

OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, NUAPADA

(Emergency Section)

No. 6213 / Dated. 17.04.25

**QUOTATION CALL NOTICE**

Sealed quotations are invited from interested reputed Travel Agencies/Tour Operators or private individuals for providing 01 (one) no of Non-AC/AC Diesel/Petrol driven vehicles having seating capacity not more than five including driver like Tiago / Bolt / Celerio or any equivalent or superior vehicle preferably which shall conform to the Terms & Conditions (**Annexure-A**) for official use of Emergency Section, Collectorate, Nuapada on monthly rent basis which shall not be exceeded Rs.20,000/- per month excluding taxes on the following terms and conditions.

1. 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.
2. The driver of the vehicle must have valid Driving License for driving light transport passenger vehicle and should be sufficiently experienced in driving transport passenger vehicle.
3. The driver should be well behaved, gentle and obedient in nature.
4. A sum of Rs.5000/- shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the District Emergency Officer, Collectorate, Nuapada and submitted along with the Quotation/Tender as security deposit. After completion of Quotation /tender process, the amount will be refunded to unsuccessful bidders.
5. The monthly rate of hire charge be quoted separately in the general bid information (excluding fuel and lubricants).
6. The vehicle must achieve a fuel efficiency of 17 KM per litre or above.
7. The details of the make and year of manufacture of the vehicle, registration no., mileage (KM 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 (**Annexure-B**)
8. The Quotation completed in all respect should reach the undersigned on or before 29.04.2025 by **1.00 PM** through **Reqd.Post/Speed Post** superscribed **QUOTATION FOR HIRING OF VEHICLE FOR EMERGENCY SECTION** on the envelope and shall be opened on the same day at **4.00 PM** in presence of the bidders or their authorized representatives.
9. The application form of quotation/tender containing Bid Information & Terms and Conditions for hiring of Vehicle etc. will be available with Emergency Section, Collectorate, Nuapada on payment of Rs.1,000/- from 17.04.25 to 29.04.25 or can be downloaded from district Website [www.nuapada.odisha.gov.in](http://www.nuapada.odisha.gov.in) . In case the application form is downloaded from district website, the applicant shall furnish a Demand Draft amounting to Rs.1,000/- (Rupees One thousand) only in favour of District Emergency Officer, Collectorate, Nuapada towards the cost of application along with the application form or quotation.
10. The hiring charges do not include fuel cost (Petrol/diesel) as per existing Govt. norms
11. The vehicle shall be kept under optimum running condition and avoid accidents attributable to lack up maintenance / upkeep.

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12. The hire vehicle cannot be used for any private/commercial purpose beyond office hours or during holidays.
13. The owner/ providing agency must have the valid OGST registration.
14. The hiring charges shall be paid from the Budget sanctioned under the object head of "Moter Vehicles" only.
15. The hiring may be discontinued immediately, when vehicle is no longer required for office.
16. Log Book to this effect will be maintained by this office.
17. The undersigned does not bear any responsibility for any damage or mishap of the vehicle during the period of engagement.
18. Vehicle will be kept with the Driver/ Owner at his own risk.
19. The undersigned reserves the right to accept or reject any or all the quotations without assigning any reasons thereof.

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17-04-25  
Collector, Nuapada

Memo No. 6914 // Dated. 17.04.2025

Copy to Notice Board / Private Vehicle Owners Association, Nuapada, Khariar&Khariar Road for information and necessary action.

Copy to the all District level officers/ All BDOs/ All Tahasildars / CDPOs / EO, NACs for wide circulation.

Copy to the members quotation/tender finalization committee for hiring of vehicle for information.

Copy to the DeGM, Collectoarate, Nuapada with the Terms & Conditions of Quotation/Tender in a soft copy for uploading in the District Website, Nuapada.

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17-04-25  
Collector, Nuapada

## TERMS & CONDITIONS

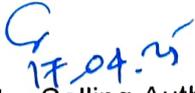
ANNEXURE-A

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 vehicle owner shall be responsible for all such litigation.
3. The hire charges to be paid for monthly basis is final but does not included 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, Lubricating oil of Engine, 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 remuneration 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 vehicle 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 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.
10. GST registration is compulsory for any service provider/ tour operator/ individual to provide hired vehicle.

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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 client shall give one month 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, the office shall forfeit the entire amount of security deposit.

  
Signature of Quotation/Tender Calling Authority