

**OFFICE OF THE COLLECTOR AND DISTRICT MAGISTRATE, KALAHANDI
BHAWANIPATNA-766001 (ODISHA)
(Social Welfare Section)**

Letter No...3680.....//

Date...4/11/25...//

Quotation /Tender Call Notice

Sealed quotations/ tenders are invited from interested reputed Travel Agencies Tour Operators or Private individuals for providing **01** no of **Bolero AC/Eartiga Petrol** driven vehicles having sitting capacity of not more than Seven including driver, which shall confirm to the terms and conditions (Annexure-II) for official use for outreach the activities, Travel the staffs/Functionaries in the field for attending Meeting, organizing program or workshop for **SANKALP DHEW**, Kalahandi. The Vehicle will be kept in charge/custodian of **Po-cum-Pos**, the hiring charges will be provided by **O/o District Social Welfare Office, Kalahandi** on monthly rent basis.

The terms and conditions are details below:-

1. The service provider shall have a valid GST registration and GeM 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 03 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.
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 of Payee Bank Draft drawn in favour of the DSWO, Kalahandi and submitted along with the tender as EMD. After completion of tender process, the EMD will be refunded to unsuccessful bidders.
7. The monthly rate of hire charge, excluding GST be quoted separately, excluding fuel.

8. Maximum hiring charges of the vehicle will be Rs 37,200/- including fuel and lubricant. The vehicle must achieve a fuel efficiency of 10 kilometers per litre.
9. The details of the maker and year of manufacture of the vehicle, registration number, mileage (KMs covered per liter) and name of the Driver with valid Driving License number and period of validity should be specifically provided in the general bid information to be furnished with the quotation tender (Annexure-II)
10. The Quotation/ Tender, completed in all respect should reach the undersigned on or before **14/11/2025** by **12:00 Noon** and shall be opened on the same day at **4:00 PM** at the Office Chamber of the Additional District Magistrate, Kalahandi in presence of the bidders or their authorized representatives under the chairmanship of Addl. District Magistrate, Kalahandi.
11. The application form of quotation/ tender containing General bid information with terms & conditions for Hiring of vehicle etc will be available in the office of the District Social Welfare Office, Kalahandi /Heads of Department/Office on payment of **Rs. 100/- (Rupees One Hundred)** only from **10.30 A.M.** to **05.30 P.M.** or can be downloaded from this district website i.e., **www.kalahandi.odisha.gov.in** from date **04/11/2025 to 14/11/2025** In case the form is downloaded from Govt. website, the applicant shall furnish a Demand Draft of Rs. 100/- (**Rupees One Hundred**) in favour of the District Social Welfare Officer, Kalahandi towards cost of the application along with the application.


Signature of the Quotation/
Tender Calling Authority.

Memo No. **3691** /

Date **4/11/25**

Copy to the Sub-Collector, Bhawanipatna / Dharamgarh/ all Tahasildars / all BDOs/ all District level Officers/ E.O. Bhawanipatna Municipality/ E.O. NAC Kesinga/Junagarh/Dharamgarh/ Regional Transport Officer, Kalahandi for information and necessary action. They are requested to display this notice in their Notice Board for wide publicity.

Copy to the District e-Governance manager (DeGM) Kalahandi for information and necessary action with request to host this notice in the district portal.

Signature of the Quotation/
Tender Calling Authority

Annexure-II

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 basis.

1.	The hired vehicles, during period of contract, shall have all necessary valid MV documents such as valid Registration Certificates, Insurance Certificate, pollution Certificate, Fitness Certificate, valid Contract Carriage Permit. Proof of up-to-date tax payment and D.L. of the driver available all the time. The Department/Office, hiring the vehicle shall not be responsible for any damage/loss caused to hire vehicle or loss of life/injury made to any person or damaged to any property on account of use of hired vehicle any manner whatsoever. The hirer shall be responsible for all such litigations.
2.	The hire charges to be paid for monthly basis is final but does not include cost of fuel which is to be paid separately basing on actual consumption 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 remuneration of the driver shall be borne by the owner.
4.	The vehicle must have a valid commercial License including interstate permit.
5.	In case of breakdown for reasons whatsoever the replacement of the vehicle of the same or better model shall be provided by the bidder/owner of the vehicle.
6.	In case of vehicle does not report regularly, the authority will be at liberty to reject the agreement and may engage vehicle from other source
7.	The vehicle 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 requirement of the hirer, no extra payment shall be demanded
9.	Monthly hire charges and reimbursement towards cost of fuel(as per actual) and lubricants (as per Govt. norms) of selected bidder will be paid in every succeeding month, as far as 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 the initial registration and also in good running condition during the period of contract.
11.	FASTag must be affixed on windshield of the vehicle for online Highway Toll payment.
12.	If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
13.	In case 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.
14.	If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.

Handwritten signature and date: 4.11.25

Signature of the Quotation/
Tender Calling Authority

Annexure-III

GENERAL INFORMATION FOR HIRING VEHICLES

- 1 Registration No. of the Vehicle
- 2 Type of Vehicle(AC/ Non AC)
- 3 Year of Manufacture
- 4 Model
- 5 Date of Registration
- 6 Name & Complete address of the Vehicle owner
- 7 Fitness Certificate Validity
- 8 Permit Validity
- 9 Insurance Validity
- 10 Name & address of the Driver
- 11 D.L. No. & validity of D.L. of 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(Bidder) Mobile :
Telephone:

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

Seal & Signature of the
Quotationer/ Tenderer