

OFFICE OF THE TAHASILDAR, NARAYANPATNA

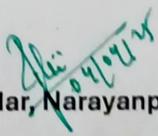
No. 2162 /2025

Date: 04/09/2025

TENDER CALL NOTICE

Sealed quotations/tenders are invited from the interested reputed travel Agencies /tour operators/ private individuals having valid PAN and GST for providing 1 (one) no. of POL driven vehicle **preferably Scorpio/Bolero Neo** having sitting capacity not more than 7+1, which shall confirm to the term and conditions (Appendix-A) as detailed below for official use in the office of the **Tahasildar, Narayanpatna** on monthly rental basis.

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 up to date tax payment etc. which are 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 experience in driving transport passenger vehicle.
4. The driver should be well behaved, gentle and obedient in nature.
5. A sum of Rs. **5000/- (Rupees Five Thousand)** only shall be deposited by intending bidders in shape of bank draft drawn in favour of the Tahasildar, Narayanpatna and submit with the tender as security deposit. After completion of the tender process, the amount will 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 minimum fuel efficiency of 10 KMPL.
8. The details of the make and year of manufacture of the vehicle, registration No. mileage (Kms cover per liter) and name of the driver with driving license No. and period of validity should be specially provided in the general bid information furnished with Quotation/Tender (Appendix-B)
9. The quotation/Tender completed in all respect shall reach the undersigned on or before **19.09.2025 by 5.00 PM** and shall be opened on date i.e. **20.09.2025 at 11.00 AM** in presence of the bidders or their authorized representatives.
10. The application form of quotation/tender containing General Bid information & term and conditions for hiring of vehicles etc. will be available with Nazir of this office and also can be downloaded from District NIC web site <https://koraput.odisha.gov.in> from date **05.09.2025 To date 19.09.2025**.
11. The monthly hiring charges @ **Rs. 37200/- per month**.
12. Financial Bid must be submitted in separate envelope failing which bid will be rejected.

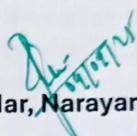

Tahasildar, Narayanpatna

Memo No. 2163 /2025

Date:04/09/2025

Copy submitted to the Collector, Koraput/ Sub- Collector, Koraput & Jeypore/ All BDOs/All Tahasildars/ Executive Officers, ULBs of this district for favour of information and they are requested to display the tender call notice in their notice board for wide publication.

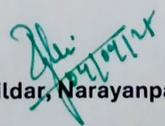
Copy to the **DeGM, Koraput** for information. He is requested to upload the tender call notice in the website of <https://koraput.odisha.gov.in> for wide publication and download purpose.


Tahasildar, Narayanpatna

TERMS & CONDITIONS FOR HIRING OF VEHICLES

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, Insurance Certificate, Pollution Certificate, Fitness Certificate, valid Contract Carriage Permit, proof of up-to date tax payment, GST Registration 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 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 doesn't include cost of diesel, which is to be paid separately basing on actual consumption and lubricants 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, Tyers & 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 vehicle shall report for duty for minimum 25 days in a month.
8. In case of emergency, the driver will have to report for duty as per the requirement of hirer. No extra payment will be demanded.
9. Monthly hire charges and reimbursements towards cost of fuel (as per norm) will be paid in every succeeding month, as per as possible with in 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, Govt. shall forfeit the entire amount of security deposits.


Tahasildar, Narayanpatna

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."

Seal & Signature of Tenderer



APPLICATION FOR QUOTATION /TENDER CALL NOTICE

From

To

The Tahasildar, Narayanpatna

I am submitting the price quotations for the supply of following types of vehicles for engagement in your office with monthly compensation of Rs./- (Rupees)

only. The detailed about the vehicle and driver are attached in annexure-II.

FORMAT FOR QUOTATION FOR HIRING OF VEHICLE

| Sl No. | Description of vehicle | Monthly fixed charge (Rs.) | Mileage of HSD (KM/Ltr.) |
|---------------|-------------------------------|-----------------------------------|----------------------------------|
| | | | |

Signature

Name & address of Authorized Signatory

TENDER FORM
Part I- Technical Bid – Cover-A

(The documents have to be arranged serially as per the order mentioned below)

| | | |
|----|--|--|
| 1 | Name of the Organization | |
| 2 | Address of the organization | |
| 3 | Email id of the organization | |
| 4 | Name of the authorized signatory | |
| 5 | Specimen signature of the authorized signatory | |
| 6 | Telephone no. of the authorized signatory | |
| 7 | Instrument No. | (In shape of Demand Draft) |
| 8 | Submission of Bid Security Declaration | As per F.D notification No. 8943/F Dt. 18.03.2021, O.M no. 281/F Dt. 05.01.2022 , 8475 /F Dt. 05.04.2022 & O.M no. 15836/F dated. 27.05.2025 |
| 9 | Registration Certificate of the firm (Partnership Firm/Company) | (Attach self -attested copy of the Registration Certificate of the firm) |
| 10 | GST Registration | (Attach self-attested copy of GST Registration certificate) |
| 11 | PAN | (Attach self-attested copy of PAN card) |
| 12 | Proof of providing of vehicles to at least 1 (One) Govt./semi-Govt. Organizations/PSUs/Banks etc. during the last three financial years i.e. 2021.22 to 2024.25 | Attach self-attested copies of work orders received from Government/ Semi- Government /PSUs/ Bank etc. (At least three different organizations) during last three financial Years i.e 2021-22 to 2024-25 |
| 13 | Undertaking to provide good conditioned vehicles (not more than 3 years old BS VI compliance vehicle) along with all necessary documents required under traffic rule | Attach the undertaking with signature & seal of the Organization |
| 14 | Undertaking that the vehicle to be provided will not belong to any employee of hiring Department or office. | Attach the undertaking with signature & seal of the Organization |
| 15 | Undertaking that the firm has not been debarred/blacklist by any Govt. Organization/ Semi Government Organization/PSUs | Attach the undertaking on a non-judicial stamp paper of Rs. 20/- (Original Copy) with signature & seal of the organization. |

DECLARATION:

I/We hereby certify that the terms and conditions given with the tender notice have been read carefully and acceptable to me/us and that the information furnished above are full and correct to the best of my/ our knowledge. I/we understand that in case of any deviation/ false information in the Above statement at any stage, our firm/ Agency will be backlisted/ debarred and will not have any dealing with your organization in future.

Place :

Date:

Signature & seal of the Authorized Signatory

TENDER FORM

Part II- Financial Bid – Cover-B

Halting charges in case of long tour are not allowed from 11.00 PM to 6.00 AM if the vehicle halted for night.

A. Monthly basis Rate (Exclusive of GST)

| Sl No | Type of Vehicle | K.M per one Litre of Desiel / Petrol | K,M per one litre of Lubricant | Monthly Rent excluding fuel & lubricant per vehicle (Rs.) |
|-------|-----------------|--------------------------------------|--------------------------------|---|
| a | b | c | d | e |
| | | | | |

Min. KM per one liter of diesel & KM per one liter of lubricant mentioned in the Evaluation procedure (Clause 2 mentioned under Evaluation criteria mentioned in tender document)

B. GST: Please mention the % of GST as applicable: -

Note : GST will be paid extra as applicable and will not be taken into account for evaluation.

Signature & seal of the Authorized Signatory