



Government of Odisha  
Department of Panchayati Raj & Drinking Water

**ZILLA PARISHAD, BOUDH**

**ORMAS**

ZP, Boudh  
At/Po-Murusundhi, Boudh  
Pin Code-762014  
e-mail-ori dboudh@nic.in  
dsmsboudh@gmail.com

No. 426 // ORMAS

Date 16-09-2025

### **QUOTATION CALL NOTICE**

Sealed Quotations are invited from interested reputed Travel Agencies/ Tour Operators/ Individuals for providing one vehicle having sitting capacity not more than five including driver, which shall confirm to the Terms and conditions (Annexure- A) as per Finance Department Office Memorandum No. 15836/ 27.05.2025, for official use in ORMAS office, Zilla Parishad, Boudh on monthly rent basis.

1. The service provider shall have a valid GST registration to participate in the bidding.
2. The service provider, participating in bidding process under the jurisdiction of Municipal Corporation, shall be registration in 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 Contract Carriage Permit, proof of up to date tax payment etc. mandatory for playing of vehicle. New BS-VI emission compliant vehicle should be given weightage.
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 "**DSMS Boudh**" and submitted along with the tender as security deposit. After completion of bidding 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)
8. The vehicle must achieve a fuel efficiency of **17** Kms per liter.
9. The details of the make and year of manufacture of the vehicle, registration no., mileage (Kms covered per liter) and name of the Driver, Driving License No. and 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 should reach the undersigned on or before 08-10-2025 by 12.30 P.M. through speed post /regd. Post/ Courier and shall be opened on the same day 3.00 P.M. in presence of the bidders or their authorized representatives.
11. The application form of quotation containing General Bid Information & Terms and conditions for Hiring of vehicles etc. will be available in the office of the Dy. Chief Executive Officer, ORMAS, Boudh or can be downloaded from website [www.boudh.odisha.gov.in](http://www.boudh.odisha.gov.in).



**Chief Development Officer-cum-EO**  
**Zilla Parishad, Boudh**

*Delet*

Memo No 427 // ORMAS, Date 16-09-2025

Copy to the DeGM, Boudh for information with a request to upload the Quotation Call Notice in the Boudh District NIC Portal for wide publicity.

Copy to the Notice Board of Zilla Parishad, Boudh



**Chief Development Officer-cum-EO**  
**Zilla Parishad, Boudh**

*Delet*

**Terms & Conditions**

The following terms and conditions must be fulfilled by bidder:

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 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 service provider.
5. In case of breakdown for reasons whatsoever the replacement of a vehicle of the same or better model shall be provided by the service provider.
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 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 made.
9. Monthly hire charges and reimbursement towards cost of fuel (as per norm) 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.
10. The vehicle shall not be more than 3 (Three) years old from the initial registration and also in good running condition during the period of contract. New BS-VI emission compliant vehicle should be given weightage.
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.

  
**Chief Development Officer-cum-EO**  
**Zilla Parishad, Boudh**

*D. Kumar*

**GENERAL INFORMATION**

| <b>Sl. No.</b> | <b>Particulars</b>  | ----- |
|----------------|---|-------|
| 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 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             | Contact Number of the Service Provider                            |       |
| 18             | Contact Number of Driver  |       |
| 19             | Proposed Hire Charge of the vehicle per month excluding fuel cost |       |
| 20             | Rate of fuel consumption/ mileage per liter                       |       |

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

**Seal & Signature of the Bidder**