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Annexure-I

DISTRICT PLANNING & MONITORING UNIT, Balasore

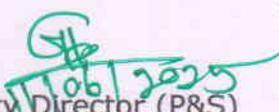
(STATISTICAL WING)

OFFICE ORDER No. 486 /Dated 13.06.2025

Quotation Call Notice for hiring of Vehicle

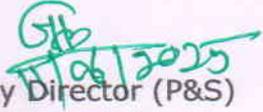
Sealed quotations are invited from interested reputed Travel Agencies/ Tour operators or private individual for providing 1 (one) AC Petrol 7 seated (Ertica/Innova/mahendra) including driver which shall confirm to the 'Terms and conditions' (Annexure-A) laid down by Govt. of Odisha Finance Deptt., Memorandum No. 15836/F, dtd.27.05.2025(enclosed) for official use in District Planning & Monitoring Unit, Balasore on monthly rent basis.

1. The service provider shall have a valid GST registration to participate in the tendering.
2. The service provider participating in the bidding process under the jurisdiction of Municipal Corporations ,shall be registered on GeM platform .
3. 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 carriage permit, proof of up to date tax payment etc. which are mandatory for plying of vehicle. The monthly hired charges fixed by the Govt. remaining constant & the preference will be given to the newest purchased & 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. 5000/- shall be deposited by the intending bidders in shape of account payee bank draft drawn in favour of the Deputy Director, DPMU, Balasore and submitted along with the tender as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders.
7. The monthly rate of hire charge be quoted separately in the general bid information (excluding fuel and lubricants).
8. The vehicle must achieve a minimum fuel efficiency of 17 K.M s per liter.
9. The detail of make and year of manufacture of the vehicle, registration no. mileage (Kms covered per liter) and name of the driver with driving license No. & period of validity should be specifically provided in the general bid information to be furnished with the quotation (Annexure-B).
10. The quotation completed in all respect covering the norms from Sl. No. 1 to 7 should reach the undersigned on or before 24.06.2025 by 5 P.M. and shall be opened on same day at 4 P.M in presence of the bidders or their authorized representatives.
11. The application form of Quotation / tender containing general Bid information and terms & conditions for hiring of vehicles etc. will be available with the Section Office O/o DPMU, Balasore can be downloaded from Odisha Govt website .www.balasore.gov.in in from date:13.06.2025 to date:23.06.2025.
12. Above Tender Notification may be Postponed/cancelled at any time by the Authority. without assigning any reason thereof.


Deputy Director (P&S)
DPMU, Balasore

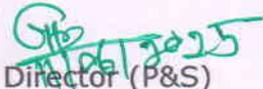
Memo No. 487(3) Dated 13.06.2025

Copy to office notice board / notice board of Collectorate, Balasore/
DEGM, Balasore for wide Publication at Balasore District Portal.


Deputy Director (P&S)
DPMU, Balasore

Memo No. 488 /Dated 13.06.2025

Copy submitted to the Director, Economics & Statistics, Odisha, Bhubaneswar
for favour of kind information.


Deputy Director (P&S)
DPMU, Balasore

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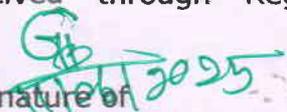
Annexure-A

TERMS & CONDITIONS FOR HIRING OF VEHICLES

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

1. The hire vehicle, during period of contract, shall have all necessary valid MV document 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.
2. The Department/ Office hiring the vehicle shall not be responsible for any damage/loss caused to hired vehicle or loss of life/injury made to any person or damages to any property on account 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 & 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, Batteries etc. will be borne by the bidder.
4. It shall be the responsibility of the bidder to provide a good driver and the salary of the driver shall be borne by the owner/service provider.
5. In case of brake down for reasons whatever the replacement of a vehicle of the same or better model shall be provided by the owner of the vehicle/bidder/service provider.
6. In case of the vehicle do not report regularly, the authority will be at liberty to reject the agreement without 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 of hirer. No extra payment shall be made.
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 15 days of the submission of bill by the service provider and no advance payments will be made.
10. The vehicle shall not be more than 3 yrs old from the initial registration and also in good running condition during the period of contract. (the preference will be given to the newest purchased & vehicle)
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 service of his vehicle and terminate the agreement, it shall be mandatory upon him to grand 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.
14. Cover of the Tender paper must be properly inscribed as "Tender paper for Vehicle ,engagement" and same shall be received through Regd. post/speed/courier post only.




Signature of

Quotation/Tender Calling Authority



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 charges of the vehicle per month excluding fuel cost: -
- 13) Rate of fuel consumption / Mileage per litre: -
- 14) Contact Number of the service provider (Tenderer/ Quotation)
- 15) GST No. & Gem registration No. of the Service Provider: -
- 16) PAN No. of the Service Provider: -

Mobile..... Telephone.....

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

Seal & Signature of the
Quotationer/ Tenderer