



# GOVERNMENT OF ODISHA

HOUSING AND URBAN DEVELOPMENT DEPARTMENT

## DETAILED TENDER CALL NOTICE

FOR

HIRING OF PRIVATE VEHICLE

OFFICE OF THE  
SORO MUNICIPALITY,  
SORO, BALASORE.

Tenderer

  
01/07/2023  
Executive Officer  
Soro Municipality



**OFFICE OF THE SORO MUNICIPALITY SOR BALASORE.**

**Quotation Call Notice.**

No. 1760

Date: 01/07/2023

Sealed Quotations are invited from the interested reputed / registered Transport / agency / Suppliers/ service providers/ private individual / firms for supply of 01 ( one) no. of commercial vehicle ERTIGA including driver to the municipality for Official use. The DTCN with details terms and condition can be obtained from the office of the under signed on payment of Rs. 1000/- ( Rupees One Thousand ) only as quotation paper cost in cash ( non-refundable) from dt. 03.07.2023 to 13.07.2023 within office hour. Bids with all relevant documents shall reach to the office of Soro Municipality till 13.07.2023 at 01 PM, which will be opened on the same day at 3 PM in the presence of the bidders or their authorized representatives. The quotations received beyond the scheduled date time as indicated above due to postal delay or for any other reasons shall not be entertained. Further details and necessary documents can be seen/down loaded from [website.www.baleswar.nic.in](http://website.www.baleswar.nic.in)

**Eligibility Criteria:**

**The Quotationer must produce the following documents for their eligibility as mentioned below.**

1. The vehicle shall be in good condition and shall not be older than Three years.
2. The owner of the vehicle should have valid MV documents such as valid Registration Certificate , Insurance Certificate, fitness Certificate and drivers valid driving license etc.

**The authority reserves the right to accept or reject any or all the tenders without assigning any reason thereof.**

*[Signature]*  
01/07/2023  
Executive Officer  
Soro Municipality.

Memo 1761, Date 01/07/2023

Copy Submitted to the Director, Municipal Administration, H & UD Deptt. Govt. of Odisha, Bhubaneswar for favour of your kind information.

*[Signature]*  
01/07/2023  
Executive Officer  
Soro Municipality

Memo 1762, Date 01/07/2023

Copy Submitted to the Collector & District Magistrate, Balasore favour of your kind information.

*[Signature]*  
01/07/2023  
Executive Officer  
Soro Municipality

Memo 1763 Date 01/07/2023

Copy Submitted to the Project Director, DUDA, Balasore favour of your kind information.

*Recd/10/10/2023*  
Executive Officer  
Soro Municipality

Memo 1764 Date 01/07/2023

Copy forwarded to the Tahasildar Soro/BDO, Soro/IIC, Soro Police Station, Soro/ S.D.O. PWD ( R & B), Soro for information with a request to kindly display the said quotation Call Notice in their Office Notice Board for wide publication.

*Recd/10/10/2023*  
Executive Officer  
Soro Municipality

Memo 1765 Date 01/07/2023

Copy forwarded to the I & PR Deptt. Govt. of Odisha, Bhubaneswar with request to furnish the above Notice on or before 03.07.2023.

*Recd/10/10/2023*  
Executive Officer  
Soro Municipality

Memo 1766 Date 01/07/2023

Copy forwarded to the District Information Officer , NIC Balasore for your kind information ..

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## OFFICE OF THE SORO MUNICIPALITY SOR BALASORE.

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### Eligibility Criteria:

The Quotation must produce the following documents and fulfill the criteria mentioned below for eligibility.

1. The vehicle shall be in good condition and shall not be older than two years.
2. The owner of the vehicle should have valid MV documents such as valid Registration Certificate , Insurance Certificate and fitness certificate and drivers driving license etc.

### Terms and conditions:

1. 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, valid contract permit, proof up to date tax payment etc, which are mandatory for applying of vehicle self attested copy shall be attached with the bid.
2. The driver of the vehicle must have a valid driving license for driving of light commercial vehicle and should be sufficiently experienced in driving of light commercial vehicle; self attested copy shall be attached with the bid.
3. The DTCN with detailed term and condition s can be obtained from the office of the undersigned on payment of Rs. 1000.00 (Rupees One Thousand) only for cost of paper in cash ( non-refundable) or can be downloaded from Website of NIC Balasore Viz-[www.baleswar.nic.in](http://www.baleswar.nic.in).

