



ପଞ୍ଚାୟତ ସମିତି କାର୍ଯ୍ୟାଳୟ, କୋଲାବିରା  
**PANCHAYAT SAMITI OFFICE, KOLABIRA**

Dist- Jharsuguda(Odisha), PIN: 768213, P.h No: 06640-285110, Email: ori-kolabira@nic.in

Letter NO. 3186 / Dt. 4.12.2025

**Quotation Call Notice**

Sealed quotations are hereby invited from interested reputed Travel Agencies/Tour operators having valid GST registration certificate or private individuals for providing 01 No. of vehicle (AC/Non AC) (Bolero/TUV300/Sumo Gold/Ertiga) (Petrol/Diesel or similar types of vehicles on any higher model) having sitting capacity not more than ten including driver, which shall confirm to the terms and conditions (**Annexure-1**) for office use, (monitoring and supervision of Rural housing works) under Panchayat Samiti Office, Kolabira. The undersigned shall have the right to cancel the quotation at any time without stating any reason.

Sl. No	Type of vehicle permissible to be hired	Maximum hiring charges per month	Minimum average mileage in Kms per liter	Remarks
1	Bolero/ TUV300/ Sumo Gold/ Ertiga or similar types of vehicles on any higher model	Rs.37,200/- (Including GST)	12 Km per liter	

- 1) The vehicle must be in roadworthy condition, shall not be more than 03 years old from the date of initial registration and must have valid registration certificate, insurance certificate, fitness certificate, valid contract carriage permit, proof of up to date tax payment etc. which are mandatory for the vehicle owner to participate in the bidding process.
- 2) The driver of the vehicle should be well behaved, gentle and obedient in nature and must have a valid Driving license for Driving light transport passenger vehicle and should be sufficiently experienced in driving transport passenger vehicle.
- 3) A sum of Rs.5000/- shall be deposited by the intending Bidders in the shape of Account payee Bank draft drawn in favor of the **Block Development Officer, Kolabira** payable at any nationalized bank/scheduled bank and be submitted along with the quotation papers as security deposit. After completion of the bidding process, the Account Payee Bank Draft will be returned to the unsuccessful Bidders and the security deposit of the successful bidder will be deposited at this office.
- 4) The monthly rate of hire charges be quoted separately in the general bid format (Excluding Fuel and Lubricants)
- 5) The vehicle must achieve a fuel efficiency of 12 Kms per litre.
- 6) The details of the make and year of manufacture of the vehicle, registration no, mileage (KMs cover per liter) and name of the driver with driving license no. and period of the validity should

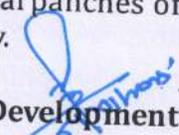
be specially provided in the **General bid Information** to be furnished with the quotation (**Annexure-II**).

- 7) The application will be received through registered post / in the drop box at Panchayat Samiti Office, Kolabira mentioning in capital letter "**QUOTATION FOR VEHICLE**". Submission of quotation paper by hand is prohibited.
- 8) The quotation completed in all respect with all required information and documents should be reached to the office of the undersigned through registered post/drop box by **Dt.19.12.2025** by **01:00 PM** and shall be opened by the quotation committee on the same day at **04:00 PM** in presence of the bidders or their authorized representatives as per the Terms & Conditions.
- 9) The undersigned reserved the rights to reject any or all the quotations without assigning any reason thereof.
- 10) The application form of quotation containing General Bid Information and Terms and Conditions for hiring of vehicles etc. can be obtained from the office during office hour from **Dt-04.12.2025 to Dt. 19.12.2025** on payment of Rs.100/- or can be downloaded from the website **www.jharsuguda.odisha.gov.in** from **Dt-04.12.2025 to Dt. 19.12.2025**. In case the application form is downloaded from the website, the applicant has to furnish a Demand Draft for an amount of Rs.100/- (Rupees one hundred) only towards the cost of application along with the application.

  
Block Development Officer  
Kolabira

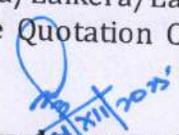
Memo No. 3187 / Date. 4.12.2025

Copy to this office notice board for wide publicity. Copy to all sarpanches of Kolabira Block with a request to place the Notice in the GP Notice Board for wide publicity.

