



OFFICE OF THE EXECUTIVE MAGISTRATE-CUM-TAHASILDAR, CHIKITI

Email: tah_chikiti@yahoo.in

Letter No: - 4736 /Nizarat

Date:- 21.07.2025

Quotation / Tender Call Notice

In pursuance of Letter No. 15836/F Dated. 27.05.2025 of the Principal Secretary to Govt., Finance Department, Govt. of Odisha, the sealed Quotation/Tender are invited from the interested reputed Travel Agencies/Tour Operators or private individuals for providing 01 (One) no. of Bolero (Diesel) vehicle having seating capacity not more than 10 (Ten) including Driver which shall confirm to the Terms and conditions (Appendix-A) for Official use in Tahasil Office, Chikiti, Ganjam on monthly rent basis.

1. The service provider shall have a valid GST 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 03 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 valid Driving Licence 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. 5, 000/- (Rupees five thousand) only shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn **in favour of the Tahasildar, Chikiti** and submitted along with the Tender as EMD. After completion of the tender process, EMD shall be refunded to the unsuccessful bidders.
7. The monthly rate of the charge excluding GST be quoted separately excluding fuel.
8. The vehicle must achieve a fuel efficiency of 10 KMs per Litre.
9. The details of the make and year of the manufacturer of the vehicle, Registration number, Mileage (Kilometres covered per Litre) and name of the Driver with Driving Licence No. and period of validity should be specifically provided in the general bid information to be furnished with Quotation/Tender (Annexure-B).
10. The sealed Quotation completed in all respect should reach the undersigned on or before **01.08.2025 (Friday) by 1.00 P.M** and shall be opened on the same day at **03.30 P.M** in presence of the bidders or their authorized representatives.
11. The application Form of Quotation/Tender containing General Bid information & Terms & Conditions of hiring of vehicle etc. will be available with Tahasil Office, Chikiti or can be downloaded from Govt. website <https://ganjam.odisha.gov.in> from Date 22.07.2025 to 31.07.2025.

The undersigned reserves all rights to cancel/reject single or all Tenders with out assigning any reason thereof.

Tahasildar, Chikiti
Tahasildar

Date: 21.07.2025
Chikiti, (Gm.)

Memo No. 4737

Copy submitted to the Block Development Officer, Chikiti/Sub-Registrar, Chikiti/Sub-Treasury Officer, Chikiti/Medical Officer, CHC, Chikiti/CDPO, ICDS Chikiti/E.O, NAC, Chikiti for kind information and publication in their Office Notice Board for wide publicity.

Copy to NOTICE Board of Tahasil, Office, Chikiti for publication.

Copy submitted to the DIO, NIC, Collectorate, Ganjam, Chatrapur for favour of information and requested to upload in the District Website <https://ganjam.odisha.gov.in> for wide circulation.

The Block Development Officer, Chikiti/the Executive Officer, NAC, Chikiti and the CDPO, ICDS, Chikiti are requested to attend on **01.08.2025 at 03.30 P.M** in the Office Chamber of the Tahasildar, Chikiti at the time of opening the sealed quotations.

Tahasildar, Chikiti
Tahasildar

Date: 21.07.2025
Chikiti, (Gm.)

Memo No. 4738

Copy submitted to the Additional District Magistrate (Revenue), Ganjam, Chatrapur/Sub-Collector, Berhampur for kind information and necessary action

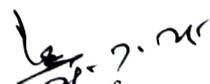
Tahasildar, Chikiti
Tahasildar
Chikiti, (Gm.)

Annexure-A

TERMS AND CONDITIONS

The following terms and conditions must be fulfilled by the bidder.

1. The hired vehicle during period of contract shall have all necessary valid MV documents such as valid Registration Certificate, Pollution Certificate, Insurance Certificate, Fitness Certificate, valid contract carriage permit, proof of up-to-date tax payment etc. and DL 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 vehicle or loss of life/injury made to any person or damages to any property on account of use of hired vehicle any manner what so ever. 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 as per Government norms. All the expenditure of the vehicle towards repair, replacement of spare parts, lubricating oil of Engine, Gear Box and different Coolent, Tyres and Tubes, Battery etc. will be borne by the bidder.
4. It shall be responsibility of the bidder to provide a good driver and salary of the driver shall be borne by the service provider.
5. In case of breakdown for reasons whatever the replacement of vehicle of the same or better model shall be provided by the service provider
6. In case of the vehicle do not report regularly, the Authority will be at liberty to reject the agreement and may engage vehicle from other source.
7. The vehicle shall report for duty for whole month.
8. In case of emergency, the Driver will have to report for duty as per the requirement. No extra payment shall be made.
9. Monthly hire charges and reimbursements towards cost of fuel (as per norm) will be paid in every succeeding month, as per 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 03 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.


Seal & Signature of
Quotation/Tender calling
Authority with designation
Tahasildar
Chikiti, (Gm.)

General Information

SI No	Particulars	
1	Name of the Service Provider	
2	Complete Address	
3	GST 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	Contact Number of the Service provider	
18	Contact number of Driver	
19	Proposed hire Charge of the vehicle per month excluding fuel cost	
20	Rate of fuel consumption / Mileage per litre	

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

Seal & Signature of Tenderer