



OFFICE OF THE COLLECTOR & DISTRICT
MAGISTRATE GANJAM, CHATRAPUR (Nizarat Section)
E. mail: nizarateccollectorategm@gmail.com

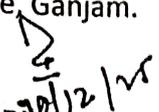
L.No. 966 / (Niz)

Date: 20.12.25

QUOTATION CALL NOTICE

Sealed quotations/tenders are invited from interested reputed Travel Agencies/Tour Operators/Individuals for engagement of 01(one) BOLERO white colour(Diesel) vehicle having sitting capacity not more than 07 including driver, which shall conform to the Terms and conditions (Annexure-A) for official use of Sri Sunil Kumar Kerketta, OAS(S), Additional District Magistrate, 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 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.
4. The Driver of the vehicle must have a valid Driving License for driving light transport passenger vehicle and should be sufficient experienced in driving transport/passenger vehicle.
5. The Driver should be well behaved, gentle and obedient in nature.
6. A sum of Rs.5000/- shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the Collector, Ganjam and submitted along with the tender as EMD. After completion of tender process, EMD shall be refunded to unsuccessful bidders.
7. The monthly rate of hire charges, excluding GST be quoted separately, excluding fuel.
8. The vehicle must achieve a fuel efficiency of 10 KM per litre.
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(Annexure-B).
10. The Quotation completed in all respect should reach the undersigned on or before 08.01.2026 at 5.00 P.M by Regd.Post/Speed Post/Spl Messagers and the sealed Quotations/Tenders will be opened on 09.01.2026 at 11.00 AM in presence of bidders or their authorized representatives in the office chamber of the ADM(Gen), Ganjam.
11. The application form of quotation/tender containing General Bid information & Terms and condition for Hiring of Vehicle are available in the Ganjam District website www.ganjam.nic.in as well as in the Nizarat Section of Collectorate, Ganjam.


Additional Dist. Magistrate,
Ganjam, Chatrapur.

Memo No... 967... /Niz

Dated... 20.12.25

Copy to DIO, NIC, Collectorate, Ganjam for information. He is requested to hoist the above notice in the District web-site for wide publicity.
Copy to Notice Board, Ganjam, Collectorate, Chatrapur for wide Publication.
Copy to all Sub-Collectors/ All Tahasildars for information with a request to affix the notice in their respective office Notice Board for wide publication.

Additional Dist. Magistrate,
Ganjam, Chatrapur.

Memo No... 968... /Niz

Dated... 20.12.25

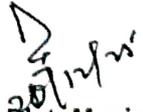
Copy to the Asst. Collector, Nizarat, Dy. Collector, G & M, Treasury Officer, District Treasury, Ganjam, Chatrapur for information. They are requested to attend the meeting on 09.01.2026 at 11:00 A.M in the office chamber of ADM(Gen), Ganjam at the time of opening the sealed quotations.

Additional Dist. Magistrate,
Ganjam, Chatrapur.

TERMS AND CONDITION

The following terms and conditions must be fulfilled by bidders:

1. The hired vehicle, 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 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 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 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 without prior notice .
7. The vehicle shall be 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 the 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 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 .


Additional Dist. Magistrate,
Ganjam, Chatrapur.

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 the 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