



OFFICE OF THE PANCHAYAT SAMITI,  
PATRAPUR, GANJAM

Mail id: [ori-patrapur@nic.in](mailto:ori-patrapur@nic.in) (Phone No.0680-2642224)

Letter No. 1894

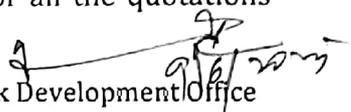
Dated. 09/06/25

**QUOTATION CALL NOTICE**

**FOR HIRING OF VEHICLE FOR BLOCK DEVELOPMENT OFFICE, PATRAPUR**

Sealed quotations in plain paper are invited from the interested vehicle owners/traveling agencies having PAN, GST & IT clearance for engagement of 01 (One) no of **Mahindra Bolero/TUV300/SUMO GOLD/ERITIGA diesel variant with AC** on monthly hire basis for the official use of the **Block Development Office, Patrapur**. The vehicles will be used under the Scheme RURAL HOUSING work for better monitoring of this scheme works and other development works. Interested agencies and individuals may submit their tenders in a sealed envelope super-scribing on the top of the sealed envelopes as "Tender for Hiring of Vehicles for Block Development Office Patrapur". The tender should reach at the office of the undersigned by 20/06/2025 (till 11.00 A.M). With full address by Regd. Post / Speed Post. The sealed tenders will be opened on 21/06/2025 at 11.00 A.M in presence of bidders or their authorized agents in the office chamber of the undersigned as prescribed in Finance Department Office Memorandum No. 15836 / F. Dated. 27/05/2025.

The details of vehicle required, application format, terms and conditions of hire of vehicle (Annexure-I, II&III) are available in the Ganjam District website [www.ganjam.nic.in](http://www.ganjam.nic.in) as well as in the Block Development Office Patrapur. However, the undersigned reserves the right to reject / cancel /withdraw any or all the quotations without assigning any reason thereof.

  
Block Development Office  
Patrapur

Memo No

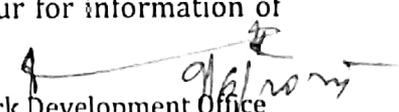
1895

Date

09/06/25

Copy submitted to CDO-cum-Eo-Zilla Parisada Ganjam, Chatrapur/ Sub-Collector, Berhmapur /Tahasildar, Patrapur/ Local Traveling Agency of Patrapur for information and necessary action.

Copy to Notice Board of Block Development Office Patrapur for information of the general Public and wide publicity.

  
Block Development Office  
Patrapur

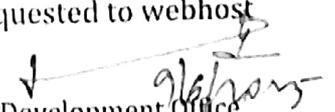
Memo No

1896

Date

09/06/25

Copy with soft copy in PDF submitted to the District Information Officer, NIC, Ganjam, Chatrapur for information and necessary action and he is requested to webhost the quotation notice along with Annexure I, II, and III

