Officer (DIPRO), Ganjam, Chatrapur for kind information and requested to publish the tender notice in wide circulated one daily Odia and English newspaper for wide publicity.

ES/19/5/25  
**Block Development Officer,  
Hinjilicut**

Memo No. 3391 / Dev. Dated 19.05.2025

Copy forwarded to Section Officer/Cashier of this PS for information. They are requested to receive the cost of Bid documents amount from the concern Bidders through money in shape of Cash or **Bank Draft or Demand Draft** which should be drawn in favour of "**Block Development Officer, Hinjilicut**" in any Nationalized bank having its branch at Hinjilicut Block area on any working days from **22.05.2025 to 05.06.2025** for the said projects and issue Money Receipts to bidder as Acknowledgement.

ES/19/5/25  
**Block Development Officer,  
Hinjilicut**

Memo No. 3392 / Est. Dated 19.05.2025

Copy to notice board of this office for display for the public.

ES/19/5/25  
**Block Development Officer,  
Hinjilicut**

**Terms & Conditions**

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

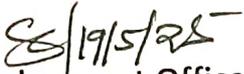
1. The hired vehicles, during period of contract, shall have all necessary valid MV documents such as valid Registration Certificate, Insurance Certificate, Pollution Certificate, Fitness Certificate, valid Contract Carriage Permit, proof of up-to-date tax payment etc. and D.L. of the driver available all the 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 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 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 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 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. 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 far 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 3 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 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.

**Selection:**

14. First the technical bids of the quotationers will be opened. Those who qualify the technical bid only their financial bids will be considered. In case of tie in quoted price preference will be given in the order of more mileage of the vehicle and date of registration. In case of tie in all respect selection will be made through lottery system.

  
Block Development Officer  
Hinjilicut