

OFFICE OF THE TAHASILDAR, RENGALI

DIST. SAMBALPUR

No. 874 /Niz. Date 03/02/2026

Quotation/Tender Call Notice

Sealed quotations/tenders are invited from interested reputed Travel Agencies/Tour Operators or private individuals for providing **one** number of vehicle having sitting capacity not more than 7 including driver, which shall conform to the Terms and conditions(Appendix-A) for official use in Tahasil Office, Rengali on monthly rent basis:

1. The service provider shall have a valid OGST 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 playing of vehicle.
4. 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.
5. The Driver should be well behaved, gentle and obedient in nature.
6. A sum of Rs. 5000.00 (Rupees Five Thousand) only shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the Tahasildar, Rengali and submitted along with the tender as EMD. After completion of tender process, the EMD shall be refunded to unsuccessful bidders.
7. The monthly rate of hire charge, excluding GST be quoted separately excluding fuel.
8. The Vehicle must achieve a fuel efficiency of 10 K.M per litre and the Maximum Monthly Hiring charge(exclusive of applicable taxes and fuel & lubricant cost) of the vehicle should not be exceeded Rs. 37,200.00 (Rupees Thirty Seven Thousand Two Hundred) only as per the Office Memorandum of Finance Department, Govt. of Odisha vide Office Memorandum No. 15836/F Dated 27.05.2025.

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9. The details of the make and year of manufacture of the vehicle, Registration No., Mileage (Kms 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 (Appendix-B).
10. The Quotation complete in all respect should reach the undersigned by Regd. Post/Speed Post/by Hand on or before **12.02.2026 By 11.00 AM** and shall be opened on **the same day at 3.30 P.M** in presence of the bidders and/or their authorized representatives.
11. The application form of quotation/Tender containing General Bid Information and Terms & Conditions for hiring of vehicles etc. will be available with the office of the Tahasildar, Rengali, Dist- Sambalpur or can be downloaded from District website from **04.02.2026 to 11.02.2026**.

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03.02.26
Tahasildar, Rengali
TAHASILDAR,
RENGALI

OFFICE ADDRESS:-

Office of the Tahasildar, Rengali
At/Po- Rengali, Pin-768212
Dist- Sambalpur

Memo No. *875* /Niz. Date *03.02.2026*

Copy to Notice Board.

Copy to the DI&PRO, Collectorate, Sambalpur/ District e-Governance Manager(DeGM) , Sambalpur for information and necessary action.

Copy to BDO, Rengali/BEO, Rengali/CDPO,Rengali for information & necessary action. They are requested to publish the notice on their notice board for wide publication.

Copy to RTO, Sambalpur/ Nizarat Officer, Collectorate, Sambalpur for information and necessary action.

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Tahasildar, Rengali
TAHASILDAR,
RENGALI

Memo No. *876* /Niz. Date *03.02.2026*

Copy submitted to the Sub-Collector, Sadar, Sambalpur/ Collector, Sambalpur for favour of kind information.

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03.02.26
Tahasildar, Rengali
TAHASILDAR,
RENGALI

TERMS & CONDITION

The following terms and conditions must be fulfilled by the successful bidder for providing a vehicle on hire on monthly rent basis:

1. **Documentation:** The hired vehicles, during the 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.. The Driver's License (D.L.) of the driver must be available at all times.
2. **Liability:** 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 the hired vehicle in any manner whatsoever. The hirer shall be responsible for all such litigation.
3. **Maintenance & Costs:** The hire charges to be paid on a monthly basis are final but do not include the cost of fuel, which is to be paid separately based on actual consumption and as per existing Government norms. All expenditures toward repair, replacement of spare parts, lubricating oil (Engine, Gear Box & differential), coolant, tyres, tubes, batteries, etc., will be borne by the bidder.
4. **Driver:** It shall be the responsibility of the bidder to provide a experienced, well behaved driver with well known the route of Rengali Tahasil jurisdiction area and the remuneration of the driver shall be borne by the owner.
5. **Breakdowns:** In case of breakdown for any reason, a replacement vehicle of the same or better model shall be provided by the owner/bidder.
6. **Reporting:** In case the vehicle does not report regularly, the authority is at liberty to terminate the agreement without prior notice.
7. **Service Days:** The vehicles shall report for duty for a minimum of 25 days in a month.
8. **Emergency Duty:** In case of emergency, the driver will have to report for duty as per the requirement. No extra payment shall be demanded.
9. **Payments:** Monthly hire charges and reimbursements for fuel (actual) and lubricants (per Govt. norms) will be paid in the succeeding month, ideally within fifteen days of bill submission. No advance payment will be made.
10. **Vehicle Age:** The vehicle shall not be more than 3 years old from the initial registration and must be in good running condition during the contract period.
11. **Termination (Client):** If services are found unsatisfactory, the client shall give one month's notice and terminate the agreement.
12. **Termination (Provider):** If the service provider intends to withdraw services, they must grant one month's notice before such withdrawal and termination.
13. If the bidder violates any terms of the contract, the undersigned shall forfeit the entire amount of the security deposit.

17/03/26
Seal & Signature of
Quotation/Tender Calling Authority
TAHASILDAR,
RENGALI

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