

# DISTRICT OFFICE, SUNDARGARH

(Social Welfare Section)

Tender Call Notice

No- 3563 /Date- 02.08.2025 /

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 field functionaries of **SANKALP HUB** for empowerment of women at district level on monthly rent basis. Maximum hire charges per month excluding taxes is Rs. **24,000/-** as per the Office Memorandum No. **15836, Dated.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 service provider, participating in the bidding process under the jurisdiction of Municipal Corporation, shall be registered on GeM platform.
3. 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.
4. 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.
5. The Driver should be well behaved, gentle and obedient in nature.
6. A sum of Rs. **5000/-** shall be deposited by the intending bidders in shape of Account payee Bank draft drawn in favor 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.
7. The monthly rate of hire charge be quoted separately in the general bid information (excluding fuel and lubricants)
8. The vehicle must achieve a fuel efficiency of **17** kms per liter.
9. 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)
10. The Quotation completed in all respect should reach the undersigned on or before 12.08.2025 by **05.00 PM** and shall be opened on 13.08.2025 at **5.00 PM** in presence of the bidders or their authorized representatives **in the Office Chamber of ADM, Sundargarh.**
11. 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 04.08.2025 to 12.08.2025 5.00 PM or can be downloaded from District Website <https://sundargarh.odisha.gov.in> from 04.08.2025 to 12.08.2025, 5.00 PM. In case the application form is downloaded from Govt website, the application shall furnish a Demand Draft for Rs. 1000/- (Rupees one thousand) only towards the cast of application along with the application.

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

  
Additional District Magistrate  
Sundargarh

Memo No. 3564 /Date. 02.08.2025

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>.

  
Additional District Magistrate  
Sundargarh

Memo No. 3565 /Date. 02.08.2025

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.

  
Additional District Magistrate  
Sundargarh

TERMS & CONDITIONS

The following terms and conditions must be fulfilled by bidder.

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 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 service provider.
5. In case of breakdown for reasons whatsoever the replacement of a vehicle of the same or better model shall be provide by the service provider.
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 made.
9. Monthly hire charges and reimbursements towards cost of fuel (as per norms) 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.

  
Collector, Sundargarh

**GENERAL INFORMATION FOR HIRING VEHICLES**

<b>Sl.No</b>	<b>Particulars</b>	
1	Name of the Service Provider	
2	Complete Address	
3	GST Number	
4	Gem Registration Number	
5	Bank Account Number & IFSC Code	
6	Registration Number Of Vehicles	
7	Year Of Manufacture	
8	Make & Model	
9	Date Of Registration	
10	Name and complete address of the owner of vehicles	
11	Fitness Certificate Validity	
12	Pollution Certificate Validity	
13	Permit Validity	
14	Insurance Validity	
15	Name/Address of the Driver	
16	DL no. & Validity Of the DL of the driver	
17	Contact No. of the service provider	
18	Contact No. of driver	
19	Proposed hire charge of the vehicle per month excluding fuel coast.	
20	Rate of fuel consumption/mileage per liter	

Seal & Signature of the  
Quotationer/Tenderer