



**COLLECTORATE: GAJAPATI, PARALAKHEMUNDI  
(SOCIAL WELFARE SECTION)**

**(ସମାଜ ମଙ୍ଗଳ ଉପବିଭାଗ)**

No. 915 /SW

Date: 21.05.2025

**TENDER CALL NOTICE**

Sealed Quotations / tenders are invited from interested reputed Travel Agencies/Tour Operators or private individuals for providing 1 No. of Non-AC (Tiago/bolt/Celerio etc) *Petrol* driven vehicles which shall confirm to the terms and conditions (Annexure-II) for Official use in District Social Welfare Office, Gajapati, Paralakhemundi on monthly hire 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.500/- (Rupees Five Hundred) only shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the **District Social Welfare Officer, Gajapati** 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 hire charge is quoted separately in the bid information (excluding fuel and Lubricants).
- 6) The Vehicle must achieve a fuel efficiency of 17 Kms. per litre.
- 7) The details of the make and year of manufacture of the vehicle, registration no. mileage (kms. covered per litre) and name of the Driver with Driving licenses No. and Period of validity should be specifically 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 09.06.2025 by 1 PM and shall be opened on Dt. 10.06.25 by 10:30 AM in presence of the bidders or their authorized representatives along with the committee formed under the chairmanship of Collector, Gajapati.

- 9) The application form of quotation/tender containing General Bid Information & Terms Conditions for Hiring of Vehicles etc. will be available in the office of the D.S.W.O., Gajapati, Collectorate, Paralakhemundi or can be downloaded from our Website <http://www.Gajapati.odisha.gov.in> from Dt. ~~09.06.25~~ up to 1.00 PM.
- 10) Quotations received beyond the time limit shall not taken into consideration
- 11) The Authority the rights to cancel or alter the notifications and accept or reject one or all applications without any reasons thereof.

  
Additional District Magistrate,  
Gajapati

Date: 21.05.2025

Memo No. 916 /SW

Copy to Notice Board of Collectorate, Gajapati/~~COO -Cum- EO, ZP~~, Gajapati /P.A., ITDA, Gajapati and Sub Collector, Paralakhemundi for display of the copy in their respective notice board for wide publicity.

  
Additional District Magistrate,  
Gajapati

Date: 21.05.2025

Memo No. 917 /SW

Copy to DeGM, Gajapati for information and necessary action and to hoist the advertise Tender Notice in District Website for wide publicity.

  
Additional District Magistrate,  
Gajapati

**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 is final but does not include cost of diesel, which is to be paid separately basing on actual consumption and lubricants as per exiting Government norms. All the expenditure of the vehicle towards repair, replacement of spare parts, Lubricating oil of Engine, Gear Box & Differential Coolant, Tires & Tubes, and 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 provided by the owner of the vehicle/bidder.
5. In case of the vehicle don't report regularity, 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 demand.
8. Monthly hire charges and reimbursements towards cost of diesel (as per actual) and lubricant (as per Govt. norms) of selected bidder will be paid in every succeeding month, as per as possible with in fifteen days of the submission of bills by the service provider and no advance payment will be made.
9. The vehicle shall not be more than **3 years old** from the initial registration and also good running condition during the period of contract.
10. In no case the expenditure on the vehicle will not be crossed to the Govt. prescribed maximum ceiling limit of Rs. 4.50 lakh per year including all charges/maximum hire range i.e. Rs.37,500/- per month (including fuel)..
11. If the services are found to be unsatisfactory, the Cleint 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 violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.

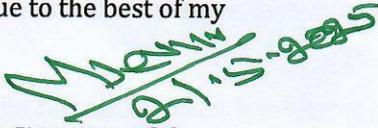
  
21/5/2025

Signature of Quotation / Tender Calling Authority

**GENERAL INFORMATION FOR HIRING VEHICLES**

- 1) Registration No. of Vehicle :-
- 2) Type of Vehicle :-
- 3) Year of Manufacture :-
- 4) Model :-
- 5) Date of Registration :-
- 6) Name & complete address  
Of the owner of vehicle :-
- 7) Fitness Certificate validity :-
- 8) Permit validity :-
- 9) Insurance validity :-
- 10) Name/Address of the Driver :-
- 11) D.L. No. & Validity of the D.L. of the Driver :-
- 12) Proposed hire Charge of the vehicle per month  
Excluding fuel cost :-
- 13) Rate of fuel consumption / Mileage per liter :-
- 14) Contact number of the service provider (Tender/Quotationer)  
Mobile..... Telephone.....

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

  
Seal & Signature of the  
Quotationer/Tenderer