



**ODISHA RURAL DEVELOPMENT AND MARKETING SOCIETY, Nuapada**  
(Panchayati Raj & Drinking Water Department, Government of Odisha)  
**OFFICE OF THE ZILLA PARISHAD, NUAPADA**

**ORMAS**

Quotation Call Notice No. 1363 //ORMAS//Date: 12/03/2025

**Quotation Call Notice**

ORMAS, Zilla Parishad, Nuapada invites “Quotation for hiring of Vehicle” as per specifications, from interested reputed Travel Agencies/ Tour Operators or private individuals having valid OGST registration & GeM registration, for providing 01 (one) no. of (Tiago/Bolt/Celerio or same type) Petrol/ Diesel driven vehicle having sitting capacity not more than five including driver, for official use of ORMAS, Zilla Parishad Nuapada, on monthly rent basis.

Detailed Quotation paper comprising Background, scope of work, terms & conditions for submitting the quotation can be downloaded from district website [www.nuapada.odisha.gov.in](http://www.nuapada.odisha.gov.in) during the notice period.

1. Quotation Paper can be purchased from the ORMAS, Zilla Parishad Nuapada office on any working day from 11.00 AM to 5.00 PM or downloaded from district website during the notice period;
2. The last date for purchase/download of Quotation Paper is 26.03.2025 12:00 PM;
3. Last date for submission of Quotation: 26/03/2025, 01.00 PM through Regd. Post/ Speed post/ By Hand only;
4. The quotations will be opened on: 26/03/2025, 04.00 PM.,
5. The Travel Agencies/ Tour Operators or private individual have to submit the EMD amounting to Rs. 2,000.00 (Rupees Two thousand) only in shape of Bank Draft drawn in favour of the Chief Executive, DSMS, payable at Nuapada,
6. The application form of quotation/ tender containing General Bid Information & Terms and Conditions for Hiring of Vehicles etc. will be available with the ORMAS, Zilla Parishad, Nuapada from dt. 11/03/2025 to 26/03/2025 or can be downloaded from district website [www.nuapada.odisha.gov.in](http://www.nuapada.odisha.gov.in) .

**The authority reserves the right to reject/ accept /modify any or all Quotations without assigning any reasons thereof**

CDO-cum-Executive Officer  
Zilla Parishad, Nuapada

Memo No. 1364 //ORMAS// Date: 12/03/2025

Copy to DeGM, Collectorate, Nuapada for information. He is requested to hoist the Notice in the District website for the notice period only

CDO-cum-Executive Officer  
Zilla Parishad, Nuapada



ODISHA RURAL DEVELOPMENT AND MARKETING SOCIETY, Nuapada  
(Panchayati Raj & Drinking Water Department, Government of Odisha)  
**OFFICE OF THE ZILLA PARISHAD, NUAPADA**



Memo No. 1365 //ORMAS// Date: 12/03/2025

Copy to office Notice Boards of Zilla Parishad/ Collectorate Office/ Zilla Parishad/Sub-Collector Office/ All Block Offices/ All Tahasil Offices for wide circulation.

*pre 12/3/25*  
CDO-cum-Executive Officer  
Zilla Parishad, Nuapada

Govt. of Odisha  
**ORMAS, Zilla Parishad, Nuapada**  
Quotation Call Notice

Sealed quotations are invited from interested reputed Travel Agencies/ Tour Operators or private individuals having valid GST registration, for providing 01 (one) no. of (Tiago/Bolt/Celerio or same type) Petrol/ Diesel driven vehicle having sitting capacity not more than five including driver, which shall conform to the Terms and Conditions (Annexure-II) for official use in office of ORMAS, Zilla Parishad Nuapada for supervision, 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 Corporation, shall be registered on GeM platform.
- (3) The vehicle must be in Road Worthy condition, shall not more than 03 (three) 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.
- (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.2,000.00 (Rupees Two thousand) only shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favor of the CE, DSMS, Nuapada and submitted along with the quotation as security deposit. After completion of quotation process, the amount will be refunded to unsuccessful bidders.
- (7) The monthly rate of hire charges must be quoted separately in the general bid information (excluding fuel and lubricants).
- (8) The Vehicle must achieve a fuel efficiency of 17 (Seventeen) kms per litre.
- (9) The maximum ceiling of hire charge of the vehicle is Rs.20,000.00 (Rupees Twenty thousand) only p.m. excluding the tax applicable and POL cost. Any excess expenditure in this head is not permissible.
- (10) The details of the make and year of manufacture of the vehicle, Registration No, mileage (Kms covered per liter) and name of the Driver with Driving License No. and period of validity should be specially provided in the general bid information to be furnished with the Quotation (Annexure-II).
- (11) The vehicle must have been registered for commercial purpose (Taxi).

