

**OFFICE OF THE TAHASILDAR, BIRMAHARAJPUR**  
District – Subarnapur, Odisha  
(Nizarat Section)

**TENDER CALL NOTICE**

Notice No: 891 / Date: 05/03/2026

Name of the Tender	Last Date & time of receipt of Tender	Date & time of opening of Bid
Hiring of Vehicle for Tahasil Office, Birmaharajpur	24.03.2026 05.00PM	25.03.2026 03.30PM

Sealed tenders are invited from registered Travel Agencies / Vehicle Owners for hiring of one diesel driven vehicle (Mahindra XUV 700 / Scorpio / equivalent or higher variant) of seating capacity not more than 7 including driver for official use of Tahasildar Office, Birmaharajpur in connection with the work assigned under proper monitoring supervision of Revenue Works and law and orders, etc under Revenue & Disaster Management Department. The bid document with all information relating to the bidding process, terms & conditions of the bid is available in the websites: <https://subarnapur.odisha.gov.in/>. Corrigendum / addendum, if required, will be uploaded in the above web site. Hence potential bidders are requested to be in continuous touch with the above website. The Tender Inviting Authority (TIA), Tahasildar, Birmaharajpur reserves the right to accept / reject any or all bids/cancel the entire selection process at any stage without assigning any reason thereof. No claim, whatsoever, shall be admissible for the alleged loss/damage suffered by the bidders on account of such rejections / cancellation.

**Memo No. 892 Date 05/03/2026**

Copy to the Collector, Subarnapur for favour of kind information and necessary action.

  
Tahasildar, Birmaharajpur

**Memo No. 893 Date 05/03/2026**

Copy to the DIO, NIC, Subarnapur/DeGM, Subarnapur for information with a request to publish / host the notice (Tender call Notice & Bid for supply of Vehicle) in <https://subarnapur.odisha.gov.in/>.

Copy to the Sub-Collector, Subarnapur/ BDO, Birmaharajpur/ CDPO, Birmaharajpur/ Sub-Registrar, Birmaharajpur/ Sub Treasury Officer, Birmaharajpur/ Asst. Collector, Nizarat, Collector, Subarnapur for information with a request to publish in notice board.

Copy to Notice Board, Tahasil Office, Birmaharajpur.

  
Tahasildar, Birmaharajpur

  
Tahasildar, Birmaharajpur

## Tender Call Notice

### Vehicle Requirement:

Sl. No	Type of Vehicle	Quantity	Fuel Type	Minimum Mileage(Rate per ltrs Fuel (Diesel))	Maximum monthly hired charges(exclusive of applicable taxes in Rs.)
1	Mahindra XUV 700 / Scorpio / equivalent or higher variant	01	Diesel	10KMs	Rs.37,200/-

### General Terms and Conditions:

1. The service provider shall have a valid Regular GST registration to participate in the tendering.
2. The service provider shall have a valid PAN.
3. The vehicle must be BS VI emission compliant and 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, proof of up-to-date tax payment etc. mandatory for plying of vehicle.
4. Must have **commercial registration** and upto date tax clearance certificate and copy of the same must be attached with the bid.
5. The Driver of the vehicle must have a valid Driving License for driving light transport passenger vehicle and should be sufficiently experienced (minimum 5 years) in driving transport/passenger vehicle in Govt agencies.
6. The Driver should be well behaved, gentle and obedient in nature.
7. The vehicle must be available **24 hours** as per requirement.
8. A sum of Rs. 5,000/- Shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the Tahasilar, Birmaharajpur and submitted alongwith the tender as EMD. After completion of tender process, EMD shall be refunded to unsuccessful bidders.
9. The bidder must not have been blacklisted by any Govt. Department.
10. The monthly rate of hire charge, excluding GST be quoted separately, excluding fuel.
11. The Vehicle must achieve a fuel efficiency of 10KMs per litre.
12. The vehicle owner shall bear the cost of Fuel, Driver salary, Repair and maintenance cost(including lubricants), Taxes, Insurance, etc
13. The vehicle shall be used for **official duty only**. Logbook must be maintained daily. Payment will be made **monthly after submission of bill and logbook**.

### Period of Hiring

The vehicle shall be hired for **three year**, which may be extended upto 1 year depending upon requirement and satisfactory performance

### Submission of Tender

The interested parties are requested to apply with detail of the vehicle such as 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-A&B) with the quotation . The tender shall be submitted in **two separate sealed envelopes**:

Envelope - 1 (Technical Bid) in Appendix-A

Containing: Vehicle RC, Insurance, Driving license of driver, Fitness certificate, Pollution certificate, Driving license, PAN card, GST registration, Declaration, EMD,etc

Envelope - 2 (Financial Bid) in Appendix-B

Containing: Monthly hiring charges.

