



**OFFICE OF THE PANCHAYAT SAMITI,  
SADAR, BALASORE**

e-Mail Id: [ori-bbalasore@nic.in](mailto:ori-bbalasore@nic.in)  
Phone No. : 06782-262147

Annexure -I

Letter No. 1465 / Dt. 07/04/2025  
**Standard Bidding Document Government of Odisha**

**Tender Call Notice**

In pursuance to the letter No.856/ZP dtd.13.03.20225 of cdo-CUM-Executive Officer, Zilla Parishad, Balasore and Letter no.30464/F dated.06.09.2019 of Finance Department, Govt. of Odisha, Sealed Tenders are invited from interested reputed Travel Agencies /Tour Operators or Private individuals for providing 01(One) **Bolero / TUV300/ Sumo Gold / Ertiga Vehicle, which shall conform to the terms and conditions (Annexure-II) for Official use in Block Development Officer, Sadar Balasore on monthly rent basis for the Financial year 2025-26 i.e upto 31.03.2026. The Payment will be made in FTO basis out of MGNREGS Administrative Contingency only.**

1. The hired vehicle must be road worthy condition, shall not be more than 03(three) 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. The above documents are to be submitted along with the Tender application form.
2. 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.
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 of a Nationalized bank drawn in favour of "Block Development Officer, Sadar, Balasore" payable at 'Balasore' submitted along with the Tender as Security deposit. After completion of tender process the amount will be refunded to the 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 minimum fuel (Petrol/Diesel) efficiency of 10(Ten)KMs per liter.
7. 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 number and period of validity should be specifically provided in the general bid information to be furnished with the Tender (Annexure-III).



**OFFICE OF THE PANCHAYAT SAMITI,  
SADAR, BALASORE**

e-Mail Id: [ori-bbalasore@nic.in](mailto:ori-bbalasore@nic.in)  
Phone No. : 06782-262147

8. The Tender completed in all respect should be received through **"Registered Post /Speed Post / Courier Service only on or before 15.04.2025 by 1.00PM"** and shall be opened on **16.04.2025 at 10.00A.M** in the office chamber of the undersigned in the presence of bidders or their authorized representatives. If the above stated Tender opening date is happens to be Govt. Holiday/ Bandh, the opening of the Sealed Tender will be on the next working day as per the time scheduled.
9. The application form of Tender containing General Bid Information & Terms and Conditions for Hiring of Vehicle etc. is to be downloaded from Balasore NIC website <https://balasore.odisha.gov.in> from **08.04.2025 to 15.04.2025**.

The authority reserves the right to reject all or any of the quotations without assigning any reason thereof.

  
Block Development Officer  
Sadar, Balasore

MeMo No. 1466 dtd. 07/04/25

Copy submitted to the Collector and District Magistrate, Balasore/ CDO-cum-EO, ZP, Balasore/ Deputy-Collector, Nizarat Section(Collectorate, Balasore)/Executive Officer, Balasore Municipality/ Sub- Collector, Balasore /R.T.O. Balasore/ All Block Development Officers / Tahasildars of Balasore District/DIPRO ,Balasore with request to display the notice in their Notice Board for wide publication.

  
Block Development Officer  
Sadar, Balasore

Memo No. 1467 dtd. 07/4/25

Copy submitted to the District Informatics Officer, National Information Centre, Balasore with a request for uploading of the Tender Call Notice along with Annexure-II and III of the Tender call in the District website for wide publication.

  
Block Development Officer  
Sadar, Balasore



**OFFICE OF THE PANCHAYAT SAMITI,  
SADAR, BALASORE**

e-Mail Id: [ori-bbalasore@nic.in](mailto:ori-bbalasore@nic.in)  
Phone No. : 06782-262147

Annexure-II

**TERMS AND CONDITIONS FOR HIRING OF VEHICLE**

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

1. The hired vehicles during period of contract, shall have all necessary valid MV documents such as :- Valid registration Certificate, Insurance Certificate, Fitness Certificate, Pollution Certificate, valid contract carriage permit, Proof of up to date Tax payment etc. and D.L of the Driver available all the times. The Block Development Officer, Sadar Block, Balasore hiring the vehicle shall not be responsible for any damaged/loss caused to hired vehicles or loss of life /injury made to any manner whatsoever. The hirer shall be responsible for all such litigation.
2. The hire charges to be paid monthly is final but does not include cost of diesel which is to be paid separately basing on actual consumption and lubricant as per existing Govt. norms. All the expenditure of the vehicle towards repair, replacement of spare parts, Lubricating oil of Engine, gear Box & different Coolant, Tyres & Tubes, Battery etc. will be borne by the Bidder.
3. It shall be responsibility of the bidder to provide a good driver and the salary of the driver shall be borne by the owner.
4. In case of breakdown for reasons whatsoever the replacement of the vehicle of the same or better model shall be provided by the owner of the vehicle / bidder.
5. In case of the vehicle does not report regularly, the authority will be at liberty to reject the agreement and may engage vehicle from other sources.
6. In case of emergency, the driver will have to report for duty as per the requirement of hirer/ No extra payment shall be demanded.
7. Monthly hire charges and reimbursement towards cost of diesels (as per actual) and lubricants (as per Govt. norms) of selected bidder will be paid in every succeeding month, as per possible within fifteen days of the submission of bills by the service providers and no advance payment will be made.



OFFICE OF THE PANCHAYAT SAMITI,  
SADAR, BALASORE

e-Mail Id: [ori-bbalasore@nic.in](mailto:ori-bbalasore@nic.in)  
Phone No. : 06782-262147

8. The vehicle shall not be more than 03(three) years old from the initial registration and also is good running condition during the period of contract.
9. If the services are found to be unsatisfactory the client should given one month notice and terminate the agreement.
10. 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.
11. If the bidder violate any of the terms of contract, Block Development Officer, Sadar Block shall forfeit the entire amount of security deposit.
12. The monthly rate of hire charge is applicable as per letter no.30464/F dated.06.09.2019 subject to maximum of Rs.31,000/- (excluding diesel cost).

Block Development Officer  
Sadar, Balasore

**Annexure - III****GENERAL INFORMATION FOR HIRING VEHICLES**

- 1) Registration No. of Vehicle : -
- 2) Type of Vehicle (AC/Non-AC): -
- 3) Year of Manufacture : -
- 4) Model : -
- 5) Date of registration:-
- 6) Name & complete address  
of 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) Proposed hire Charge of the vehicle per month  
excluding fuel cost:
- 13) Rate of fuel consumption / Mileage per litre:-
- 14) Contact Number of the Service provider (Tenderer/Quotationer)  
Mobile ..... Telephone.....

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

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