



## OFFICE OF THE TAHASILDAR, BARBIL

Email: barbiltahasil.office@gmail.com

### Quotation/ Tender Call Notice

No. 6325 / Dt. 11/11/2025

Sealed quotations/tenders are invited from interested reputed Travel Agency/Tour Operators / Individuals for providing 01 (one) nos of Diesel driven BS-VI emission compliant Mahindra **TUV300/ Scorpio** vehicle having sitting capacity not more than seven including driver, which shall confirm to the terms and conditions (Annexure-A) for official use in Office of the Tahasildar, Barbil on monthly rent basis:

- 1) The service provider shall have a valid GST 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/-** shall be deposited by the intending bidders in shape of Account payee Bank Draft drawn in favour of the Tahasildar, Barbil and submitted along with the tender as EMD. After completion of tender process, EMD shall be refunded to unsuccessful bidders.
- 6) The monthly rate of hire charge, including GST be quoted, excluding fuel.
- 7) The vehicle must achieve fuel efficiency of 10kms 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 (Annexure-B).

Contd....P/2

9) The Quotation completed in all respect should reached the undersigned on or before 29.11.2025 by 1.00PM and shall be opened on the same day at 3.30PM in presence of the bidders or their authorized representatives.

10) The application form of quotation/ tender containing General Bid information & Terms and conditions for Hiring of vehicle etc. will be available with Tahasildar, Barbil or can be downloaded from Keonjhar District Website [www.Keonjhar.nic.in](http://www.Keonjhar.nic.in) from 12.11.2025 to 29.11.2025.

Memo No. 6326 / dated 11/11/2025 /

Copy to Notice Board of this Office for wide publication.

Tahasildar, Barbil

Memo No. 6327 / dated 11/11/2025 /

Copy to the Sub- Collector, Champua/P.A.I.T.D.A, Champua/ Block Development Officer Joda/ Champua/ Jhumpura, Tahasildar, Champua/Jhumpura, Child Development Project Officer, Joda (urban & Rutral) /Champua/ Jhumpura Executive Officer, Barbil/Joda Municipality with a request to publish in the notice board for wide publicity.

Tahasildar, Barbil

Memo No. 6328 / dated 11/11/2025 /

Copy to D.I.O, N.I.C, Keonjhar with a request to upload the Short Quotation Notice along with annexure-A&B (Attached with the Short Quotation Call Notice) in the Keonjhar District website for wide publicity.

Tahasildar, Barbil

Memo No. 6329 / dated 11/11/2025 /

Copy to Dy. Collector, Nizarat, Collectorate, Keonjhar for information with a request to publish in the notice board of Collectorate, Keonjhar for wide publication.

Tahasildar, Barbil

Tahasildar, Barbil

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11/11/2025

**TERM & CONDITION FOR HIRING OF VEHICLE**

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 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 driving license of the driver available all the times.
- 2) The Tahasildar, Barbil hiring the vehicle shall not be responsible for any damage/ loss caused to hired vehicle or loss of life/injury made to any person or damages to any property on account of used of hired vehicle any manner whatsoever. The hirer shall be responsible for all such litigation.
- 3) The hire charge 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 norm. 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 break down for reasons whatever the replacement of vehicle of the same or better model shall be provided by the owner of the vehicle/bidders.
- 6) In case of vehicle do not report regularly, the Authority will be at liberty to reject the agreement model and may engage vehicle from other sources.
- 7) The vehicle shall report for duty for minimum of 25 days in a month.
- 8) In case of emergency the diver will to report for duty as per the requirement of hirer. No extra payment shall be demand.
- 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 day of the submission of bills by the service provider and no advance payment will be made.
- 10) The vehicle shall not be more than 03 (three) 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 his/her vehicle and terminate the agreement, it shall be mandatory upon him to grant one month notice 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.

Tahasildar, Barbil

**GENERAL INFORMATION FOR HIRING OF VEHICLES**

SI No	Particulars	
1	Name of the Service Provider	
2	Complete Address	
3	GST Number	
4	Bank Account No and IFSC Code	
5	Registration No. of Vehicle	
6	Year of Manufacture	
7	Make & Model	
8	Date of Registration	
9	Name & complete address of the owner of 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 the Driver	
16	Contact Number of the Service Provider	
17	Contact number of Driver	
18	Proposed hire charge of the vehicle per month excluding fuel cost	
19	Rate of fuel consumption/ Mileage per litre	

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

Seal and Signature of the  
Quotationer/Tender

NB: (Xerox copy of Documents of vehicle and driving license of the driver to be attached along with this form duly filled in).

**Application for Hiring of Vehicle**

To

The Tahasildar, Barbil.

Sub:- Application for participation in tender for engagement of vehicle in Tahasil Office, Barbil.

Sir,

In response to your tender notice No..... Dtd.....

Regarding engagement of vehicle for official use in Tahasil Office, Barbil. I hereby submit my application for consideration.

**The details of my vehicle are furnished below:-**

1. Name of the applicant/ owner:-.....
2. Address:-.....
3. Contact No:-.....
4. Vehicle type/ Model:-.....
5. Registration No:-.....
6. Date of Registration:-.....
7. Permit validity:-.....
8. Insurance validity:-.....
9. Pollution certificate validity:-.....
10. Driver name and license details:-.....
11. **Rate of fuel consumption/ Mileage per litre:**.....
12. **Monthly rate quoted (including all charges) in Rs.:-** ..... ( in words).....

I hereby declare that the vehicle is in good running condition and shall be made available for official duty as per the terms and conditions mentioned in the tender

Yours faithfully,

Signature of the applicant:-

Name :-

Address:-

Mobile No:-

**Contd....P/2**

**Enclosures:-**

1. Copy of vehicle RC Book.
2. Copy of Insurance Certificate
3. Copy of Road permit
4. Pollution certificate
5. Copy of PAN Card/ Aadhaar
6. Driving License copy of Driver
7. Any other relevant document