  
Block Development Officer  
Kolabira

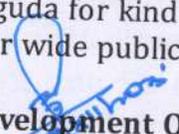
Memo No. 3188 / Date. 4.12.2025

Copy to the Block Development Officer, Jharsuguda/Kirmira/Laikera/Lakhanpur Tahsildar, Jharsuguda/Kirmira/Kolabira/ Laikera/Lakhanpur for placing of the Quotation Call in Notice Board for wide publicity.

  
Block Development Officer  
Kolabira

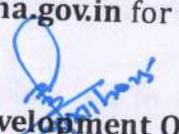
Memo No. 3189 / Date. 4.12.2025

Copy to the CDO-cum-EO, ZP, Jharsuguda/ Sub-Collector, Jharsuguda for kind information with a request for placing of quotation call notice in the office notice board for wide publicity.

  
Block Development Officer  
Kolabira

Memo No. 3190 / Date. 4.12.2025

Copy of Quotation call notice and quotation documents submitted to the DIO, NIC, Jharsuguda with a request to upload in the District website **www.jharsuguda.odisha.gov.in** for wide publicity.

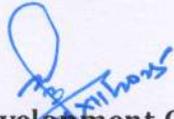
  
Block Development Officer  
Kolabira

## Annexure-I

### Terms and Conditions for Hiring of Vehicles

The following terms and conditions must be filled by the successful bidders for providing a vehicle on hire on monthly rent basis.

- 1) The vehicle must be in good condition, shall not be more than 03 years old from the date of initial registration
- 2) The hired vehicle during the 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 update tax payment and DL of the driver applicable all the time. The office hiring the vehicle shall not be responsible for any damage/loss caused to the hire vehicle in any manner whatsoever the bidder/owner of the hired vehicle shall be responsible for all such litigation.
- 3) The hire charges of the vehicle do not include cost of fuel which will be paid separately based on actual consumption of fuel as per existing Government norms on monthly basis. All expenditure of the vehicle towards repair, replacement of spare parts, lubricating oil of engine, Gearbox and different coolant, Tyres and tubes, Battery etc. will be borne by the bidder/owner of the vehicle.
- 4) The vehicle must achieve a fuel efficiency of 12 Kms per litre.
- 5) A licensed driver with proper dressing, well behaved, gentle and obedient in nature should be provided by the bidder/owner of the vehicle and salary of the driver shall be borne by the owner of the vehicle.
- 6) The vehicle should be regularly serviced and maintained so as to avoid any breakdown. In case of breakdown of the vehicle for any reason, another vehicle of the same or better model must be provided by the bidder/owner of the vehicle.
- 7) The vehicle can not be used for any private or commercial purpose beyond office hours or on holidays. The driver should be ready for office duty at any time. In case of an emergency the driver will have to report for duty as per the requirement. No extra payment shall be demanded.
- 8) In case of the vehicle do not report regularly, the authority will be at liberty to reject the agreement and may engage vehicle from other sources
- 9) If the bidder violates any of the terms of the contract, competent authority shall forfeit the entire amount of security deposit and shall cancel the agreement.
- 10) The undersigned shall have the right to terminate the agreement upon giving 3 months of notice.
- 11) Monthly hire charges and reimbursement towards cost of fuel (as per actual) and lubricant (as per Govt norms) will be paid in every succeeding month, as per as possible within fifteen days of receipt of bills from the owner of the vehicle and no advance payment will be made.
- 12) 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.

  
**Block Development Officer**  
Kolahira

**Annexure-II**

**GENERAL BID INFORMATION FOR HIRING OF VEHICLES**

- 1) Registration No. of the vehicle:- .....
- 2) Type of vehicle (AC/Non AC):-.....
- 3) Year of Manufacture :-.....
- 4) Make and Model of the Vehicle:-.....
- 5) Date of Registration of the vehicle:-.....
- 6) Name and Complete address of the owner of the vehicle :- .....
- .....
- .....
- 7) Fitness validity of the vehicle:- .....
- 8) Insurance validity of the vehicle:- .....
- 9) Contract Carriage permit certificate validity of the vehicle:-:- .....
- 10) Road tax paid up to :-.....
- 11) Name and address of the Driver with Mobile Number:- .....
- .....
- .....
- 12) DL number of the Driver with validity:- .....
- 13) Proposed Hiring Charge of the vehicle per month :- ..... (excluding fuel cost)
- 14) Mileage per Litre :- .....
- 15) Contact Number of the Vehicle Owner:- .....

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

**Date:** \_\_\_\_\_

**Place:** \_\_\_\_\_

**Signature of the Bidder/Vehicle Owner**