



ଜିଲ୍ଲା ପରିଷଦ : ଜାରସୁଗୁଡ଼ା

ZILLA PARISHAD : JHARSUGUDA
ORMAS, JHARSUGUDA

Phone/FAX No. 06645-271337, email Id- ormasjharsuguda@gmail.com

Annexure-I

Model Bidding Document

Government of Odisha

ORMAS, Zilla Parishad, Jharsuguda

Notice No. ୩୦୩ Date. ୦୫.୦୮.୨୦୧୫

Sealed tenders are invited from interested reputed Travel Agencies/ Tour Operators/ private individuals for providing 01 no. of AC Petrol/ Diesel driven vehicle having sitting capacity not more than Five (05) including driver, which shall conform to the Terms and conditions (Annexure-A) for official use in O/o- ORMAS, Zilla Parishad, Jharsuguda on monthly rent basis.

However, the undersigned reserves the right to accept or reject any or all quotation without assigning any reason thereon.

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 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 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.5,000/- (Rupees Five Thousand) only shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the Deputy CEO, ORMAS, Jharsuguda and submitted along with the tender as EMD. After completion of tender process, EMD shall be refunded to unsuccessful bidders.
7. The monthly rate of hire charge excluding fuel be quoted separately.
8. The Vehicle must achieve a fuel efficiency of 17 (Seventeen) KMs per litre.



ଜିଲ୍ଲା ପରିଷଦ : ଝାରସୁଗୁଡ଼ା

ZILLA PARISHAD : JHARSUGUDA
ORMAS, JHARSUGUDA

Phone/FAX No. 06645-271337, email Id- ormasjharsuguda@gmail.com

9. The details of the make and year of manufacture of the vehicle, registration no., mileage (KM covered per litre) 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/Tender (Appendix-B).

10. The Quotation completed in all respect should reach the undersigned on or before 18.08.2025 by 03.00 P.M. and shall be opened on the same day at 04.00P.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 O/o- ORMAS, Jharsuguda or can be downloaded from Odisha Govt. Website www.jharsuguda.odisha.gov.in from Date 04.08.2025 to Date 18.08.2025.


Chief Dev. Officer-cum-EO
Zilla Parishad, Jharsuguda



ଜିଲ୍ଲା ପରିଷଦ : ଝାରସୁଗୁଡ଼ା

ZILLA PARISHAD : JHARSUGUDA
ORMAS, JHARSUGUDA

Phone/FAX No. 06645-271337, email Id- ormasjharsuguda@gmail.com

Annexure – II

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 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 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 damages 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 and lubricants 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 salary of the driver shall be borne by the owner.
5. In case of breakdown of the vehicle 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 the vehicle does not report regularly, the authority will be at liberty to terminate the agreement without prior notice.
7. The vehicles shall report for a 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 Govt. norms) of selected bidder will be paid in every succeeding month, as far as possible within fifteen days of the submission of bills and no advance payment will be made.

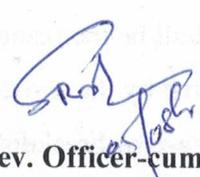


ଜିଲ୍ଲା ପରିଷଦ : ଝାରସୁଗୁଡ଼ା

ZILLA PARISHAD : JHARSUGUDA
ORMAS, JHARSUGUDA

Phone/FAX No. 06645-271337, email Id- ormasjharsuguda@gmail.com

10. The vehicle shall not be more than 3 years old from the initial registration and also be 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 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 for termination of agreement.
13. If the bidder violates any of the terms of contract, the entire amount of security deposit shall be forfeited.
14. The sealed envelope containing the Tender papers Superscribed be sent through Registered Post/ Speed Post only to the following address.
**CDO-cum-EO, C/o- Zilla Parishad Building, At- Beheramal, P.O- OMP Line, Dist.-
Jharsuguda, PIN- 768204**
15. It needs to be written in capital letters "HIRING OF VEHICLE FOR ORMAS SECTION OF ZILLA PARISHAD, JHARSUGUDA" on the top of the sealed envelope containing all papers along with application.


**Chief Dev. Officer-cum-EO
Zilla Parishad, Jharsuguda**



ଜିଲ୍ଲା ପରିଷଦ : ଝାରସୁଗୁଡ଼ା

ZILLA PARISHAD : JHARSUGUDA

ORMAS, JHARSUGUDA

Phone/FAX No. 06645-271337, email Id- ormasjharsuguda@gmail.com

Annexure-B

General Information

Sl. No.	Particulars	
1	Name of the Service Provider	
2	Complete Address	
3	OGST 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 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/ Address of the Driver	
16	D.L. No. & Validity of the D.L. of the Driver	
17	Contact Number of the service provider (Tenderer/ Quotationer)	
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 the
Quotationer/Tenderer**

Car