

## GENERAL BID INFORMATION

### 1. Type of Vehicle

- The vehicle model/type shall be preferably Bolero, TUV-300, Sumogold, Scorpio and should be white/off white color only.
- The vehicle should be suitable for movement in both urban and rural operational areas within the jurisdiction of the AHL unit.
- The vehicle must be capable of accommodating of staff (3 person) excluding driver and medicine and equipment for animal treatment comfortably.

### 2. Eligibility Criteria for Vehicle

- Vehicle must not be more than 3 years old at the time of hiring. (Preference will be given to newer vehicles).
- Vehicle should be BS-VI compliant as per emission norms.
- Vehicle must be in roadworthy condition and covered under valid Registration, Fitness, Insurance, and Pollution under Control (PUC) Certificate.
- The Vehicle must achieve a fuel efficiency of minimum 10KM per liter

### 3. Hiring Rules & Charges

- The maximum monthly hiring charges of AHL vehicle shall be 31,000/- (Rupees Thirty-One Thousand only) excluding the salary of the driver. The drivers will be engaged separately by the department through Facilitating NGO (FNGO) on outsourcing basis.
- Fuel cost shall be borne by the Department as per actual consumption and logbook entries. Further, expenditure towards engagement of drivers will be incurred separately as per scheme guidelines by the department.
- A Declaration (in Non- Judicial Stamp Paper of Rs.10/-) shall be given by the Owner of the vehicle/Bidder for having no objection for driving of his vehicle by outsourced driver engaged by the Department (Annexure-IV).
- Maintenance and all other charges (insurance, repair, servicing, etc.) shall be borne by the supplier/vehicle owner

### 4. Operational Guidelines

- The hired vehicle shall remain exclusively available for AHL services during the contract period as per approved guidelines of the State Plan scheme "Establishment of Animal Helpline facility with Ambulance Service under Mukhyamantri Prani Kalyan Yojana (MPKY) 2025-26.
- Branding of the vehicle will be taken up as per the requirement. The branding will be taken up by CDVOs out of the contingency funds under the scheme. The size of the branding will be as per the specification of the hired AHL, ambulance vehicle without changing the contents specified for branding.
- The vehicle shall be parked at the designated AHL office/parking point after duty hours unless otherwise instructed.
- A logbook shall be maintained daily, recording movement, distance covered, purpose, and fuel consumption.
- The hired vehicle, during the period of contract, shall have all necessary valid MV documents such as valid Registration Certificate, Insurance Certificate, Fitness Certificate, Pollution control 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 losses of life/injury made to any person or damage to any property on account of use of hired vehicle any manner whatsoever. The owner of the vehicle shall be responsible for all such litigation.
- All the expenditure of the vehicle towards minor/ major repair, replacement of spare parts, lubricating oil of Engine, Gear Box & differential Coolant, Tyres & Tubes, Battery etc. and payments towards insurance, road tax, fitness etc. will be borne by the supplier.
- The vehicle should be regularly serviced and maintained to avoid any breakdown. 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 without compromising the services of Animal Ambulance Service in Animal Help Line. If the owner failed to arrange/replace, alternative arrangement will be made by the client and the expenditure will have to be borne by the owner of the vehicle. If he/she fails to pay the expenditure so incurred, the same will be deducted from the bill of the owner.

9/10/24

5. A sum of **Rs.10,000/-** (Rupees Ten thousand) only shall be deposited by the intending bidders in shape of accounts payee bank draft in favour of the **Chief District Veterinary Officer, Sundargarh** and submitted along with the quotation as security deposit. After completion of tender process the amount will be refunded to unsuccessful bidders.

6. Tender papers without security deposit shall not be considered/accepted.

7. The monthly rate of hire charges (excluding fuel and lubricants) is to be quoted separately. In case of similar quoted price, preference will be given to local vehicle (Sundargarh Municipality areas to which the vehicle belongs) and newer vehicle. In addition, lower hiring charges with higher mileage than the specified rate will also be given preference.

