

PANCHYAT SAMITI OFFICE: SONEPUR

No 4593 Date 31-10-2025

Limited Tender Call Notice

Sealed tenders are invited from interested reputed Travel Agencies or Tour Operators or private individuals having valid **GST registration (Supplier of Services)** for providing **one Diesel driven vehicle (BOLERO/SUMO GOLD) white Colour having sitting capacity 07** which shall conform to the Terms and conditions of Annexure-I for official use under Rural Housing in Block office Sonepur of Subarnapur District on monthly hiring basis.

1. The vehicle must be in Road Worthy condition, shall not be more than **01 year 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, pollution Certificate which are mandatory for applying of vehicle. **In case bidder(s) within 01 year old vehicle not found then vehicle age old within 03 years will be considered.**
2. The Driver of the vehicle must have a valid driving license and should be sufficiently experienced in driving vehicle.
3. The Driver should be well behaved, gentle, dressed in neat & clean attire and obedient in nature.
4. A sum of Rs.100/- (Rupees One Hundred) only towards tender paper cost & Rs5000/- (Rupees Five Thousand) Only towards EMD shall be deposited in shape of bank Draft by the intending bidders. Bank draft to be drawn in favour of the Block Development Officer, Sonepur, payable at Sonepur and submitted along with the tender towards cost of tender paper. Tender Paper Cost is nonrefundable and EMD will be returned to the unsuccessful bidders.
5. The bid has been invited under two bid systems i.e. Technical Bid and Financial Bid. The bidders are advised to submit two separate sealed envelopes super scribing;  
"Technical Bid": Annexure-II (Hiring Vehicle under RH , Sonepur block)  
and  
"Financial Bid": Annexure-III (Hiring Vehicle under RH , Sonepur block)  
Both sealed envelopes must be kept in a third sealed envelope super-scribing  
"Bid Document- (Hiring Vehicle under RH , Sonepur block)
6. **The Technical BIDs will be opened first & next the Financial BID of the Bidder(s) who founds eligible in the Technical BID will only be opened.**
7. The Vehicle must achieve a fuel efficiency of minimum **10Kms. per litre.**
8. The Quotation completed in all respect should reach in sealed cover through Registered / Speed Post by RH Section, Sonepur block on or before **15.11.2025 by 1.00 P.M.** (On Working Days) and shall be opened on **15.11.2025 at 3.30. P.M.** in presence of the bidders or their authorized representatives. The authority shall not be responsible for any postal delay. The tenders received beyond the scheduled date and time will not be entertained / considered at any cost.

Sy



9. The quotation/tender containing Terms and conditions for Hiring of Vehicle Technical BID & Financial BID etc, can be downloaded from Subarnapur District Website [www.Subarnapur.nic.in](http://www.Subarnapur.nic.in).
10. The eligible bidder shall commence the services from the date of place of the order and shall continue to provide the services as per Agreement and it may further be extended as per Govt. instruction & requirement for the office.
11. If any information / document furnished by the tenders with the tender papers as asked for are found to be misleading or incorrect at any stage their tenders will be rejected without assigning reasons thereof.
12. The undersigned / committee reserve the full right to accept in full or part or reject any or all the tenders without assigning any reason thereof. The undersigned / committee is not bound to accept the lowest rates if found incomplete.
13. In case of any legal dispute, it will be adjudicated within the jurisdiction of Subarnapur court only.

### Annexure – I

#### 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, Fitness Certificate, valid Contract Carriage Permit, proof of up to date tax payment etc. and D.L. of the driver.
2. The maximum Hiring charge limit is **37,200/- (Thirty Seven Thousand two hundred)only per month**. The fuel Diesel to be provided by the office. The payment will be made after receipt of allotment from higher quarter
3. All the expenditure of the vehicle towards repair, replacement of spare parts, Lubricating oil of Engine, Gear Box & differential Coolant, Tyres & Tubes, Battery, payment of Insurance/Road Tax 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. The vehicles deployed for duty for the user department shall at no point of time carry any person other than personnel authorized by user department.
6. 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.
7. 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 source.
8. The vehicles shall report for duty for minimum of 25 days in a month.
9. In case of emergency, the driver will have to report for duty as per the requirement of hirer. No extra payment shall be demanded.

4



10. When the driver of the vehicle remain absent in the office the owner of the vehicle will arrange alternative way either by providing a driver or an hiring vehicle for that day and such cost will be beared by the vehicle owner.

11. Monthly hire charges and reimbursements towards cost of Diesel (as per actual as applicable) 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.

12. The vehicle should be in good running condition during the period of contract.

13. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.

14. 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.

15. If the bidder violates any of the terms of contract BDO, Sonapur Government shall forfeit the entire amount of security deposit.

16. The application form must be signed by the vehicle owner or bidder and properly and also attached all relevant documents including drafts as per the terms & conditions.

17. The Vehicle should remain at Blocks campus throughout the agreement period.

Office: Block Development Officer,  
Sonapur.

Memo No. 4594 Dt. 31.10.2025

Copy to DIO, NIC, Subarnapur for information and requested to web host the tender call notice in the District website/ Copy to Notice Board for information of all concerned.

*S.K. Saha*  
31.10.25  
Block Development Officer  
Sonapur  
Block Dev. Officer  
Sonapur

Office: Block Development Officer,  
Sonapur.

Memo No. 4595 Dt. 31.10.2025

Copy to All BDO's/ CDPO Sonapur/ Tahashildar, Sonapur for information & requested to display the notice in their notice board for wider publicity .

*S.K. Saha*  
31.10.25  
Block Development Officer,  
Sonapur  
Block Dev. Officer  
Sonapur

Office: Block Development Officer,  
Sonapur.

Memo No. 4596 Dt. 31.10.2025

Copy Submitted to CDO-cum-EO, ZP, Subarnapur/ Collector, Subarnapur for kind information.

*S.K. Saha*  
31.10.25  
Block Development Officer,  
Sonapur  
Block Dev. Officer  
Sonapur

Office: Block Development Officer,  
Sonapur.

*S.K. Saha*  
31.10.25  
Block Development Officer,  
Sonapur  
Block Dev. Officer  
Sonapur

**TECHNICAL BID FOR HIRING VEHICLE**

1. GST No of the Owner( Supplier of Service):

2. Registration No. of Vehicle:

3. Model of vehicle :

4. Colour of the Vehicle :

5. Vehicle old ( months) :

6. Name & address of the :

Owner of the vehicle

Mobile No

7. Fitness Certificate validity:

8. Permit validity:

9. Insurance validity:

10. Road Tax Payment till:

11. Driver's D.L. No. & Validity :

12. Tender Paper Cost :

13. EMD :

**DECLARATION**

1. I ..... Son / Daughter / Wife of Shri .....Proprietor / Partner /authorized signatory of the Service Provider mentioned above and competent to sign this declaration and execute this tender document;

2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them;

3. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we / am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

**Signature of the  
Quotationer/Tenderer**

**Annexure – III**

**FINANCIAL BID**

Monthly Hire Charges (In Indian Rupee)	Fuel ( Diesel) (Kilometers per Litre)

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

**Signature of the  
Quotationer/Tenderer**