

DISTRICT OFFICE: SUNDARGARH

(Social Security Section)

Tender Call Notice

Sealed tenders are invited from interested reputed Travel Agencies /Tour Operators/Individuals for providing 1(one) No. of vehicles having sitting capacity not more than 10(Ten) including driver, which shall conform to the Terms and Conditions(Annexure-I) for official use in office of the District Social Security Officer on monthly rent basis. Maximum Hiring charges excluding taxes is **Rs.24000/-(Rupees Twenty Four Thousand) only** as per 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. 5000/-(Rupees Five Thousand) only shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the District Social Security Officer, Sundargarh and submitted along with the tender as EMD. After completion of tender process, EMD Shall 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 17 KMs per litre.
8. The details of the make and year of manufacture of the vehicle , registration no. , mileage(KMs covered per litre) and name of the Driver, Driving License No. and period of validity should be specifically provided in the general bid information to be furnished with the Tender(Annexure-II)
9. The Tender complete in all respect should reach the undersigned on or before 30.10.2025 by 5.00 PM and shall be opened on 31.10.2025 at 4.00 PM in presence of the bidders or their authorized representatives.
10. The application form of tender containing General Bid Information & Terms & Conditions for Hiring of Vehicles etc. will be available with the Office of the District Social Security Office, Sundargarh can be downloaded from Odisha Govt. Website

www.sundargarh.odisha.gov.in from Dt.17.10.2025 to Dt.30.10.2025.


Additional District Magistrate(Gen.)
Sundargarh

Memo No. 2089 /Dt. 17/10/2025

Copy to Office Notice Board.

Copy submitted to Director, I & PR Department, Odisha , Bhubaneswar for information . He is requested to make arrangement to publish the same in the reputed daily newspaper(in odia) for wide publication.

Copy to DeGM, Sundargarh for information with an instruction to hoist the notice in the District website.

Copy to DI & PRO, Sundargarh for information.

Copy to ADM, Sundargarh/ PD, DRDA /PA, ITDA, Sundargarh / All Sub-Collectors/Tehsildar, Sadar, Sundargarh/BDO, Sadar Sundargarh/RTO, Sundargarh & Rourkela. They are requested to display this notice in their respective office notice board.

Copy to DSWO, Sundargarh for information & necessary action.

Copy to RTO, Sundargarh for information & necessary action.


Additional District Magistrate(Gen.)
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Terms & Conditions

The following terms & conditions must be fulfilled by the bidder:

1. The hired vehicles should be BS-VI emission compliant Vehicles and during period of contract, it shall have 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 DL of the Driver available all the times.
2. The Department /Office hiring the vehicle shall not be responsible for any change /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, Tyres & Tubes, Battery etc. will be borne by the bidder.
4. It shall be the responsibility of the bidder to provide a good driver and the remuneration of the driver shall be provided 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 provided 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 vehicle shall report for duty for minimum of 25 days a month.
8. In case of emergency , the driver will have to report for duty as per requirement. No extra payment shall be made.
9. Monthly hire charges & reimbursements towards cost of fuel (as per norm) will be paid in every succeeding month, as per possible within fifteen days of the submission of bills by the Service provider and no advance payment will be made.
10. The vehicle shall not be more than 3 years old from 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 sevice 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 withdrawl 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.


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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	DL No. & Validity of the DL of the Driver	
16	Contact No. of the Service Provider	
17	Contact No. of the Driver	
18	Proposed hire charge of the vehicle per month excluding fuel cost	
19	Rate of Fuel Consumption/Mileage Per Litre	
20	Details of EMD deposited	

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

Seal & Signature of Tenderer