- (12) The Quotation completed in all respect should reach the undersigned through Registered Speed Post/ By Hand, on or before 26/03/2025 by 01.00 P.M. and shall be opened on 26/03/2025 at 04.00 P.M. in presence of the bidders or their authorized representatives. Any other mode receipt of quotation will lead to disqualification of the same. ORMAS Zilla Parishad Nuapada will not be responsible for any postal delay for non-receipt of application form within prescribed timeline.
- (13) The application form of quotation/ tender containing General Bid Information & Terms and Conditions for Hiring of Vehicles etc. will be available with the ORMAS, Zilla Parishad, Nuapada from dt. 11/03/2025 to 26/03/2025 or can be downloaded from district website [www.nuapada.odisha.gov.in](http://www.nuapada.odisha.gov.in) .

  
CDO-cum-Executive Officer  
Zilla Parishad, Nuapada

TERMS & 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 vehicle, during period of contact, shall have all necessary valid MV documents such as: valid Registration Certificate, Insurance Certificate, Fitness Certificate Pollution Certificate, valid Contract carriage Permit, proof up to date tax payment etc. and D.L. of the driver available all the times.
2. The ORMAS, Zilla Parishad Nuapada shall not be responsible for any damage/ loss caused to hired vehicle of loss of life/ injury made to any person or damage to any property on account of use of hired vehicle any manner whatsoever. The vehicle owner shall be responsible for all such litigation.
3. The hire charges to be paid for monthly basis is final but does not include cost of fuel, 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, Tyres & Tubes, Battery etc. will be borne by the bidder.
4. In view of pollution being high through use of Diesel vehicles, it is preferable to hire BS-VI compliant Petrol vehicles. The vehicle must have minimum safety features like at least two Airbags, ABS etc.
5. It shall be the responsibility of the bidder to provide to provide a good driver and the salary of the driver shall be borne by the owner of the vehicle.
6. 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.
7. In case of vehicle do not report regularly, the authority will be at liberty to terminate the agreement without prior notice and may engage vehicle from other source.
8. The vehicle shall report for duty for minimum of 25 days in a month.
9. In case of emergency, the driver will have to report for duty as per the requirement of ORMAS Zilla Parishad Nuapada. No extra payment shall be demanded by the vehicle owner.
10. Monthly hire charges and reimbursements towards cost of fuel (as per actual) and lubricants (per Govt. norms and as applicable) for selected bidder will be paid in every succeeding month,

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per as possible within fifteen days of the submission of bills by the service provider and no advance payment will be made.

11. The vehicle shall not be more than 03 years old from the initial registration and also in good running condition during the period of contract.
12. If the services are found to be unsatisfactory, the ORMAS, Zilla Parishad Nuapada shall give one month prior notice and terminate the agreement.
13. 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.
14. If the bidder violates any of the terms of contract, ORMAS, Zilla Parishad Nuapada shall forfeit the entire amount of security deposit.
15. The hired vehicle cannot be used for any private/commercial purpose beyond office hours or during holidays.
16. The period of the contract shall be initially for a period of two years which can be extended subject to satisfactory performance.

  
CDO-cum-Executive Officer  
Zilla Parishad, Nuapada

**General Information**

Sl. No.	Particulars	
1	Name of Service Provider	
2	Complete Address	
3	OGST 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 the 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	Proposed Hire Charge of the vehicle per month excluding fuel cost	
18	Rate of fuel consumption/ Mileage per liter	
19	Contact Number of the Service provider (Tenderer/ Quotationer)	
20	Contact Number of Driver	

“Certified that the information submitted above is true to the best of my knowledge & belief.”

Quotationer/ Tenderer

Seal & Signature of

