

OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, PURI

Nizarat Section

No. 455 /Niz, dt. 21.04.2025

**QUOTATION CALL NOTICE**

Sealed quotations are invited from interested reputed Travel Agencies/ Tour Operators /Private individuals for providing 1(one) number of AC Petrol driven white colour vehicle i.e. TUV 300/ Bolero/ Sumo Gold/ Ertiga, etc (especially Ertiga or similar model & segment) having sitting capacity not more than seven including driver, which shall conform to the terms and conditions laid down in (Appendix -A) of Finance Department Office Memorandum No.34085/F, dt.29.09.2012& 22924, dt.14.08.2023 for official use by the Addl. District Magistrate (Protocol), Puri on monthly rent basis.

1. The service provider shall have a valid OGST registration to participate in the tendering.
2. The service provider shall have valid Aadhar linked PAN.
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, Pollution Certificate, valid Contract Carriage Permit, proof of upto date tax payment etc. which are mandatory for plying of vehicle.
4. The Driver of the vehicle must have 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.10,000/- (Rupees ten thousand) only shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of Collector, Puri and submitted along with the quotation 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 prescribed form in Annexure- 'C' (excluding fuel and lubricants).
8. The Vehicle must achieve a fuel efficiency of 10(ten) Kms per litre.
9. The detail of the make and year of manufacture of the vehicle, registration number, mileage (Kms covered per litre) and name of the Driver, Driving License number and period of validity should be specifically provided in the general bid information to be furnished with the Quotation(Annexure-B).
10. The financial bid (Annexure-C) in a separate sealed cover and the General Information in prescribed form (Annexure-B) should be sealed in a big cover. The quotations complete in all respect should reach the Asst. Collector, Nizarat, Collectorate, Puri by registered post / speed post only, on or before 14.05.2025 by 2.00 P.M. and shall be opened on same day at 4.30 P.M.in the Office chamber of the Addl. District Magistrate (General), Puri in presence of the bidders or their authorized representatives. The general information will be verified first and only the qualified bidders will participate in the financial bid. The financial bid of the disqualified bidders will not be opened.
11. The Committee reserves the right to accept/cancel all or any of the quotations without assigning any reason thereof.
12. The application form of quotation containing General Bid Information & Terms and conditions for hiring of vehicles etc. will be available with Nizarat Section, Collectorate, Puri on payment of Rs.1000/- (Rupees one thousand) during office hours from 21.04.2025 or can be downloaded from District website <https://puri.odisha.gov.in>. In case the application form is downloaded from Govt. website, the applicant shall furnish a Demand Draft for an amount Rs.1000/- (Rupees One thousand) only towards the cost of application along with the application.

Memo No. 456 /Niz, dt. 21.4.2025

Copy to the Office Notice Board.

Copy to the District e-Governance Manager, Collectorate, Puri for publication on the District website <https://puri.odisha.gov.in>.

Collector, Puri 21/4/25

Memo No. 457 /Niz, dt. 21.4.2025

Copy forwarded to the Sub-Collector, Puri/ RTO, Puri/ All Tahsildar of Puri District/ All BDOs of Puri District/ DI & PRO, Puri for favour of information and publication on their Notice Boards.

Collector, Puri. 21/4/25

## 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 vehicle, 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 upto date tax payment etc. and Driving License 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 damage to any property on account of use of hired vehicle in 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 part, Lubricating oil of Engine, Gear Box & differential Coolant, Tyres & Tubes, Battery etc. will be borne by the bidder.
4. The bidder shall deploy the vehicle which is well maintained, cleaned thoroughly both internally and externally.
5. It shall be responsibility of the bidder to provide a good driver and the remuneration of the driver shall be borne by the owner.
6. In case of breakdown for reasons whatsoever the replacement a vehicle of the same or better model shall be provided by the owner of the vehicle /bidder.
7. In case of the vehicle do not report regularly, the authority will be at liberty to terminate the agreement without prior notice.
8. The vehicle shall report for duty for minimum of 25 days in a month.
9. In case of emergency, the driver will have to report for duty as per the requirement. No extra payment shall be demanded.
10. Monthly hire charges and reimbursements, if any, towards cost of fuel (as per actual and 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.
11. 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.
12. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
13. In case the service provider intends to withdraw the service 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.
14. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.

  
 Collector, Pur. 21/4/25

**General Information**

Sl. No.	Particulars	
1	Name of the Service Provider	
2	Complete Address	
3	OGST Number	
4	Gem Registration Number	
5	Bank Account Number and IFS Code	
6	Registration Number of Vehicle	
7	Year of manufacture	
8	Make & Model	
9	Date of Registration	
10	Name and complete address of the owner of the vehicle	
11	Fitness Certificate validity	
12	Pollution Certificate validity	
13	Permit validity	
14	Insurance validity	
15	Name and Address of the Driver	
16	DL Number and validity of DL of the Driver	
17	Rate of fuel consumption / Mileage per litre	
18	Contact Number of the Service Provider ( Quotationer)	
19	Contact number of the Driver	
20	Aadhar No. & Aadhar linked PAN of the Bidder	

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

**Seal & Signature of Quotationer**



Annexure – 'C'

PRO FORMA FOR FINANCIAL BID

Name of the Quotationer	
Regn. No. of the vehicle	
Proposed hire charge of the vehicle per month excluding fuel cost and taxes <b>(Both in figure and in words)</b> (Figures overwritten or tampered in any manner will not be taken into consideration)	

Seal & Signature of Quotationer