

**OFFICE OF THE
NOTIFIED AREA COUNCIL,
PURUSHOTTAMPUR**

**DETAILED BID DOCUMENT
FOR
FOR HIRING OF VEHICLE FOR OFFICIAL USE
IN
NAC, PURUSHOTTAMPUR - (2025-26)**

Points to remember while submitting tender documents:

1. Page no. 01 to 04 containing terms and conditions of bid.
2. Page no.05 to 06 containing information to be submitted.
3. Each page to be signed by the bidders.
4. For any clarification, the bidder may be contact the office or may mail the required matter through email "purushottampurnac@gmail.com" by quoting his/her tender paper serial number and name.



OFFICE OF THE NOTIFIED AREA COUNCIL

PURUSHOTTAMPUR, (GANJAM) PIN- 761018

Email Id : eo-nacpurushottampur@gov.in / purushottampurnac@gmail.com

Ph. No. 06811-295222



Sealed quotations/tenders are hereby invited from interested persons / Registered Firms / Travel Agencies / Trusts having valid GST Registration Certificates for providing a commercial light vehicle having sitting capacity not more than 08 including driver i.e. (preferably BOLERO or any SUV of equal category) bearing commercial registration number, along with a driver, for deployment under NAC, Purushottampur for official use on a monthly rental basis, as per the terms and conditions detailed below:

Eligibility & Conditions

1. The service provider must have a valid **GST Registration Certificate** to participate in the tendering process.
2. The vehicle must:
 - Be in **roadworthy condition**,
 - Not be more than **3 years old** from the date of initial registration till the date of bid submission, and
 - Have valid documents including **Registration Certificate, Insurance Certificate, Fitness Certificate, Pollution Certificate, Contract Carriage Permit**, and proof of **up-to-date tax payment**, as required under law.

3. The driver of the vehicle must:

- Possess a valid **Driving License** for light transport passenger vehicles,
- Have sufficient **driving experience**, and
- Be **well-behaved, gentle, and obedient** in nature.

4. **Earnest Money Deposit (EMD):**

A sum of **Rs. 5000/-** (Rupees Five Thousand only) shall be deposited by the intending bidders in the form of an **Account Payee Bank Draft** drawn in favour of the **Executive Officer, NAC, Purushottampur**, payable at Purushottampur, and submitted along with the tender. After completion of the tender process, the EMD shall be refunded to unsuccessful bidders.

5. The monthly **hire charges (excluding GST and fuel)** shall be quoted separately.
6. The vehicle must achieve a **minimum fuel efficiency of 10 KM per litre**.
7. In case of equal bid amounts, **supplier shall be selected through lottery process**.
8. The bidder shall agree to the **terms and conditions at Annexure-A**
9. The details must be specifically provided in the **General Bid Information (Annexure-B)**:
10. All related documents shall be submitted as per **checklist in (Annexure-C)**

Submission of Tender:

- 11. The completed Quotation/Tender in all respects should reach the office of the undersigned on or before 26/11/2025 by 5.00 P.M.**
- 12. The tenders will be opened on 28/11/2025 at 04.00 P.M. in the NAC Conference Hall, Purushottampur, in the presence of the bidders or their authorized representatives.**
- 13. The tender bid documents containing Terms and Conditions ,General Bid Information & documents checklist can be obtained:**
 - From the **Establishment Section of NAC, Purushottampur**, on payment of Rs. 1000/- (Rupees One Thousand only) in cash; or
 - Downloaded from the official website <https://nacpurushottampur.in>.
In case of download, a Demand Draft of Rs. 1000/- (in favour of Executive Officer, NAC, Purushottampur) must be submitted along with the form.

Availability of forms: **From 14/11/2025, 10:00 A.M. to 26/11/2025.**

Sd/-

**EXECUTIVE OFFICER
NAC PURUSHITTAMOPUR**

Signature of the Bidder with seal


**Executive Officer
NAC, Purushottampur**

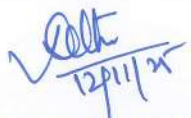
Annexure-A

Terms & Conditions

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 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 during emergency hours in addition to regular duty.
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 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 to the date of notification of this bid 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, ULB shall forfeit the entire amount of security deposit.

**Seal & Signature of
Quotation / Tender Calling Authority with Designation**

Signature of the Bidder with seal


**Executive Officer
NAC, Purushottampur**

Annexure-B

General Information

Sl. No.	Particulars	<u>Data</u>
1	Name of the Service Provider	
2	Complete Address	
3	Mobile No. and email id:	
4	GST 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 (if any) along with Consent form of the Owner	
11	Fitness Certificate validity	
12	Pollution Certificate 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 Driver	
17	Proposed hire Charge of the vehicle per month excluding fuel cost and tax	(in Rupees)
18	Rate of fuel consumption / Mileage per litre.	(In KM/Liter)

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

Signature of the Bidder with seal

Annexure-C

CHECKLIST OF DOCUMENTS TO BE SUBMITTED ALONGWITH BID

Sl. No.	DOCUMENTS DETAILS	SUBMITTED (YES/NO)	PAGE NO.
1	Original Money Receipt/ Demand Draft for Cost of Tender Paper		
2	Original Demand Draft for Cost of EMD		
3	Copy of the Aadhaar Card of applicant		
4	Copy of PAN		
5	Copy of GST		
6	Copy of Registration Certificate (<i>in case of other than proprietor</i>)		
7	Copy of 1 st Page of Bank Passbook/ Cancelled Cheaque		
8	Copy of Registration Certificate of Vehicle		
9	Copy of Aadhaar of the owner of vehicle (<i>in case applicant and owner are different person</i>) along with lease deed /Consent form of the Owner of the vehicle.		
10	Copy of Fitness Certificate		
11	Copy of Pollution Certificate		
12	Copy of Insurance validity		
13	Copy of Aadhaar Card of the Driver		
14	Copy of Driving License of the Driver		

Signature of the Bidder with seal


12/11/25
Executive Officer
NAC, Purushottampur