Both envelopes should be placed in another envelope super scribed: "Tender for Hiring of Vehicle for Tahasil Office, Birmaharajpur" **Addressed to:** The Tahasildar, Birmaharajpur Tahasil, Dist – Subarnapur, PIN-767018 through Registered Post / Speed Post / Courier only.

**Bid Validity:** The bid shall remain valid for **90 days** from the date of opening.

14. Submission & Opening of Tender: Last Date of Submission: 24.03.2026. The Quotation completed in all respect should reach the undersigned on or before by 05.00P.M. and shall be opened on 25.03.2026 03.00PM in presence of the bidders or their authorized representatives.
15. The authority reserves the right to **accept or reject any tender without assigning reasons.**

16. **Resolution of Disputes:**

Any dispute between the Tender Inviting Authority (Tahasildar, Birmaharajpur) and the successful bidder/s should be addressed to the other party only in writing in their respective letter heads signed only by the designated signatories as in contract agreement. Both the parties shall make every effort to resolve the same amicably by mutual consultations.

If both the parties fail to resolve their dispute or difference by such mutual consultation within twenty-one days of its occurrence, the same will be referred to by either party for conciliation to the conciliation panel. For that purpose, both the parties, shall nominate each one member, and both the nominated members shall form the Conciliation panel. In case the panel members report failure of conciliation, the matter shall be referred to arbitration, by the Arbitrator. The arbitration proceeding shall be as per the provisions of the Arbitration and Conciliation Act, 1996 of India.

17. **Applicable Law and Jurisdiction of Courts:**

The Contract shall be governed by and interpreted in accordance with the existing law of India in force.

All disputes relating to the contract is subject to the pecuniary jurisdiction of the Court at Birmaharajpur.

Prior notice shall be given to The Tahasildar, Birmaharajpur in writing in their respective letter heads signed only by the designated signatories as in contract agreement all proceedings related to the Contract. Arbitration shall be invoked as a pre-condition before approaching courts and tribunals.

  
Tahasildar, Birmaharajpur  
Tahasildar  
Birmaharajpur

**General Information & Technical Bid**

Sl. No	Particulars	Values
1	Name of the Service Provider	
2	Complete Address	
3	PAN	
4	Upto date Tax payment	
5	GST Number	
6	Registration No. of Vehicle	
7	Year of Manufacture	
8	Make & 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	Contact Number of the Service provider	
18	Contact number of Driver	
19	Rate of fuel consumption/ Mileage per liter	

**DECLARATION**

I/We, hereby declare that all the information and statements made in this Technical BID are true and correct and I/we accept that any misinterpretation contained in it may lead to disqualification of our Bid. Our Bid will be valid for acceptance upto **90Days** from the date of opening of the BID and I we confirm that this proposal will remain binding upon us and may be accepted by you at any time before this expiry date.

I/we also certify that our firm has not been blacklisted/ debarred/ banned by any State Govt./ UT/ Central Govt. /Govt. organization / Govt. Institution / PSU / Govt. run autonomous body, Society and or convicted by any court of law due to (a)Service or quality supplied (b) submission offtake or forged documents (c) submission of incorrect information/ suppression of vital information and facts / misrepresentation of quality certificates (d) non-performance or non-supply (e) any other reasons.

This is also certified that neither myself nor my organization will be indulged in any corrupt practices so far as this bidding is concerned.

**Authorized Signatory [In full and initials]**  
**Name and Designation of Signatory with Date and Seal:**  
**Address of the Bidder**

**COVERING LETTER**  
*(In Bidder's letter Head)*

To:

The Tahasildar, Birmaharajpur

Madam,

I/We, the undersigned, offered to provide 1 no. of Vehicle accordance with your tender call notice No. \_\_\_\_\_ dated \_\_\_\_\_. Our attached Financial Proposal is for the sum of Rs. \_\_\_\_\_ ( \_\_\_\_\_ ) [Insert amount (s) in words and figures ] as detailed below.

I/We hereby confirm that the financial proposal is unconditional and we acknowledge that any condition attached to financial proposal shall result in reject of our financial proposal.

- a) Monthly Hiring Charge of the vehicle : Rs.  
excluding fuel cost and taxes

I/we do hereby undertake that, in the event of acceptance of our bid, the supply shall be made in accordance with the terms and conditions as stipulated in the BID document.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the proposal of 90 days.

I/We have carefully read and understood the terms and conditions of the BID document and do hereby undertake to supply the articles.

I understand that you are not bound to accept any proposal you receive.

Yours faithfully,

**Authorized Signatory [In full and initials]**  
**Name and Designation of Signatory with**  
**Date and Seal:**  
**Address of the Bidder:**