



ZILLA PARISHAD, SAMBALPUR

Dist- Sambalpur, Odisha-768001

Ph: 0663-2410992, Email: ori-dsambalpur@nic.in

Letter No 211 / ORMAS

Date 30.4.2025

Quotation Call Notice

Sealed quotations/ tenders are invited from interested reputed Travel Agencies/ Tour Operators or Private individuals for providing 1(One) no. of Non AC/ AC Petrol driven vehicles(Tiago/ Bolt/Maruti Suzuki Dzire etc. class/type of Vehicles) having sitting capacity of not more than 5 including driver which shall confirm to the terms and conditions (**Annexure-A**) for official use in ORMAS, Sambalpur on monthly hire basis with maximum hire charges @ 20,000.00 (excluding taxes) per month.

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 the vehicle.
4. A sum of Rs 1,000/- (Rupees One Thousand) Only shall be submitted by the intending quotationers in shape of Account Payee Bank Draft drawn in favour of the " **DSMS, Sambalpur**" payable at Sambalpur and submitted along with the tender as Security Deposit. After completion of the process, the amount will be refunded to unsuccessful bidders.
5. The monthly rate of hire charges should be quoted separately in general bid information (excluding fuel and lubricants)
6. The vehicle must achieve a fuel efficiency of 17 (Seventeen) KMs per liter.
7. The details of the make and year of manufacture of the vehicle, registration no., mileage (Kms covered per liter) and period of validity should be specifically provided in the general bid information to be furnished with the Quotation/Tender (**Annexure-B**).
8. The quotation in the format **Annexure-B** completed in all respect with photocopy of certificates mentioned in the notice should reach the undersigned on or before 15.05.2025 by **11 AM** by Courier/Regd. Post/ Speed Post and shall be opened on the same day at **12.30 PM** in presence of the bidder or their authorized representative.
9. The application form containing General Bid information & terms and conditions for Hiring of Vehicles will be available in ORMAS, Sambalpur from 05.05.2025 to 15.05.2025 during office hours on payment of Rs.500/- (Rupees five hundred) towards the cost of application or it can be downloaded from district website-Sambalpur.odisha.gov.in. In case the application form is downloaded from district website the applicant shall enclose a demand Draft/ Cheque alongwith the application towards the application fee.
10. As this vehicle will be run by office driver of ORMAS, Sambalpur, bidders should quote their price by excluding driver.
11. The Authority reserves the right to cancel any or all the Quotation/Tender at any point of time without assigning any reason thereof.
12. Those who have applied in response to our earlier advertisement No 123 dt. 13.3.2025 should not apply again.



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13. Application containing the documents as per Annexure-B should be submitted to undersigned by the due date in the following address:

C.D.O. - cum- E.O, Zilla Parishad, Sambalpur
Kacheri road, At/ Po/ Dist. Sambalpur, Pin- 768001

CDO-cum- Executive Officer,
Zilla Parishad, Sambalpur

Memo No 212 / dt. 30.4.2024

Copy alongwith the soft copy in PDF forwarded to the Dist. e-Governance Manager (DeGM),
NIC, Sambalpur for web hoisting of the Tender Documents in the District Website.

CDO-cum- Executive Officer,
Zilla Parishad, Sambalpur

Memo No 213 / dt. 30.4.2024

Copy to Notice Board, Zilla Parishad, Sambalpur, Sambalpur Municipality, Collectorate,
Sambalpur for wide circulation.

CDO-cum- Executive Officer,
Zilla Parishad, Sambalpur



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Annexure - A

TERMS & CONDITIONS FOR HIRING OF VEHICLES

The following terms and conditions 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, Pollution Certificate, Fitness Certificate, valid Contract Carriage Permit, proof of up to date tax payment etc.
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 damages 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 shall be paid for monthly basis is final but does not include cost of fuel, which is to be paid separately separately basing on actual consumption and as per existing Government norms. All the expenditure of the vehicle towards repairs, replacement of spare parts, lubricating oil of Engine, Gear Box & differential Coolant, Tyres & Tubes, Battery etc will be borne by the bidder.
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 the vehicle do not report regularly, the authority will be at liberty to terminate the agreement without prior notice.
6. The vehicles shall report for duty for minimum of 25 days in a month.
7. Monthly hire charges and reimbursements towards cost of fuel (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.
8. 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.
9. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
10. 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.
11. This vehicle will be run by office driver of ORMAS, Sambalpur.
12. If the bidder violates any of the terms of contract, the office shall forfeit the entire amount of security deposit.

| 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 | |
| 11 | Fitness Certificate validity | |
| 12 | Pollution Certificate validity | |
| 13 | Permit validity | |
| 14 | Insurance validity | |
| 15 | Proposed hire charge of the vehicle per month excluding fuel cost | |
| 16 | Rate of fuel consumption/ Mileage per litre | |
| 17 | Contact Number of the service provider (Tenderer/ Quotationer) | |

“Certificate that the information submitted above is true to the best of my knowledge and belief”

Seal & Signature of Quotationer/ Tenderer