

**DISTRICT OFFICE: SUNDARGARH  
(Social Welfare Section)**

No. 2901 // date 23/12/2021

**SHORT TENDER CALL NOTICE**

Sealed tenders are hereby invited from interested Travel Agencies/ Tour Operators or private individuals etc. situated within Sundargarh District for providing 01 nos. of Non AC/AC Diesel driven vehicles having sitting capacity of not more than Ten including Driver, which shall conform to the term and conditions (Annexure-I) for official use in District Social Welfare Office, Sundargarh on monthly rent basis.

The application form of Tender containing general bid information and term and condition for hiring of vehicle will be available in District website [www.sundergarh.nic.in](http://www.sundergarh.nic.in) or can be downloaded from dt. 22.12.2021 to 30.12.2021. In case the application form is downloaded from District website and being submitted the applicant shall furnish a demand draft in favour of District Social Welfare Officer, Sundargarh payable at Sundargarh for an amount of Rs. 200/- (Rupees Two Hundred) only (Non refundable) towards the cost of application along with the tender papers.

By order of Collector,

  
District Social Welfare Officer,  
Sundargarh

Memo. No. 2902 /Dt. 22/12/2021

Copy to Office Notice Board.

Copy submitted to Director, I & PR, Odisha, Bhubaneswar for information. He is requested to make arrangement to publish the same in the reputed daily newspaper (in odia) for wide publication.

Copy to DIO, NIC for information with a request to hoist the notice in the district website.

Copy to DI & PRO, Sundargarh for information.

Copy submitted to PD, DRDA/PA,ITDA, Sundargarh/All Sub-Collectors/Tehsildar, Sadar, Sundargarh/BDOs, Sundargarh/RTO, Sundargarh & Rourkela. They are requested to display this notice in their respective office notice boards.

  
District Social Welfare Officer,  
Sundargarh

**TERMS AND CONDITIONS**

The following terms and conditions must be fulfilled by the successful bidder for providing a vehicle on hire on monthly basis:

1. The vehicle must be in road worthy condition, shall not be more than three years old from the date of initial registration and must have valid registration certificate, insurance certificate, fitness certificate, valid contract carriage permit, proof up to date Tax payment etc. which are mandatory for playing of vehicles.
2. The vehicle must achieve a minimum fuel efficiency of 12KM per liter.
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. 5000/- shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of District Social Welfare Officer, Sundargarh and submit along with the tender as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders.
6. The detail of the make & year of Manufacture of the vehicle, Registration No., Millage (Kms covered/Ltr.) & name of the driver with driving license Number & period of validity should specifically be provided in the general bid information to be furnished in the Tender (Annexure-II)
7. The Tender completed in all respect should reach the undersigned on or before **31.12.2021 by 01.00 PM.** & shall be opened on the same day at **3 PM.** in presence of the bidders or their authorized representative.
8. 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 up to date Tax payment and D.L. of the Driver available all the times. The Department/ Office hiring the vehicle shall not be responsible for any person or damage to any property on account of use hired vehicle any manner whatsoever. The hirer shall be responsible for all such litigation.
9. The hire charges to be paid for monthly basis is final but does not include cost of diesel, which is to be paid separately basing on the actual consumption and lubricants 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.
10. 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.
11. In case of breakdown for reason whatever the replacement of a vehicle of the same or better model shall be provided by the owner of the vehicle/bidder.
12. 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 sources.
13. The vehicle shall report for duty for minimum of 25 days in a month.

14. In case of emergency, the driver will have to report for duty as per the requirement of hirer. No. extra payment shall be demanded.
15. Monthly hire charges and reimbursements towards cost of diesel (as per actual) and lubricants (as per Govt. norms) of selected bidder will be paid in every succeeding month, as per possible within fifteen days of the submission of bills by the service provider and no advance payment will be made.
16. The vehicle shall not be more than 3 years old from the initial registration and also in good running condition during the period of contact.
17. If the service are found to be unsatisfactory, the client shall be given one month notice and terminate the agreement.
18. In case the service provider intends to withdrawn 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.
19. If the bidder violates any of the term of contract, Government shall forfeit the entire amount of security deposit.
20. The undersigned reserves right to cancel/alter/modify any or all the conditions mentioned above in case of Govt. instructions received in due course.

By Order of Collector,

  
District Social Welfare Officer,  
Sundargarh

GENERAL INFORMATION FOR HIRING VEHICLES

- 1) Registration No. of Vehicle:-
  - 2) Type of Vehicle (AC/Non-AC):-
  - 3) Year of Manufacture:-
  - 4) Model:-
  - 5) Date of Registration:-
  - 6) Name & Complete address of  
The owner of Vehicle:-
  - 7) Fitness Certificate Validity:-
  - 8) Permit Validity:-
  - 9) Insurance Validity:-
  - 10) Name / Address of the Driver:-
  - 11) D.L. No. & Validity of the D.L. of the Driver:-
  - 12) Proposed hire Charge of the vehicle per month  
Excluding fuel cost (Both in figure & words):
  
  - 13) Rate of fuel consumption/Mileage per litre:-
  - 14) Contact Number of the Service provider (Tenderer/Quotationer)  
Mobile..... Telephone.....
- “Certified that the information submitted above is true to the best of my knowledge and belief.”

Seal & Signature of the  
Quotationer/Tenderer

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