



**OFFICE OF THE PANCHAYAT SAMITI, ASKA, GANJAM.**

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Letter No: 5014 / 1

Dated:- 02/09/2025

**QUOTATION/ TENDER CALL NOTICE**  
**FOR HIRING OF VEHICLE FOR PANCHAYATA SAMITI, ASKA**

Sealed Quotations are invited from the interested reputed Traveling agencies/Tour Operator/ individuals for providing of vehicle as detailed below having sitting capacity not more than seven including driver, which shall conform to the Terms and conditions (Appendix - A ) for official use in Panchayata Samiti, Aska .

1. The service provider shall have a valid GST 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.
4. The Driver should be well behaved, gentle and obedient in nature.
5. A sum of **Rs. 13400/- ( Rupees Thirteen thousand six hundred four hundred )** only shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the **BDO, Aska** and submitted along with the tender as EMD. After completion of tender process, EMD shall be refunded to unsuccessful bidders.
6. The monthly rate of hire charge, excluding GST be quoted separately, excluding fuel.
7. The Vehicle must achieve a fuel efficiency of 10 K.M per litre.
8. The details of the make and year of manufacture of the vehicle, registration no. mileage (K.M 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).
9. The quotation completed in all respect should reach the undersigned on or before 11<sup>th</sup> September by 4 P.M and shall be opened on the same day at 5 P.M in presence of the bidder or their authorized representative.
10. The application form of quotation/tender containing General Bid Information & Terms and conditions for Hiring of Vehicles etc. will be available with Panchayat Samiti, Aska, can be downloaded from Odisha Govt. Website [www.ganjam.nic.in](http://www.ganjam.nic.in) from Date dt. 02.09.2025 to dt.11.09.2025.
11. The service provider is responsible to depute suitable driver in case of absence of the driver engaged.

Sl. No	Scheme	Vehicle required	Mileage of the vehicle	Sitting capacity	Tender value	EMD (1% of tender value)
1	MGNREGA	01	10km/lit	7seater	Rs.13,39,200.00	Rs.13,400.00

Block Development Officer  
Aska.

Memo No 5015

Date 02/09/2025

Copy submitted to CDO-cum-EO-Zilla Parishad Ganjam, Chatrapur/ Sub-Collector, Bhanjanagar /Tahasildar, Aska/NAC, Aska/ Local Traveling Agency of Aska for information and necessary action.

Copy to Notice Board of Panchayata Samiti, Aska for information of the general Public and wide publicity.

Block Development Officer  
Aska.

Memo No 5016

Date 02/09/2025

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/ tender call notice along with Annexure I, II and III.

Block Development Officer  
Aska.

Memo No 5017

Date 02/09/2025

Copy submitted to the I & P.R Department, Govt of Odisha for kind Information with a requested to publish the quotation/ tender call notice in one Odia daily (Bhubaneswar Edition) and one English Daily (Bhubaneswar Edition) for once with in the minimum cost and to maximum 80 (eighty) col. Cm & submit credit bill along with complimentary copy for consideration payment.

Block Development Officer  
Aska.

## Annexure-A

### Terms & Conditions

The following terms and conditions must be fulfilled by bidder:

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 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 service provider.
5. In case of breakdown for reasons whatsoever the replacement of a 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 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 made.
9. Monthly hire charges and reimbursements towards cost of fuel (as per norm) 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 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.



✓ **Block Development Officer**  
Aska.

## Annexure-B

### General Information

Sl 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."

  
Block Development Officer  
Aska.