4. A sum of Rs. 31000.00 (Maximum) per vehicle should be mentioned including salary of the driver and vehicle charge per month in the general bid.
5. The vehicle must achieve a fuel efficiency of 10 kms per liter. The cost of fuel ( as per actual ) will be reimbursed every month after submission of fuel bill
6. The details of the make and year of manufacture of the vehicle , registration no. mileage ( per kms covered per liter) and name of the driver with driving license no. and period of validity should be specifically provided in the general bid information to the furnished with the quotationer ( Annexure-I)
7. The technical specification of the vehicle is attached at Annexure-II for reference and to be strictly followed.
8. The eligible bidder will be selected on L-1 basis.
9. The quotationer/ Tender completed in all respect should reach the undersigned on or before dt.13.7.2023 by 1 PM in the drop box keep in the office premises and shall be opened on the same date at 3 PM.
10. The eligible bidder shall commence the services from the date of placement of the order and shall continue to provide the services up to 01 year from the date of issue of order and it may further be extended to next six months after fulfillment of certain conditions to the satisfaction of the Authority.
11. As per Finance Department OM No. 30464/F, dtd. 06.09.2019 maximum hire charges per month excluding taxes(\*) Rs. 31000/- & minimum average mileage in 10 KMs per litre.

The authority reserves the right to accept or reject any or all the tenders without assigning any reason thereof.

*[Signature]*  
01/07/2023  
Executive Officer  
Soro Municipality.

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*[Signature]*  
01/07/2023  
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*[Signature]*  
01/07/2023  
Executive Officer  
Soro Municipality

**TERMS AND CONDITIONS FOR HIRING OF VEHICLES.**


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

1. The hired vehicles during period of contract shall have all necessary valid MV documents such as:- Valid Registration Certificate, Valid contract permit, proof of up to date tax payment etc and D.L of the driver available all the times. The department / Office hiring the vehicle shall not be responsible for any damage/ losses caused to hired vehicles or losses of life/ injury made to any person or damage to any property on account of use of hired vehicle any manner whatsoever. The owner of the vehicle shall be responsible for all such litigation.
2. The hire charges to be paid after deduction of income tax or any other tax as applicable by law for monthly basis is final but does not include cost of Petrol/diesel, which is to be paid separately basis on actual consumption as per existing government norms. All the expenditure of the vehicle towards repair, replacement of spare parts, lubricating oil of Engine, gear Box & differential coolants, tyre and tubes, battery etc will be borne by the bidder/ vehicle owner.
3. It shall be the responsibility of the bidder to provide an experienced driver with good character and the salary of the driver shall be borne by the owner.
4. In case of the 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 of the vehicle do not report regularly, the authority will be at liberty to reject the agreement and may engage vehicle from other source.
6. The vehicle shall report for duty for minimum of 30/31 days in a month.
7. In case of emergency the driver will have to report for duty as per the requirement of hire. No extra payment shall be demanded for such cases.
8. Monthly hire charges and reimbursements towards cost of diesel/petrol ( as per actual) of selected bidder will be paid in every succeeding month as per a possible within 15 days of the submission of bills by the

*[Signature]*  
 01/07/2022  
 Executive Officer  
 Soro Municipality

service provider and no advance payment will be made . All other expenditure of vehicle towards repairs, replacement of spare parts lubricating oil engine ,gear box and different coolant, tyres, tubes, battery etc will be born by the vehicle owner.

9. 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.
10. If the service are found to be unsatisfactory the client shall give one month notice and terminate the agreement..
11. In case of 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.
12. All or any of the tenders (or bids) submitted can be rejected without assigning any reason thereof. No claim, whatsoever shall be admissible for the alleged loss/ damage suffered by the bidders on account of such rejections.
13. In case of breakdown for reason what so ever the replacement of a vehicle of the same or better model shall be provided by the owner of the vehicle/ bidder.
14. No advance payment will be made by the office for use of vehicle.
15. The application form must be signed by the owner of bidder and properly sealed also attaching all relevant documents including drafts as per the terms and conditions should be submitted in the office of the undersigned within the stipulated date and times as fixed.
16. Canvassing in any manner for the purpose i.e. engagement of vehicle will not be entertained.

  
Executive Officer  
Soro Municipality  
**Soro Municipality**

**TENDER DOCUMENTS FOR HIRING OF VEHICLE IN ULB SORO**

Dist- Balasore

**GENERAL INFORMATION FOR HIRING OF VEHICLE**

1. Registration No. of Vehicle :
2. Type of Vehicle :
3. Year of Manufacture :
4. Brand & Model :
5. Date of Registration :
6. Name & Address if the owner of vehicle :
7. Fitness Certificate Validity :
8. Permit Validity :
9. Insurance Validity :
10. Name & Address of the driver :
11. D.L No & Validity of the D.L of the driver :
12. Amount deposited for paper cost with Mr. No & Date :

*Sudhansu*  
21/09/2020  
**Executive Officer**  
**Soro Municipality**

Seal & Signature of the  
Quotationer/ Tender

### FORMAT FOR FINANCIAL BID

SI No	Name of the ULB	Monthly Hire charges of the vehicle (including driver payment and excluding fuel & Tax).	Fuel ( Kms per litre)
1	2	3	4
1	Soro Municipality		

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

Seal and signature of the quotationer/Tender

*[Handwritten Signature]*  
 Executive Officer  
 Soro Municipality