8. The details of the make and year of manufacture of the vehicle, registration no., mileage (Km covered per litre) and period of validity etc. should be specifically provided in the general bid information sheet of the vehicle (provided with the application form) to be furnished (**Annexure-I**).

9. The Tender completed in all respect should reach the undersigned **on or before Dt.24.09.2025 by 05.00PM** and technical Bid shall be opened on **Dt.25.09.2025 at 11.00AM** and **Financial Bid opened on Dt.25.09.2025 at 1.00 PM** in presence of the bidder(S) or their authorized representative(S). There will be no bar in opening of the sealed quotations, if the bidder(S) or their authorized representative(S) remain absent within the schedule time.

10. The Application form of Tender containing General Bid Information & Terms and Conditions for Hiring of Vehicles etc. (**from Annexure-1 to IV**) is available at the Sundargarh district portal (<https://Sundargarh.odisha.gov.in>) from **Dt..11.09.2025 to 24.09.2025 by 05.00PM**.

11. The bids complete in every respect should reach the **O/o the CDVO, Sundargarh** latest by **24.09.2025, 05.00PM** through Speed Post /Regd. Post/Courier. Any tender received after the due date & time will be rejected and this Office shall not be responsible for any postal delay. Incomplete Tender paper shall not be accepted.

12. The authority reserves right to accept reject all the bids or any part of it without assigning any reason thereof. The bidder is to submit self-attested photocopies of the required documents with duly filled in tender paper

  
Chief District Veterinary Officer,  
Sundargarh

**TERMS AND CONDITIONS FOR HIRING OF VEHICLES**

The following terms and condition must be fulfilled by the successful quotationer for proving 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, Pollution 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 person who gives the vehicle on hire shall be responsible for all such litigation.
2. The hire charges to be paid for monthly basis. The cost of diesel, which is to be paid separately basing on actual consumption and the cost of lubricants will be paid as per existing Government norms.
3. The amount of the POL will be paid to the owner of the vehicle after production of bills in succeeding month. All the expenditure of the vehicles towards repair, replacement of spare parts, lubricating oil of engine, gear box and differential coolant, tires and tubes, battery etc. will be borne by the bidder.
4. In case of breakdown for reason whatsoever the replacement of a vehicle of the same or better model shall be provided by the owner of the vehicle /bidder.
5. In case of the vehicle does not report regularly, the authority will be at liberty to reject aggrement and may engage vehicle from other source.
6. Monthly hire charges and reimbursement towards cost of diesel (as per actual) of selected quotationer will be paid in every succeeding month (if fund is available from Govt.) as far as possible within Twenty one days of the submission of bills by the service provider and no advance payment will be made.
7. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
8. In case the service provider intends to withdraw the service 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.

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10.7.25

9. The hired vehicle can't be used for any private /commercial purpose beyond the office hour or during holidays.
10. The vehicle shall be parked at the designated AHL office/parking point after duty hours unless otherwise instructed.
11. The agreement shall be discontinued immediately when the vehicle is no longer required to closure of the scheme or any other reason etc.
12. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposited.
13. The bidder shall not be an employee/relative of the employee of this office.
14. The bidder/vehicle owner earlier engaged in Animal Ambulance Service in Animal Help Line and found to have deviated the norms of Agreement will not be considered for selection even if he/she gives lowest quotation in the present bid.

  
10.9.21  
Chief District Veterinary Officer  
Sundargarh



OFFICE OF THE CHIEF DISTRICT VETERINARY OFFICER, SUNDARGARH  
AT/PO- RANGADHIPA, DIST. SUNDARGARH PIN-770002  
E-mail id- [odisun-nadrs@nic.in](mailto:odisun-nadrs@nic.in)



## TENDER FORM

### Part-1 Technical Bid (Cover A)

(The Documents have to be arranged serially as per the order mentioned below)

