



ତହସିଲଦାରଙ୍କ କାର୍ଯ୍ୟାଳୟ, ପୋଟାଙ୍ଗି

ଜିଲ୍ଲା - କୋରାପୁଟ (ଓଡ଼ିଶା)

Office of The Tahasildar, Pottangi  
District - Koraput (Odisha)

At/Po-Pottangi

Pin-764039

Phone.: 06853-272710

E-mail : tah.pottangi@nic.in

Annexure-I

No. 750 /2024

Dated: 14.03.2024.

### QUOTATION CALL NOTICE FOR HIRING OF VEHICLE

Sealed quotations/tenders are invited from interested reputed Travel Agencies /Tour Operators or Private individuals for providing **one No. of Bolero/TUV300/Sumo Gold/Ertiga Diesel Driven** vehicle having sitting capacity of not more than **07** including driver with a minimum average mileage of 12 KMs per liter and maximum hire charge of Rs. 31,000/- per month, excluding fuel, which shall conform to the Terms and conditions (Annexure-II) for official use in the **Office of the Tahasildar, Pottangi** on monthly rental basis.

1. 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, valid Contract Carriage Permit, proof of up to date tax payment etc. which are mandatory for plying 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 transport passenger vehicle.
3. The Driver should be well behaved, gentle and obedient in nature.
4. A sum of Rs. 5000/- shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the **Tahasildar, Pottangi payable at S.B.I, Pottangi** and submitted along with the tender as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders (without interest).
5. The monthly rate of hire charge be quoted separately in the general bid information (excluding fuel and lubricants).
6. The vehicle must achieve a fuel efficiency of minimum **12 (twelve) KMs** per liter.
7. The details of the make and year of manufacture of the vehicle, registration number, 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 (Annexure-III).
8. The quotation completed in all respect should reach the undersigned (**in sealed envelopes**) on or before **30.03.2024 by 3.00 P.M** and shall be opened on the same day at **4.00 P.M** in presence of the bidders or their authorized representatives.
9. The application form of quotation/tender containing General Bid Information & Terms and conditions for Hiring of Vehicles etc. will be available in the office of the **Tahasildar, Pottangi** on payment of **Rs.200/- (Two hundred)** only from 10.00 A.M. to 5.00 PM during the office hour.
10. Tender call Notice can be cancelled at any time without assigning any reason thereof. Further, the undersigned reserves the right to reject all or any offers without assigning any reason thereof

  
Tahasildar, Pottangi


TAHSILDAR, POTTANGI  
Dist Koraput (Odisha)

Memo No. 751 /2024

Dated: 14 .03.2024

**Copy to Office Notice Board.**

Copy to BDO, Pottangi / CDPO, Pottangi /Medical Officer,CHC,Pottangi/ for information and necessary action. They are requested to display the above QUOTATION CALL NOTICE in their office Notice Boards for information of the all concerned.

  
**Tahasildar, POTTANGI**  
**Dist Koraput (Odisha)**  
Dated: 14 .03.2024.

Memo No. 752 /2024

Copy submitted to the Addl. District Magistrate, Koraput for favour of kind information  
Copy submitted to Secretary, Board of Revenue, Odisha, Cuttack for favour of kind information and provision of allotment of funds.

Copy to NIC, Koraput for wide publication in the district web portal.

  
**Tahasildar, Pottangi**  
**TAHSILDAR, POTTANGI**  
**Dist Koraput (Odisha)**


**TERMS & CONDITIONS FOR HIRING OF VEHICLE.**

The following terms & condition must be fulfilled by the successful bidder for providing a vehicle on hire on monthly rent basis.

1. The hired vehicles, during period of contract, shall have all necessary valid MV documents such as:- valid Registration Certificate, Insurance 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. 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 damages to any property on account of use of hired vehicle any manner whatsoever. The hirer shall be responsible for all such litigation.
2. 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 Govt. norms. All the expenditure of the vehicle towards repair, replacement of space parts, lubricants oil of engine, Gear Box & differential coolants, tyres & Tubes, Battery etc. will be borne by the bidder.
3. It shall be the responsibility of the bidder to provide a good driver and the salary of the driver shall be borne by the owner.
4. In case of breakdown for reasons whatsoever the replacement of a vehicle of the same or better model shall be provided by the owner of the vehicle/bidder.
5. 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.
6. The vehicles shall report for duty for minimum of 25 days in a month.
7. In case of emergency, the driver will have to report for duty as per the requirement of hirer. No extra payment shall be demanded.
8. Monthly hire charges and reimbursements towards cost of diesel ( as per actual) and lubricants ( as per Govt. norms) of selected bidder 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.
9. The vehicle shall not be more than 03 years old from the intial registration and also in good running condition during the period of contract.
10. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
11. In case the service provider intends to withdraw the services of his vehicle and terminated the agreement, it shall be mandatory upon him to grant one month notice before such withdrawal of service and termination of agreement.
12. If the bidder violates any of the terms of contract, Govt. shall forfeit the entire amount of security deposit.

**Signature of**

**Qotation/Tender Calling Authority**

  
**TAHSILDAR, POTTANGI**  
**Dist Koraput (Odisha)**

**GENERAL INFORMATION FOR HIRING VEHICLES**

- 1) Registration No. of Vehicle :
- 2) Type of Vehicle (AC/ Non-AC) :
- 3) Year of Manufacture :
- 4) Model :
- 5) Date of registration :
- 6) Name & complete address of the owner  
of vehicle :
- 7) Fitness Certificate validity
- 8) Permit validity :
- 9) Insurance validity :
- 10) Name / Address of the Driver :
- 11) DL No. & Validity of the D.L of the Driver :
- 12) Proposed hire charge of the vehicle per month  
excluding fuel cost (in figures & words) :
- 13) Rate of fuel consumption / Mileage per liter :
- 14) Contact Number of the Service Provider  
(Tenderer / Quotationer)  
Mobile ..... Telephone .....

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

Seal & Signature of the  
Quotationer / Tenderer

N.B: Self attested copies of certificates of Registration, Fitness, Permit, Insurance and D.L of driver to be enclosed with the quotation.

  
**TAHSILDAR, POTTANGI**  
**Dist Koraput (Odisha)**