



ଉପ-ଜିଲ୍ଲାପାଳ ଏବଂ ଉପଖଣ୍ଡ ଦଣ୍ଡାଧିକାରୀ କ୍ଷେତ୍ର କାର୍ଯ୍ୟାଳୟ, ପାଲ୍ଲହାରା

OFFICE OF THE SUB-COLLECTOR & SDM, PALLAHARA

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Annexure-I

STANDARD BIDDING DOCUMENT

Quotation / Tender Call Notice

No. 5231 / Date: 06.10.2025 //

Sealed quotations / tenders are invited from interested reputed Travel Agencies/Tour Operators or private individuals for providing **01(one)** no. of vehicle (Petrol/Diesel) like Scorpio/Bolero Neo **preferably Scorpio N** having sitting capacity not more than **07** nos. including driver, which shall confirm to the terms and conditions (Annexure-II) for official use in Office of Sub-Collector, Pallahara under the control of Sub-Collector, Pallahara 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. which are 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 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/-** shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the **Sub-Collector, Pallahara payable at UCO Bank, Pallahara** 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 charge excluding GST be quoted separately in the general bid information (excluding fuel and lubricants).
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 with Driving License No. and period of validity should be specifically provided in the general bid information to be furnished with the Quotation/Tender (Annexure-III).
10. The Quotation completed in all respect should reach the undersigned on or before **28.10.2025 by 3:00 PM** and shall be opened on the same day at **3:30 PM** in presence of the bidders or their authorized representatives.
11. 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 Sub-Collector, Pallahara and can also be downloaded from District Website i.e. (www.angul.nic.in) from **06.10.25 to 28.10.25 till 1.00 P.M.**

RL 06/10/2025
Sub-Collector & SDM
Pallahara

Memo No. 5232 /Dt. 06.10.2025

Copy forwarded to the Collector, Angul/ Superintendent of Police, Angul/ CDO-cum-EO, ZillaParishad, Angul/ all Sub-Collectors/all Tahasildars/ all B.D.Os / all C.D.P.Os / Executive Officer of Municipalities & NACs for information and necessary action. They are requested to publish it in their Office Notice Board for wide publicity and information of the general public.

RL 06/10/2025
Sub-Collector & SDM
Pallahara

Memo No. 5233 /Dt. 06.10.2025 //

Copy forwarded to the FA-cum-Additional Secretary to Government, Revenue and Disaster Management Department, Govt. of Odisha, Bhubaneswar /Financial Advisor, Board of Revenue, Odisha, Cuttack/ Under Secretary to Revenue Divisional Commissioner (ND), Sambalpur for favour of kind information and necessary action.

RL 06/10/2025
Sub-Collector & SDM
Pallahara

Memo No. 5234 /Dt. 06.10.2025 //

Copy to the Regional Transport Officer, Angul/ Talcher for information and necessary action.

RL 06/10/2025
Sub-Collector & SDM
Pallahara

Memo No. 5235 /Dt. 06.10.2025 //

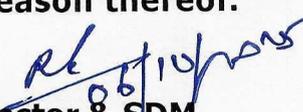
Copy to the D.I.O. NIC, Angul for favour of information and necessary action. He is requested to display the Tender Call Notice in District web site for wide publication.

RL 06/10/2025
Sub-Collector & SDM
Pallahara

TERMS AND CONDITIONS

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. 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 vehicles 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/bidder shall be responsible for all such litigation.
3. The hire charges to be paid for monthly basis maximum to **Rs.37,200/- (Rupees Thirty Seven thousand Two hundred) only** per month is final but does not include cost of fuel, which is to be paid separately basing on actual consumption and as per existing Government norms. All the expenditure of the vehicle towards repair, replacement of spare parts, Engine Oil / Lubricant, 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 salary of the driver shall be borne by the owner.
5. 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.
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 vehicles shall 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 demanded.
9. Monthly hire charges and reimbursements towards cost of fuel (as per Govt. norms) of selected bidder will be paid in every succeeding month, as far as possible within 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 contracts, Govt. shall forfeit the entire amount of security deposit.
14. The hired vehicle cannot be used for any private /commercial purpose beyond office hours or during holidays.
15. **The undersigned has Authority to add/reject/cancel in part or in full related to the quotation at any stage without assigning any reason thereof.**


Sub-Collector & SDM
Pallahara

GENERAL INFORMATION FOR HIRING VEHICLES

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	

Mobile No..... Tel.....

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

Handwritten signature

**Seal & Signature of the
Quotationer/Bidder**