

# DISTRICT OFFICE, SUNDARGARH

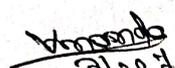
(Social Welfare Section)

Tender Call Notice

No- 3520 /Date- 31.07.2025 /

Sealed tenders are invited from interested reputed Travel Agencies / Tour Operators or Private individuals for providing 01 (One) no vehicles having sitting capacity not more than ten including driver, which shall confirm to the Terms and conditions (Annexure-I) for official use in Office of the District Social Welfare Office, Sundargarh on monthly rent basis. Maximum hiring charges excluding taxes is **Rs.24,000/-** as per the Office Memorandum No **15836/F Dt. 27.05.2025** of Finance Department Govt. of Odisha.

1. The Service provider shall have a valid GST 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.
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. 5,000/- 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
7. The vehicle must achieve a fuel efficiency of **17** kms per 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-II)
9. The Quotation completed in all respect should reach the undersigned on or before 19/08/2025 by **05.00 PM** and shall be opened on 20/08/2025 at **4.00 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 from 31/07/2025 to 19/08/2025 5.00 PM or can be downloaded from District Website <https://sundargarh.odisha.gov.in> from 31/07/2025 to 19/08/2025, 5.00 PM.

  
31.07.25  
District Social Welfare Officer,  
Sundargarh

Memo No. 3521 /Date. 31.07.2025

Copy to office Notice Board

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>

~~Signature~~  
31.07.25  
District Social Welfare Officer,  
Sundargarh

Memo No. 3522 /Date. 31.07.2025

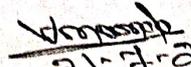
Copy submitted to CDO-cum-EO,ZP/ All Sub-collector, /PA ITDA, Sundargarh/ Tehasildar Sundargarh/ BDO, Sundargarh/ RTO, Sundargarh & Rourkela all CDPOs of Sundargarh District for information and necessary action with a request to display the tender notice in the Notice Board of their respective offices.

~~Signature~~  
31.07.25  
District Social Welfare Officer,  
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, Tyres & 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.

  
31.7.25  
District Social Welfare Officer,  
Sundargarh

**General Information**

SL No	Particulars	
1	Name of the Service Provider	
2	Complete Address	
3	GST Number	
4	Bank Account No. and IFSC Code	
5	Registration No. of Vehicle	
6	Year of Manufacture	
7	Make & Model	
8	Date of Registration	
9	Name & Complete address of the owner of Vehicle	
10	Fitness certificate validity	
11	Pollution Certificate validity	
12	Permit 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 the service provider	
17	Contact number of Driver	
18	Proposed hire charges of the vehicle per month excluding fuel cost	
19	Rate of fuel consumption / Mileage as per litre	

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

Seal & Signature of the  
Tenderer