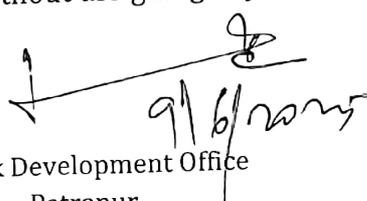
  
Block Development Office  
Patrapur



**TERMS AND CONDITIONS**

1. The vehicle hired shall be in good condition and shall not be older than three years. Vehicles older than five years should be replaced by new vehicles by the service provider and must have valid registration certificate, insurance certificate, fitness certificates, valid contract carriage permit, proof of up-to-date tax payment etc. the user agencies 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 properties on account of hired vehicle any manner whatsoever.
2. The driver of the vehicle must have a valid driving license to drive Light Motor passenger vehicle and should be sufficiency in driving light motor vehicle.
3. The driver of the vehicle is required to maintain polite and courteous behavior towards public as well as the Departmental Staff should be well behaved, gentle and polite in nature.
4. Rs.1000/- (Rupees One Thousand) only is shape if A/c payee Bank Draft drawn in favor of Block Development Office, Patrapur, shall be enclosed with the quotation as EMD which is refundable. EMD of unsuccessful bidders shall be refunded after finalization of the trader process.
5. Rs.5000/- (Rupees Five Thousand) only to be deposited by successful bidder as security deposit in shape of Account Payee Bank Draft drawn in favor of Block Development Office, Patrapur. The amount will be refunded after the vehicle disengaged subject to deduction, if any.
6. The monthly hire charges shall be quoted in the Bid information (excluding Fuel).
7. Efficiency of the vehicle per litter shall be indicated.
8. Details of make and year of manufacture of the vehicle, registration no., mileage (KMs covered per litter) and name of the Driver with Driving License No. and period of validity should be provided in the Bid to be furnished.
9. The contract will remain valid for a period of 3 Years and can be extended by one year at the discretion of the user.
10. In the event of any breakdown/servicing and repairing of vehicles, the service provider at his own cost shall make alternate arrangement by providing similar vehicle.
11. 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 existing Government norms. All the expenditure of the vehicle towards repairs, replacement of spare parts, Lubricating oil of Engine, Gear Box and differential coolant, tires and tubes, battery etc. will be borne by the bidder.
12. KMPL shall be fixed by the user or its authorized representative on the day of reporting as per the actual POL test report.
13. It shall be the responsibility of the service provider to provide vehicle with driver as and when required.
14. The salary and other legal dues of the drivers shall be borne by the service provider.
15. The service provider will comply the labour law, EPF, GIS, minimum wages act applicable and other statutory compliances.
16. The service provider is responsible to depute suitable substitute driver in case of absence of the driver engaged.

17. The user will maintain record on daily basis kilometer run and time from the point of departure to arrival and it will be signed by the authorized signature of the user as per the GPS kilometers recording.
18. The service provider shall up-date the log book on daily basis.
19. The bidder will submit a checklist as per Annexure-III regarding the documents enclosed in the tender.
20. Each page of this tender document should be signed by the bidder with seal in token of have read, understood and accepted the terms and conditions of this contract.
21. The tenders (also called bids), not submitted in prescribed format, in the prescribed manner or required security deposit etc. shall be rejected by the Tender Committee at the risk responsibility of the bidder.
22. The tender calling authority shall make arrangements in his office for issuing a written acknowledgment under proper seal hand signature of the filled in tenders provided those are submitted on or before the due date.
23. Termination: - Tender Calling Authority shall have the discretion to terminate agreement work order at any time if the service provider fails to comply the statutory rules or the service is found to be unsatisfactory. Whereupon the agency will immediately cease provision of the services and submit a bill for costs incurred to provide the contracted services to the date of termination.
24. The tenders/bids received in the prescribed time shall be opened by tender committee at the prescribed date time and place. Any bid found incorrect or incomplete in any manner would be summarily rejected by the said committee.
25. Authority reserves the right to cancel any or all the quotation without assigning any reason thereof.

  
Block Development Office  
Patrapur

APPLICATION FOR QUOTION /TENDER CALL NOTICE

FROM

M/S.....  
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TO,

**The Block Development Officer,  
Patrapur**

I am submitting the price quotation for the supply of following types of vehicle for engagement in your office on monthly basis. The detail about the vehicle and driver are attached in Annexure -III

Format for quotation for hiring vehicle

S.NO	Description of vehicle	Monthly fixed charge (RS)	Consumption of HSD (KM/letter)	Consumption of Oil (KM/letter)
1				
2				
3				

PAN/TIN No

**Signature of the**  
Name and Address of Bidder

**General information of for hiring vehicle**

1. Registration no of vehicle :-
2. Types of vehicle :-
3. Year of manufacturing :-
4. Model :-
5. Date of registration:-
6. Name and complete address of the owner of vehicle:-
7. Fitness certificate validity :-
8. Permit validity:-
9. Insurance validity:-
10. Name and address of the driver:-
11. D.L No and validity of the DL of driver:-
12. Proposed hire charge of the vehicle per month excluding fuel cost :-
13. Rate of Fuel consumption / mileage per litter:-
14. Contact No of the service Provider: -

Mobile.....Tel.....

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

Signature of the  
Of quotationer /  
tenderer