

Office of the Treasury Officer Subarnapur

Quotation Call Notice

Sealed quotations are invited from interested reputed Travel Agencies/Tour Operators/Private individuals for providing one nos. of AC Petrol driven vehicles such as Tiago/Bolt/Celerio/Swift Dzire/Xcent/Zest/Etios(Petrol) having sitting capacity not more than 5 including driver, which shall conform to the Terms and conditions (Annexure-A) for official use in Treasury Office, Subarnapur on monthly rent basis:

1. The service provider shall have a valid OGST registration to participate in the quotation call notice.
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. 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.6000 shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the Treasury Officer, Subarnapur and submitted along with the quotation as EMD. After completion of quotation call process, EMD amount will be refunded to unsuccessful bidders.
6. The monthly rate of hire charges be quoted separately in the general bid information (excluding fuel, lubricants and taxes).
7. The Vehicle must achieve a fuel efficiency of 17 km per litre.
8. 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 shall be specifically provided in the general bid information to be furnished with the Quotation (Annexure-B)
9. The Quotation completed in all respect should reach undersigned on or before 01.09.2025 by 1 P.M and shall be opened on the same day at 4 P.M in presence of the committee members and bidders or their authorized representatives.

10. The L1 bidder will be selected and in case of both the bidder turns L1, lottery will be held and the price quoted shall remain effective for a period of one year.
11. If the bidder violates any of the terms of contract, the authority shall forfeit the entire amount of security deposit.
12. The application form must be signed by the vehicle owner or bidder and properly sealed and also attached all relevant documents including draft as per terms and conditions.
13. The quotation without documents as required in Annexure B shall be treated as invalid and shall not be taken into consideration.

Sd-
Treasury officer
Subarnapur

Memo no

Date

Copy to the Notice Board of this office.

Sd-
Treasury officer
Subarnapur

Memo no

474

Date

20/08/2025

Copy forwarded to the District informatics officer NIC, Subarnapur for information and necessary action. He is requested to take necessary steps for uploading of the quotation call notice in the website of NIC (www.subarnapur.nic.in)

Sd-
Treasury officer
Subarnapur

Terms & Conditions

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 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 hirer 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 & 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 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 vehicles 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. 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 per 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 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.

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


Treasury officer
Treasury Officer,
Subarnapur

General Information

| SINo | Particulars | |
|------|---|--|
| 1 | Name of the Service Provider | |
| 2 | Complete Address | |
| 3 | OGST Number | |
| 4. | Demand Draft Number | |
| 5 | Bank Account No and IFSC Code | |
| 6 | Registration No.of Vehicle | |
| 7 | Year of Manufacture | |
| 8 | 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 | Proposed hire Charge of the vehicle per month excluding fuel cost and excluding tax | |
| 18 | Rate of fuel consumption/ Mileage per litre | |
| 19 | Contact Number of the Service provider (Tenderer/ Quotationer) | |
| 20 | Contact number of Driver | |
| 21. | List of documents in support of mentioned above(self attested) | |

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

Seal and signature of Quotationer