

DISTRICT URBAN DEVELOPMENT AGENCY, SUNDARGARH.



District Urban Development Agency,
Block Colony, Sundargarh - 770001
E-mail - dudasundargarh@gmail.com

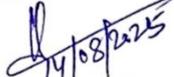
Quotation/Tender Call Notice

Order No 417 /DUDA Date. 14/08/2025

Sealed quotations/tenders are invited from interested reputed Travel Agencies/ Tour Operators or Private individuals for providing **one** no of vehicles having sitting capacity not more than 7(seven) including driver , which shall confirm to the terms and conditions (Annexure-A) for official use in the office of the **District Urban Development Agency , Sundargarh** on monthly hire basis .

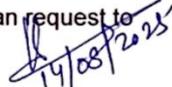
1. The Service provider shall have a valid GST registration to participate in the tendering.
2. The vehicle must be in Road Worthy condition, shall not be more than 3 years old from the date of initial registration and must have valid Registration Certificate, Insurance Certificate, Fitness Certificate, Pollution Certificate , Valid Contract Carriage Permit, Proof of up to date tax payment etc. which are mandatory for playing 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/- (Rupees Five thousand) only** shall be deposited by the intending bidders in shape of Account payee Bank Draft drawn in favour of the **COLLECTOR & PD, DUDA , 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 , excluding GST be quoted separately ,excluding fuel .
7. The Vehicle must achieve a fuel efficiency of **10Kms** per litre.
8. The maximum hiring charges of vehicle is Rs.37,200/- per month excluding taxes as per finance dept Office Memorandum No.15836/ F dt:27.5.2025.
9. The details of the make and year of manufacture of the vehicle, Registration number, millage (Kms covered per litre) and name of the Driver with Driving License Number and period of validity should be specifically provided in the general bid information to be furnished with the Quotation/Tender (**Annex-B**).

10. The Quotation completed in all respect should reach the undersigned on or before **21.8.2025** by **5.30 PM** by Regd. post/speed post in the office of **Project Director, District Urban Development Agency , Block Colony , Sundargarh , Odisha** and shall be opened on **22.8.2025** at **11 A.M** in presence of the bidders or their authorized representatives.
11. The application form of quotation/tender containing General Bid information and Terms and conditions for Hiring of Vehicles etc. will be available with PD , DUDA OFFICE , Sundargarh during office hours and can be downloaded from website – sundargarh.odisha.gov.in from 14.8.2025 to 21.8.2025.


Project Director
DUDA,Sundargarh

Memo No. 418 / Date 14/08/2025

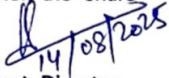
Copy with the enclosures forwarded to the DeGM, Sundargarh with an request to upload the quotation/tender on District Website


Project Director
DUDA,Sundargarh

TERMS & CONDITIONS FOR HIRING OF VEHICLES.

The following terms and conditions must be fulfilled by the successful bidder for providing a vehicle on hire on monthly 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 Driving Licence 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 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..The vehicle owner should pay the cost of fuel (POL) and submit the bills separately along with monthly hire charges bill for payment. Monthly hire charges and reimbursements towards cost of diesel (as per actual) 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.
4. 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.
5. It shall be the responsibility of the bidder to provide a good driver and the salary of the driver shall be borne by the service provider.
6. In case of breakdown for reasons whatsoever the replacement of a vehicle of the same or better model shall be provided by the owner of the vehicle/bidder.
7. In case of the vehicle do not report regularly, the authority will be at liberty to terminate the agreement without prior notice.
8. The vehicles shall report for duty for minimum of 25 days in a month.
9. In case of emergency, the driver will have to report for duty as per the requirement of hirer. No extra payment shall be demanded.
10. 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.
11. If the services are found be unsatisfactory, the clients shall give one month notice and terminate the agreement.
12. In case the service provider intends to withdraw the services of his/her vehicle and terminate the agreement, it shall be mandatory upon him/her 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, Government shall forfeit the entire amount of security deposit


Project Director
DUDA,Sundargarh

GENERAL INFORMATION FOR HIRING VEHICLES

1	Registration No. of the Vehicle:-	
2	Type of Vehicle (AC/Non AC)	
3.	GST Number :-	
3	Year of Manufacture :-	
4	Make & Model:-	
5	Date of Registration:-	
6	Name & complete address of the owner of the vehicle	Name: - Father Name: Resident of Village/Town: P.O: P.S :- District: Mobile No :-
7	Fitness Certificate validity:-	
	Pollution Certificate Validity	
8	Permit validity:-	
9	Insurance validity:-	
10	Name & complete address of the Driver:-	Name: - Father Name: Resident of Village/Town: P.O: P.S :- District: Mobile No :-
11	Driving Licence Number & Validity of the D.L of the Driver:-	
12	Proposed hire Charges of the Vehicle per month excluding fuel cost:-	
13	Rate of fuel consumption /Millage per litre:-	
14	Contact Number of the Service Provider (Tenderer/Quotationer) :-	Mobile No :

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

Date:

Seal & Signature of the
Quotationer/ Tenderer.