

# OFFICE OF THE SUB-COLLECTOR: JHARSUGUDA

(Nizarat Section)

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No: 1647 / Date: 10/04/2025

## QUOTATION CALL NOTICE

Sealed quotation are invited from interested reputed Travel Agencies/Tour Operators / Private individuals for providing one number of AC Petrol/Diesel driven vehicle having seating capacity not more than 7 including driver (Such as TUV 300/BOLERO/SUMO GOLD/ERTIGA or any higher model) which shall conform to the Terms and Conditions (Appendix-A) for official use in the Sub-Collector Office, Jharsuguda on monthly hire basis.

1. The service provider shall have a valid OGST registration to participate in the tendering.
2. 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 up to date tax payment etc, which are mandatory for plying of vehicle.
3. 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.
4. The Driver should be well behaved, gentle and obedient in nature.
5. A sum of **Rs.5000/-(Rupees Five Thousand)** only shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the Sub-Collector, Jharsuguda and submitted along with the quotation as security deposit. After completion of quotation process, the amount will be refunded to unsuccessful bidders.
6. The monthly rate of hire charge be quoted separately in the general bid information (Excluding fuel and lubricants). It is to be noted here that the maximum monthly rental including all taxes fees shall be limited upto a maximum of **Rs. 31,000/-**per month.
7. The vehicle must achieve a fuel efficiency of minimum **10(Ten) Kms** per liter.
8. The details of the make and year of manufacture of the vehicle registration No, Mileage (kms covered per liter) 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).

9. The quotation completed in all respect should reach the undersigned on or before 25.04.2025 by **11.00 A.M** and shall be opened on the same day at **12.00 P.M** in presence of the bidders or their authorized representatives.
10. The application form of quotation containing General Bid Information & Term and Conditions for Hiring of Vehicles etc, will be available with Sub-Collector Office, Jharsuguda on payment of **Rs.1000/- ( Rupees One thousand)** only from Dt.10.04.2025 to 25.04.2025. In case the application form is downloaded from Govt. website, the applicant shall furnish a Demand Draft for an amount of Rs. 1000/- (Rupees One thousand) only towards the cost of application along with the application.
11. The tender process may be terminated at any time and without assigning any reason thereof. This office makes no commitments, express or implied that this process will result in a business transaction with anyone.
12. This office reserves the right to accept or reject any proposal and to annul the tendering process and reject all proposals at any time prior to award of contract without thereby incurring any liability to the affected bidder(s) or any obligation to inform the affected bidder(s) of the grounds for action.

Sub-Collector, Jharsuguda  
Sub-Collector  
JHARSUGUDA

Memo No. 1648, Dt. 10/04/2025

Copy to Notice Board of the Sub-Collector Office, Jharsuguda/Collectorate, Jharsuguda/Notice Board of all Dist Level Office for wide publication.

Sub-Collector, Jharsuguda  
Sub-Collector  
JHARSUGUDA

Memo No. 1649, Dt. 10/04/2025

Copy to <sup>DeGM</sup> NIC, Jharsuguda with a request to upload the quotation call notice in the District Website for wide publication.

Sub-Collector, Jharsuguda  
Sub-Collector  
JHARSUGUDA

**Annexure-B**

**GENERAL INFORMATION FOR HIRING VEHICLES**

Sl. No.	Particulars	
1	Name of the Service Provider	
2	Complete Address	
3	OGST Number	
4	Bank Account No. & IFSC Code	
5	Registration No. of Vehicle	
6	Year of Manufacture	
7	Make and Model	
8	Date of Registration	
9	Name and complete address of the owner of the vehicle	
10	Fitness Certificate Validity	
11	Pollution Certificate Validity	
12	Permit Validity	
13	Insurance Validity	
14	Name / Address of the driver	
15	D.L. No & Validity of the D.L. of Driver	
16	Proposed hire charge of the vehicle per month excluding fuel cost	
17	Rate of fuel consumption / Mileage per liter	
18	Contact Number of the Service Provider (Tender / Quotationer)	
19	Contact Number of Driver	

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

**Seal and Signature of  
the Quotationer**

**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 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 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 damaged to any property on account of use of hired vehicle any manner whatsoever. The bidder 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 parts, lubricating oil of engine, Gear box and differential coolant, Tires 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 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 of the hirer. No extra payment shall be demanded.



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 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 old 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 client shall give one month notice and terminate the agreement.
12. In case the service provider intends to withdraw the service of the 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 and contract, Government shall forfeit the entire amount of security deposit.

  
09/04/25  
**Sub-Collector, Jharsuguda**  
**Sub-Collector**  
**JHARSUGUDA**