



**OFFICE OF THE PANCHAYAT SAMITI, KHAIRA, BALASORE**  
**e-Mail- ori-khaira@nic.in**

Quotation Call Notice No: - 1105

Dt :- 29/03/2025

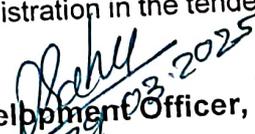
Last Date- 10 April 2025 on or before 3 PM

Dear Madam/Sir

Sealed Quotations/tenders are invited from interested reputed Travel agencies/Tour Operators or private individuals having valid GST certificate for providing 1(one) nos of AC Diesel driven vehicle having sitting capacity not more than nine including driver, which shall conform to the terms and conditions (Annexure-A & B) for office use in Office of the Panchayat samiti, Khaira on monthly rent basis.

**TERMS & CONDITIONS-(Annexure-A)**

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 RC, 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 a valid driving licence for driving light transport passenger vehicle and should be sufficiently experienced in 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 intending bidders in shape of account Payee Bank Draft drawn in favour of the BDO, Khaira and submitted along with tender as security deposit. After completion of 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 10 KMs per litter.
7. The details of the make and year of manufacture of the vehicles, registration no., millage (KMs covered per litter) and name of the driver with driving licence No. and period of validity should be specifically provided in the general bid information to be furnished with Quotation/Tender (Annexure-III).
8. The Quotation completed in all respect should reach the undersigned on or before date 10/04/2025 by 3 PM and shall be opened on the same day at 3.30 p.m. in presence of bidders or their authorized representatives.
9. The application form of quotation/tender containing General Bid information & Terms and condition for Hiring Vehicles etc. will be available with office of the panchayat samiti, Khaira on payment of Rs.1000/- from 30/03/25 to 10/04/25 towards the cost of application along with the application which will be non-refundable.
10. The service provider shall have a valid OGST registration in the tendering.

  
Block Development Officer,  
Khaira Block

Memo No. 1106 Date:- 29.03.2025

Copy to the Collector, Balasore/C.D.O.-Cum-E.O., Zila Parishad, Balasore/sub-collector, Balasore, for kind information and necessary action.

*Osahy*  
29.03.2025  
Block Development Officer,  
Khaira  
Block Development Officer  
Khaira Block

Memo No. 1107 Date:- 29.3.2025

Copy to Dist. Informatic Officer, NIC, Balasore, for kind information and necessary action. He is requested to host the quotation in the website for wide publication.

*Osahy*  
29.03.2025  
Block Development Officer,  
Khaira  
Block Development Officer

Memo No. 1108 Date:- 29.3.2025

Copy to BEO, Khaira/Tahasildar, Khaira/C.D.P.O, Khaira, and Notice board, Khaira Panchayat Samiti, for wide circulation and publicity.

*Osahy*  
29.03.2025  
Block Development Officer,  
Khaira  
Block Development Officer  
Khaira Block

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 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 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 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 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 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.

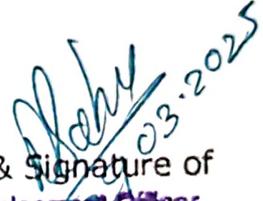
  
29.03.2025  
Block Development Officer  
Khalra

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 contract, Government shall forfeit the entire amount of security deposit.

  
Seal & Signature of  
Block Development Officer  
Quotation/Tender Calling Authority  
03.2025

Designation

General Information

Sl No	Particulars	
1	Name of the 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 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 litre	
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 and belief"

*[Signature]*  
29.03.2025  
Block Development Officer  
Khalra