Sl. No	Particulars	Details
1	Name of the Organization/Private Bidder (attached ID Proof)	
2	Address of the organization/ Private Bidder with telephone No. (Attached Address proof)	
3	E-mail id of the Organization/Bidder	
4	Name of authorized signatory	
5	GST Registration No of Organization/Bidder	
6	PAN No.	
7	Specimen signature of the authorized signatory	
8	Telephone number of authorized signatory	
9	Name and Model of the vehicle	
10	Type of Vehicle (A.C or Non-A.C)	
11	Regd. No. of Vehicle	
12	Year of manufacture	
13	Date of Registration	
14	Fitness Certificate validity	
15	Permit validity	
16	Insurance validity	
17	Pollution under Control (PUC) Certificate validity	
18	Rate of Fuel consumption/Mileage per liter	
	In Ac	
	In Non AC	
20	Security deposit of Rs.10000/- (DD No./Date)	

NB: Please Attach self- attested copy of above required documents.

### DECLARATION:-

I/we hereby certify that the terms and conditions given with the tender notice have been read carefully and acceptable to me/us and that the information furnished above are full and correct to the best of my our knowledge. I we understand that in case of any deviation /false information in the above statement at any stage, our firm Agency will be blacklisted/debarred and will not have any dealing with your organization in future.

Place:-

Date-

(Signature of the Bidder)



OFFICE OF THE CHIEF DISTRICT VETERINARY OFFICER, SUNDARGARH  
AT/PO- RANGADHIPA, DIST. SUNDARGARH PIN-770002  
E-mail id- [odisun-nadrs@nic.in](mailto:odisun-nadrs@nic.in)



Annexure-II

**TENDER FORM**

**Part-11- Financial Bid-Cover B**

Sl No.	Type of Vehicle and model	Fuel Efficiency per K.M		Quoted hiring Charges including GST in Rs (in figure /in words) in Rs.
		AC	Non AC	

**Declaration**

I hereby declare that all the above particulars are correct, I have read the terms and conditions of the technical bid enclosed with this form separately duly signed on each page and I shall abide the same.

**(Signature of the Bidder)**

**Annexure-III**

To

**The Chief District Veterinary officer  
Sundargarh**

Sub: Submission of Quotation for engagement of vehicle for Animal Ambulance Service in Animal Help  
Line of Sundargarh for the Year 2025-26 on monthly rate basis.

Ref.- Tender Call Notice No. \_\_\_\_\_/Date \_\_\_\_\_ of CDVO, Sundargarh

Sir,

With reference to your Tender Call Notice for hiring of vehicles for Animal Ambulance Service in Animal Help Line in Sundargarh District for the Year 2025-26 on monthly rate basis. I am to inform you that I have gone through the general bid information and terms & conditions mentioned in the application form and accordingly submitting herewith my offers in filled in application forms as per the prescribed formats along with the required self-attested documents for consideration for engagement in Animal ambulance Service in Animal Helpline (AHL) at Sundargarh. The demand draft amounting **Rs.10000/-** (Bearing No. \_\_\_\_\_ Date) is enclosed along with other forms and documents for necessary action at your end.

Your sincerely,

**Full signature of the applicant  
With date and address**

**DECLARATION FORM**

**(Rs.10/- NON-JUDICIAL STAMP PAPER).**

**(Affidavit before Executive Magistrate/Notary Public)**

I/We..... (NAME& DESIGNATION) having  
My/our ..... firm at ..... Do hereby declare that I/We have carefully read all the terms & conditions of tender of the Chief District Veterinary Officer, Sundargarh for the Animal Helpline, Sundargarh. I will abide with all the terms & conditions set for in the tender paper bearing Tender Call Notice no.....

I/We do hereby declare that, I/We have no objection for driving my vehicle by outsourced driver engaged by the department through Facilitating NGO (FNGO) as per Guideline.

That, I have no objection for branding the vehicle as per requirement by the Animal Helpline guideline.

I/We agree that the Tender Inviting Authority can debar blacklist me/us if, any information furnished by me/us proved to be false at the time of inspection/ verification and not complying with the Tender terms & conditions.

Signature of the bidder

Date

Name & Address of the Bidder