

DISTRICT OFFICE, SUNDARGARH

(Social Welfare Section)

Tender Call Notice

No- 113 /Date- 10/01/2025 /

Sealed tenders are invited from interested reputed Travel Agencies / Tour Operators or Private individuals for providing 01 (One) no of Non AC Petrol/Diesel driven vehicles having sitting capacity not more than ten including driver, which shall confirm to the Terms and conditions (Appendix-A) for use of Centre Admin of OCS (One Stop Centers) on monthly rent basis. Maximum hire charges per month excluding takes is Rs. **20,000/-** as per the Office Memorandum No. **22924/F.**, **Dated. 14.08.2023 of Finance Department Govt., of Odisha.**

- 1.The service provider shall have a valid OGST registration to participate in the tendering.
- 2.The vehicle must be 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, Valid Contract Carriage Permit, Proof of up to date tax payment etc. which are mandatory for plying of vehicle.
- 3The 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 the District Social Welfare Officer, Sundargarh payable at Sundargarh and submitted along with the tender as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders.
- 6.The monthly rate of hire charge be quoted separately in the general bid information (excluding fuel and lubricants)
- 7.The vehicle must achieve a fuel efficiency of **17 kmsper liter.**
- 8.The details of the make and year of manufacture of the vehicle, registration no, mileage (Kms covered per liter) 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-B)
- 9.The Quotation completed in all respect should reach the undersigned on or before 27/01/2025 by **05.00 PM** and shall be opened on 28/01/2025 at **5.00 PM** in presence of the bidders or their authorized representatives **in the Office Chamber of ADM, Sundargarh.**
- 10.The application form of quotation/ tender containing general Bid Information & Terms and conditions for Hiring of Vehicles etc. will be available with Office of the District Social Welfare Office, Sundargarh on payment of Rs.1000/- from 10/01/2025 to 27/01/2025, 5.00 PM or can be downloaded from District Website <https://sundargarh.odisha.gov.in> from 10/01/2025 to 27/01/2025, 5.00 PM. In case the application form is downloaded from Govt website, the applicant shall furnish a Demand Draft for Rs. 100/- (Rupees one hundred) only towards the cast of application along with the application.

11.The under signed reserved the right to reject/cancel-any or all Quotations without assigning any reason thereof.


Collector, Sundargarh.

Memo No. 114 /Date. 10/01/2025

Copy forwarded to the DeGM, Sundargarh for information with a request to host the Tender Call Notice immediately in the official website i.e. <https://sundargarh.odisha.gov.in> .


Collector, Sundargarh.

Memo No. 115 /Date. 10/01/2025

Copy forwarded to all Sub-collector, Sundargarh/ all CDPOs of Sundargarh District for information and necessary action with a request to display the tender notice in the Notice Board of their respective offices.


Collector, Sundargarh.

TERMS & CONDITIONS

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

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 basing on actual consumption and 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, Tiers & Tubes, Battery etc. will be borne by the bidder.
4. It shall be responsibility of the bidder to provide a good driver and the remuneration of the driver shall be borne by the owner.
5. In case of breakdown for reasons whatsoever the replacement of a vehicle of the same or better model shall be provide by the owner of the vehicle/ bidder.
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 demanded.
9. Monthly hire charges and reimbursements towards cost of fuel (as per actual) and lubricants (as per govt. norms) of selected bidder will be paid in every succeeding month, as per as possible within 15 days of the submission of bills by the service provider and no advance payment will be made.
10. The vehicles shall not be more than 3 yrs 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 violets any of the terms of contract, Government shall forfeit the entire amount of security deposit.
14. The Hiring may be discontinued immediately, when the vehicles are no longer required for offices.


Collector, 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: -

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