



OFFICE OF THE PANCHAYAT SAMITI,  
PATRAPUR, GANJAM

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

Letter No. 2994/

Dated. 10/09/24

**QUOTATION CALL NOTICE**

Sealed Quotations/ tenders are invited from interested reputed Travel Agencies/Tour Operators or Private individuals for providing 01(One) Number of AC/Non-AC TUV 300/Bolero/Sumo Gold/Ertiga (preferably white Colored) having sitting capacity of not more than Seven including Driver, which shall confirm to the Terms and Conditions (as mentioned in Annexure-A) for official use in Panchayat Samiti, ~~Sumapur~~ <sup>Patrapur</sup> on monthly hire basis.

1. The vehicle must be in Road worthy condition, shall not be more than 03 (Three) Years old from the date of initial registration and must have valid Registration Certificate, Insurance Certificate, Fitness Certificate, Pollution Certificate, valid Contact Carriage permit, Proof of up-to-date tax payment etc. which are mandatory for running of vehicle.
2. The Driver of the vehicle must have a valid Driving License for driving light transport passenger vehicle and should be sufficiently experienced in driving passenger transport vehicle.
3. The Driver should be well behaved, gentle and obedient in nature.
4. The Service Provider shall have a valid GST **Registration** to participate in the tendering.
5. 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 Block Development Officer, Patrapur payable at Patrapur** and submit alongwith the tender as EMD. After completion of tender process, the amount will be refunded to unsuccessful bidders. (EMD in shape of Cash/Cheque will not be accepted).
6. The maximum rate of monthly hire charges is limited to **Rs.37,200/- (Thirty-Seven thousand Two Hundred only)** excluding taxes and cost of fuel & lubricants. This should be quoted separately in the general bid information.
7. The vehicle must achieve a fuel efficiency of **10(Ten) Kms per Liter** as per Govt. Norms.
8. The details of the make and year of Manufacture of the Vehicle, Registration No., Mileage (Kms covered per liter) and Name of the Driver with Driving License No. and period of validity should be specifically provided in the general bid information to be furnished with the Quotation/Tender as mentioned in Annexure-B.
9. The application form of quotations/tender containing General bid information and Terms& Conditions for hiring of Vehicles etc. will be available from Block Office. Patrapur on payment of **Rs.100/- (Rupees One hundred) only** (through DD drawn in favour of BDO, Patrapur from **10.09.2025 to 22.09.2025** during office working hours or



can be downloaded from Ganjam District Website [www.ganjam.nic.in](http://www.ganjam.nic.in). In case the application is downloaded from Govt. website, the applicant shall furnish a Demand Draft drawn in favour of "The Block Development Officer, Patrapur payable at Patrapur" towards cost of application along with the duly filled in application.

10. The Quotationer/Bidder shall submit his Quotation complete in all respect addressed to "Block Development Officer, Patrapur, At/Po.- Patrapur, Dist.- Ganjam, Odisha, PIN-761004" on or before 22.09.2025 by 5.00 P.M. through Registered/Speed Post only. Submission of quotation by any other mode will not be accepted. The Sealed Cover containing the detailed documents and Bank Draft should be superscripted as "QUOTATION FOR ENGAGEMENT OF VEHICLE".

11. Receipt of Quotation after due date and non-submission of necessary documents will not be entertained and liable for rejection.

12. The Quotations will be opened on 23.09.2025 at 11.30 A.M. in the Office Chamber of the BDO in presence of the bidders or their authorized representatives.

13. The Quotationer/Bidder may refer to the O.M. No.34085/F dated 29.09.2012, O.M. No.27037/Dtd.08.10.2015, O.M. No.30464/F dated.06.09.2019 & Memorandum No. 15836 / F. Dated. 27/05/2025. by the Finance Department, Govt. of Odisha as amended from time to time for detailed Terms & Conditions.

14. The Authority reserves the right to cancel the quotation without assigning any reason thereof.

  
Block Development Officer  
Panchayat Samiti, Patrapur

Dated. 10/09/25-

Memo No. 2995 / 2025

Copy to Notice Board for wide publication.

  
Block Development Officer  
Panchayat Samiti, Patrapur

Dated. 10/09/25-

Memo No. 2996 / 2025

Copy along with Annexure-II and Annexure-III forwarded to the CDO-cum-E.O., Zilla Parishad, Ganjam, Chhatrapur/ Sub-Collector, Berhampur/ Tahasildar, Patrapur/ CDPO, Patrapur/ BEO, Patrapur/RTO, Chhatrapur/ DI & PRO, Ganjam for favour of kind information and with a request to publish the Tender Notice in their Office Notice Board for information of general public.

  
Block Development Officer  
Panchayat Samiti, Patrapur

Dated. 10/09/25-

Memo No. 2997 / 2025

Copy submitted to NIC, Berhampur with a request to publish in the District Portal [Ganjam.nic.in](http://Ganjam.nic.in) for public information.

  
Block Development Officer  
Panchayat Samiti, Patrapur

**APPLICATION FOR QUOTATION /TENDER CALL NOTICE**

FROM

M/s. ....

.....

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**

| Sl. No. | Description of vehicle | Monthly fixed charge (Rs.) | Consumption of HSD (Km/Liter) | Consumption of Oil (Km/Liter) |
|---------|------------------------|----------------------------|-------------------------------|-------------------------------|
| 1       |                        |                            |                               |                               |
| 2       |                        |                            |                               |                               |
| 3       |                        |                            |                               |                               |

PAN:

GSTIN No. :

Signature of the  
Name and Address of Bidder

## 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.

Seal & Signature of  
Quotation / Tender Calling Authority with Designation



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