

# **DISTRICT OFFICE: SUNDARGARH**

**(Social Security Section)**

No. 2228 /Dt. 12/12/24

## **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 no. of Non AC/ AC Diesel driven vehicles having sitting capacity of not more than Ten including Driver, which shall conforming to the term and conditions (Annexure-I) for official use in District Social Security, Officer, Sundargarh on monthly rent basis.

The application form of Tender containing general bid information and terms and conditions for hiring of vehicle will be available with District Social Security Officer, Sundargarh on payment of Rs.100/- from dt.13.12.2024 to dt.27.12.2024 or can be downloaded from District website <https://sundargarh.odisha.gov.in> from dt 12.12.2024 to dt.27.12.2024. 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 Security Officer, Sundargarh** payable at **Sundargarh** for an amount of Rs.100/-(Rupees One Hundred) only (Non-refundable) towards the cost of application along with tender papers. The Quotation completed in all respect should reach the undersigned on or before dt.27.12.2024 by 12:00 Noon & shall be opened on dt.27.12.2024 at 3:00 PM.

  
Additional District Magistrate(Gen.)  
Sundargarh

Memo No. 2229 /Dt. 12/12/24

Copy to Office Notice Board.

Copy submitted to Director, I & PR Department, 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 DeGM, Sundargarh for information with an instruction to hoist the notice in the District website.

Copy to DI & PRO, Sundargarh for information.

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

Copy to DSWO, Sundargarh for information & necessary action.

Copy to RTO, Sundargarh for information & necessary action.

  
Additional District Magistrate(Gen.)  
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 of up-to-date tax payments, Pollution Certificate which are mandatory for plying vehicle.
2. 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.
3. The Driver should be well behaved, gentle and obedient in nature.
4. A sum of Rs. 5000/- (Rupees Five Thousand) only shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of District Social Security Officer, Sundargarh and submit alongwith the tender as security deposit. After completion of the tender process, the amount will be refunded to unsuccessful bidders .
5. The monthly rate of hire charge should not exceed Rs.20000/-per month as per Finance Department Memorandum No. 30464/F/Dated 06.09.2019 & Memorandum No. 22924/F/Dtd.14.08.2023.
6. The details of the make and year of manufacture of the vehicle, Registration no., Mileage(KMs covered /Ltr.) and name of the driver with Driving License No. and period of validity should be specifically provided in the general bid information to be furnished with the Quotation/Tender (Annexure-II).
7. The Quotation completed in all respect should reach the undersigned on or before dt.27.12.2024 by 12:00 noon & shall be opened on the same day at dt.27.12.2024 in presence of the bidders or their authorized representative.
8. The hired vehicles, during the period of contract, shall have necessary valid MV documents such as:- valid registration certificate, insurance certificate, fitness certificate, valid contract carriage permit, proof of up-to-date Tax payment and D.L. of the Driver available all the times. The Department/Office hiring 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 Govt. norms. All the expenditure of the vehicle towards repair, replacement of spare parts, lubricating oil of engine, Gear box & different 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, 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 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 contract
17. If the services 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 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.
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.

  
12.12.2017  
Additional District Magistrate(Gen.)  
Sundargarh

## GENERAL INFORMATION FOR HIRING VEHICLES

1.	Name of the Service Provider	
2.	Complete Address	
3.	OGST No.	
4.	GeM Registration no.	
5.	Bank A/c No. and IFSC Code	
6.	Registration no. of the 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.	Proposed hire Charge of the vehicle per month excluding fuel cost	
18.	Rate of fuel consumption/Mileage per litre	
19.	Contact Number of the Service Provider(Tenderer/Quotationer)	
20.	Contact of the Driver	

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

Signature of the Quotationer/Tenderer