

# BOARD OF REVENUE, ODISHA, CUTTACK.

## DLR&S WING

No. XXXII- 15/2025-5539 /Niz.

Date 04/11/2025

### QUOTATION CALL NOTICE

Sealed quotations are invited from Registered Travel Agencies / Private Tour Operators having valid GST registration number, Income Tax Clearance Certificate, PAN Card, first Track banking facility etc. for providing of 01 (One) no of BS-VI **Swift Dzire / Higher version vehicle (Commercial)** including driver within the limit of hiring charges fixed by Govt. vide FDOM No.- 15836/F dated 27.05.2025 for official use of the Additional Director, Land Records & Survey, Odisha, Cuttack, which shall conform to the terms and conditions mentioned in the Annexures-I.

1) The vehicle must be on Road Worthy condition, not more than 3 years from the date of initial registration and must have valid Commercial Registration Certificate, Insurance Certificate, Fitness Certificate, valid GST certificate, valid Contract Carriage Permit, proof of up-to-date tax payment etc. which are mandatory for plying of the vehicle.

2) The vehicle will be renewed on completion of one year on satisfactory performance and good behavior of owner and driver.

3) The Driver of the vehicle must be gentle, well behaved and 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 and obedient in nature.

5) The successful bidders(s) shall have to submit a performance security of **Rs. 1,000/-** (Rupees One Thousand) for the vehicle only in shape of Demand Draft / pay order, drawn on any Nationalized / Scheduled Bank in favour of the **Director, Land Records & Survey, Odisha, Cuttack**. The performance security shall be refunded after completion of the terms of contract, subject to satisfactory completion of the job during the contract period. If the successful bidder violates any of the terms & conditions of the contract, the performance security shall be liable for forfeiture.

6) The monthly rate of hire charge will be quoted separately in the general bid information including G.S.T (excluding fuel and lubricants). At no point of time the price more than the ceiling fixed by the Government in the latest circular shall be accepted.

7) The Vehicle must achieve a fuel efficiency of **17 Kms.** Per litre of Fuel.

8) The details of the make and year of manufacture of the vehicle, registration no., Fitness Certificate mileage (Kms. Covered per litre) and name of the Driver with Driving License No. and period of validity should be specifically mentioned in the general bid information with the Quotation (Annexure-II). The vehicle must have been registered within 3 years. **The new vehicle shall be preferred.**

09) The lowest evaluated bid (for the type of vehicle) shall be decided based on the lowest evaluated price bid for each type of vehicle in Monthly basis and the L-I bidder shall be decided accordingly.

10) If the successful Bidder fails to execute the order, the Performance Security of the bidder will be forfeited and the bidder will be black listed and will be debarred for life time to participate in future

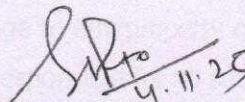
11) The Quotation completed in all respects should reach the undersigned on or before **03.30 P.M. on 15.11.2025** and shall be opened on the same day at 4.00 PM in presence of the bidders or their authorized representatives.

(P.T.O.)



12) The application form of quotation containing General Bid Information & Terms and conditions for Hiring of Vehicles etc. is enclosed herewith at Annexure-I & II and would also be available in the Website of the Commission at <https://boardodisha.nic.in>. The application form is to be downloaded from Board of Revenue website, the applicant shall furnish a Demand Draft for an amount (Rupees one hundred) only towards the cost of application along with the application.

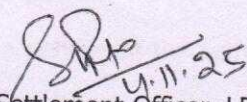
By orders of Director, L.R.&S.,  
Odisha, Cuttack.

  
Assistant Settlement Officer, LR&S

Memo No. 5540 /LR&S., Dated 04/11/2025

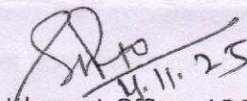
Copy along with Annexure- I & II forwarded to the Technical Director, NIC, 5<sup>th</sup> Floor, Board of Revenue, Odisha, Cuttack for information and necessary action.

He is requested to upload the Quotation Call Notice with its annexures in the official website of Board of Revenue for wide publicity.

  
Assistant Settlement Officer, LR&S

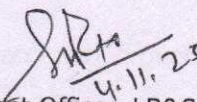
Memo No. 5541 /LR&S., Dated 04/11/2025

Copy forwarded to the AFA-cum-Dy. Secretary to Govt. of Odisha, R.& D.M. Department, Bhubaneswar for information and necessary action.

  
Assistant Settlement Officer, LR&S

Memo No. 5542 /LR&S., Dated 04/11/2025

Copy forwarded to the Sr. P.S. to Member, Board of Revenue, Odisha, Cuttack / Notice Board of Main Board and DLR&S Wing, Board of Revenue, Odisha, Cuttack for information and necessary action.

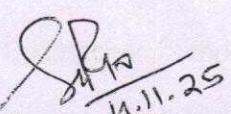
  
Assistant Settlement Officer, LR&S



**TERMS & CONDITIONS FOR HIRING OF VEHICLES**

The following terms and conditions must be fulfilled by bidder:

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 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 service provider.
5. In case of breakdown for reasons whatsoever the replacement of a vehicle of the same or better model shall be provided by the service provider.
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 made.
9. Monthly hire charges and reimbursements towards cost of fuel (as per norm) 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, Government shall forfeit the entire amount of security deposit.

  
**Assistant Settlement Officer, LR&S**  
(Quotation / Tender Calling Authority)



**INFORMATION TO BE FURNISHED**

| Sl No | Particulars                                                          |  |
|-------|----------------------------------------------------------------------|--|
| 1     | Name of the Service Provider                                         |  |
| 2     | Complete Address                                                     |  |
| 3     | GST Number                                                           |  |
| 4     | GeM Registration Number                                              |  |
| 5     | Bank Account No and IFSC Code                                        |  |
| 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    | Proposed hire Charge of the vehicle per month<br>excluding fuel cost |  |
| 20    | Rate of fuel consumption / Mileage per litre                         |  |

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

Seal & Signature of Quotationer / Tenderer