

OFFICE OF THE TREASURY OFFICER, DISTRICT TREASURY, BALASORE

No..2253...../Try,

Date : 04-12-2025

To

The District e-Governance, Manager Collectorate, Balasore

Sub. : Publication of advertisement of Tender Call Notice for hiring of Vehicle (Tiago / Bolt/ Celerio etc.)

Sir,

Enclosed, please find herewith the advertisement of Tender Call Notice (both hard copy & soft copy) for hiring of Vehicle. The last date of receipt of tender is dt.19.12.2025 by 5.30 PM and will open on dtd.19.12.2025 at 05.30 P.M at the office chamber of the undersigned.

Therefore, it is requested that, the said notice may please be uploaded in the district website for wide publicity.

Yours faithfully,

*[Handwritten Signature]*  
04-12-25

Treasury Officer, Balasore

*[Handwritten mark]*



OFFICE OF THE TREASURY OFFICER, DISTRICT TREASURY, BALASORE  
FINANCE DEPARTMENT, GOVT OF ODISHA  
AT-Collectorate Campus, Dist-Balasore, PIN-756001

No...2250.../Try

Date ...04.12.2025

### Tender Call Notice

Sealed quotations/tenders are invited from interested reputed Travel Agencies/ Tour operators or private individuals for providing 01 no. of AC Petrol driven Vehicle having sitting capacity not more than 5 (Five) including driver, which shall conform to the Terms and conditions (Appendix-A) for official use in Treasury Office, Balasore on monthly hiring basis. The vehicles will be engaged from the date of signing of Agreement. The types of vehicles required are as detailed below.

SL No.	Type of Vehicle	No. Of Vehicle required	Maximum Hire Charges per Month ( Excluding Fuel cost & GST)	Minimum Average Mileage in KMs per Litre
1	Tiago / Bolt / Celario	1 (One)	Rs.24000/-	17 (Seventeen)

The application form of Tender containing General Bid information & Terms and conditions for Hiring of Vehicle may be obtained from Treasury Office, Balasore on any working day with in Dt.19.12.2025 between 10.00 A.M to 5.30 P.M. The tender completed in all respect should reach the undersigned on or before Dt.19.12.2025 by 5.30 P.M by Speed post/ Registered Post/ Courier only.

The Authority reserves the right to reject any or all bids and terminate the tender process without assigning any reason thereof.

*Jha* 04-12-25  
Treasury Officer, Balasore

Memo No.2251.../Try

Date 04.12.2025

Copy submitted to the Director of Treasuries & Inspection, Odisha, Bhubaneswar, for favour of kind information and necessary action.

*Jha* 04-12-25  
Treasury Officer, Balasore



OFFICE OF THE TREASURY OFFICER, DISTRICT TREASURY, BALASORE  
FINANCE DEPARTMENT, GOVT OF ODISHA  
AT-Collectorate Campus, Dist-Balasore, PIN-756001

**Quotation/Tender Call Notice**

Sealed quotations/tenders are invited from interested reputed Travel Agencies/ Tour operators or private individuals for providing 01 no. of AC Petrol driven Vehicle having sitting capacity not more than 5 (five) including driver, which shall conform to the Terms and conditions petrol vehicle which shall confirm to the Terms and Conditions (Appendix-A) for official use in Treasury Office, Balasore on monthly hiring basis.

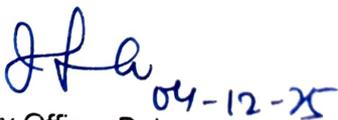
1. The Service Provider shall have a valid GST registration to participate in the tendering.
2. The Service Provider, participating in the bidding process under the jurisdiction of Municipal Corporations, shall be registered on GeM platform.
3. The vehicle must be in Road Worthy condition, shall not be more than 3 (three) years old from the date of initial registration and must have valid Registration Certificate, Insurance Certificate, Fitness Certificate, Pollution Certificate, valid Contact Carriage Permit, proof of up-to-date tax payment etc, mandatory for plying of 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 in favour of Treasury Office, 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 & lubricants).
8. The Vehicle must achieve a fuel efficiency of 17 Kms. Per Litre.
9. The details of the make and year of manufacture of the Vehicle, Registration No, Mileage (Kms. Covered per litre) and name of the Driver with Driving License No. And period of validity should be specifically provided in the general bid information to be furnished with the Quotation/ Tender (Appendix-B).
10. The Quotation completed in all respect should reach the undersigned on or before dt.19.12.2025 by 5.30 P.M and shall be opened on dtd.19.12.2025 at 5:30 P.M in presence of the bidders or their authorized representatives.
11. The application form of quotation/tender containing General Bid Information & Terms and Conditions for Hiring of Vehicles etc will be available with the Treasury Office, Balasore can be downloaded Odisha Govt website [www.odisha.gov.in](http://www.odisha.gov.in) from 04/12/2025 to 19/12/2025.

  
Treasury Officer, Balasore

TERMS AND CONDITIONS

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

1. The hire vehicle, during period of contract/ hiring, shall have all necessary valid M.V. 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. Treasury Office, Balasore shall not be responsible for any damage/ loss caused to hired vehicle 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 hirer shall be responsible for all such litigation.
3. The hire charges to be paid on monthly basis is final but does not include cost of fuel, which is to be paid separately basing on actual consumption as per existing Government norms. All the expenditure of the vehicle towards repair, replacement of spare parts, Lubricants oil of Engine, Gear Box and differential Coolant, tyres and 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 reject the agreement and may engage vehicle from other source.
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 actual) and lubricants (as per Govt norms) of selected bidder will be paid in every succeeding month, as far as possible within fifteen days of the submission of bills by the service provider and no advance payment will be made.
10. The vehicle shall not be more than 3 years 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 authority 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 give one month notice before such withdrawal of service and termination of agreement.
13. If the bidder violates any term of the contract, Government shall forfeit the entire amount of security deposit.

  
04-12-25  
Treasury Office, Balasore

General Information

Annexure-B

Sl No	Particulars	
1	Name of the Service Provider	
2	Complete Address	
3	GST 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 the 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 Charges of the Vehicle per Month excluding fuel cost	
18	Rate of fuel consumption/mileage per litre	
19	Contact Number of the Service Provider (Tender/Quotationer)	
20	Contact number of Driver	

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

Seal & Signature of the  
Quottioner/Tenderer