

Standard Bidding Document
Government of Odisha
OFFICE OF THE CDPO, ICDS PROJECT CIVIL TOWNSHIP, ROURKELA
Quotation/Tender Call Notice

No- 643 Date- 01/08/25

Sealed quotations/ tenders are invited from interested reputed Travel Agencies / Tour Operators or Private individuals for providing 01 (One) no of Non AC/AC Diesel/Petrol driven vehicles having sitting capacity not more than ten including driver, which shall confirm to the Terms and conditions (Annexure-II) for official use in Office of the CDPO, ICDS, Civil Township, Rourkela for official use in **Office of the CDPO, Civil Township, Rourkela** on monthly rent basis.

1. 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, Valid Contract Carriage Permit, Proof of up to date tax payment etc. which are mandatory for plying of 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. 5,000/- shall be deposited by the intending bidders in shape of Account payee Bank draft drawn in favour of the CDPO, CIVIL TOWNSHIP, ROURKELA and submitted along with the tender as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders.
5. The monthly rate of higher charge be quoted separately in the general bid information (excluding fuel and lubricants)
6. The vehicle must achieve a fuel efficiency of 10 kms per liter.
7. 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 specially provided in the general bid information to be furnished with the Quotation / Tender (Annexure-III)
8. The Quotation completed in all respect should reach the undersigned on or before 15.08.2025 by 5.00 p.m. and shall be opened on the 16.08.2025 at 01.00 p.m. in presence of the bidders or their authorized representatives.
9. The application form of quotation/ tender containing general Bid Information & Terms and conditions for Hiring of Vehicles etc. will be available with O/o the CDPO, CIVIL TOWNSHIP, ROURKELA on payment of Rs. 100/- from 01.08.2025 to 15.08.2025.

Rtinh
01/08/25
Child Dev. Project Officer
Civil Township, Rourkela

Memo No- 644 / Date- 01/08/25

Copy submitted to the Addl. District Magistrate, Rourkela / Sub-Collector, Panposh / Commissioner, Rourkela Municipal Corporation / R.T.O., Rourkela with a request to display the notice in their office notice board for wide publicity.
Copy to Office Notice Board/ Bill Section.

Rtinh
01/08/25
Child Dev. Project Officer
Civil Township, Rourkela

Memo No- 645 / Date- 01/08/25

Copy submitted to the DSWO, Sudargarh for information.

Rtinh
01/08/25
Child Dev. Project Officer
Civil Township, Rourkela

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 rent basis.

1. 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 of up to date tax payment etc. and D.L. of the driver available all the times. 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.
2. The hire charges to be paid for monthly basis in final but does not include cost of diesel, which is to be paid separately basing on 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.
3. It shall be responsibility of the bidder to provide a good driver and the salary of the driver shall be borne by the owner.
4. 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/
5. '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 source.
6. The vehicles shall report for duty for minimum of 25 days in a month.
7. In case of emergency, the driver will have to report for duty as per the requirement of hirer. No extra payment shall be demanded.
8. 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 as possible within 15 days of the submission of bills by the service provider and no advance payment will be made.
9. 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.
10. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
11. 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.
12. If the bidder violets any of the terms of contract, Government shall forfeit the entire amount of security deposit.
13. GST registration and GeM registration are compulsory for any Service Provider to provide hired vehicles to Government offices through GeM or through open bidding.
14. The Hiring may be discontinued immediately, when the vehicles are no longer required for offices.

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21/08/23
Child Dev. Project Officer
Civil Township, Rourkela
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