

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. Service provider must agree to the terms and conditions as per the Finance Department O.M. No.15836/F Dt.27.05.2025.
2. The hired vehicles, during period of contract, shall have all necessary valid MV documents such as :- valid Registration Certificate, Insurance 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.
3. 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 hire shall be responsible for all such litigation.
4. The hire charges to be paid for monthly basis is final but does not include cost of diesel, which is to be paid separately basing on actual consumption and lubricants as per existing Government norms. All the expenditure of the vehicle towards repair, replacement of space parts. Lubricating oil of Engine. Gear Box & differential Coolant, tyres & tubes, Battery etc. will be borne by the bidder.
5. It shall be responsibility of the bidder to provide a good driver and the salary of the driver shall be borne by the owner.
6. 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.
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 of hirer. No extra payment shall be demanded.
10. Monthly hire charges and reimbursements towards cost of diesel (as per actual) and lubricants (as per Govt. norms) of selected bidder 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.
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.


Addl. District Magistrate
Boudh

13. 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.
14. If the bidder violates any of the terms of contract. Government shall forfeit the entire amount of security deposit.


Addl. District Magistrate
& Addl. District Magistrate.
Boudh

General Information

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 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 litre	

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

Seal & Signature of Tenderer