

**Standard Biding Documents**  
**Government of Odisha**  
**OFFICE OF THE COLLECTOR AND DISTRICT MAGISTRATE: KEONJHAR**  
**(District Social Welfare Section)**

**QUOTATION / TENDER CALL NOTICE FOR HIRING OF VEHICLE**

Order No. 5582 /SW, Dated 12-12-2024

Sealed quotations/tenders are hereby invited by the undersigned from interested reputed Travel Agencies/ Tour Operators or private individuals for providing one good condition Bolero/TUV 300/Sumo Gold / Ertiga (Petrol/Diesel) driven vehicle having sitting capacity not more than 7 (Seven) including Driver, which shall conform to the terms and conditions (**Annexure-I**) for One Stop Centre (OSC) for better management of transport facility .The PO-cum-Programme Officer will be kept in charge /custodian of the vehicle and the centre Admin of OSC will use the vehicle on monthly rent basis.

01. The vehicle must be in Road Worthy condition, shall not be more than 3(three) 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.
02. The Driver of the vehicle must have a valid Driving License for driving light transport passenger vehicle & should be sufficient experienced in driving transport passenger vehicle.
03. The Driver should be well behaved, gentle and obedient in nature.
04. The rate of maximum hire charges per month shall be **Rs.27,000.00 (Rupees Twenty-seven thousand)** only (excluding POL) and vehicle must achieve a fuel efficiency of minimum average 10 KM per liter as per **Finance Dept., Govt. of Odisha Notification No 22924/F,dt. 14.08.2023.**
05. The details of the make and year of manufacture of the vehicle, registration no., mileage (KMs covered per liter both in AC and Non-AC) and name of the Driver with Driving License No. (LMV professional) and period of validity should be specifically provided in the general bid information to be furnished with the Quotation/ Tender (**Annexure-II**).
06. The quotation completed in all respect should reach in the office of the DSWO, Keonjhar on or before **Dt. 24-12-2024 by 1.00 P.M. and shall be opened on the same day at 3:30 P.M.** by the undersigned in presence of the bidders or their authorized representatives . Quotation of the lowest bidder shall be accepted for engagement of vehicle in an agreement with terms and conditions.
07. The undersigned reserves the right to accept or reject or negotiate the quotations without assigning any reason thereof.
08. The Envelope of Sealed Quotation must be super-scribe "**TENDER FOR HIRING OF VEHICLE**".
09. The service provider shall have a valid GST registration to participate in the tender process.
10. A sum of **Rs.5,000/- (Rupees five thousand)** only shall be deposited by the intending bidder in shape of account payee Bank Draft in favor of DSWO,Keonjhar and submitted along with the tender papers as security deposit , after completion of the tender process ,the amount will be released to unsuccessful bidders.
11. The monthly rate of hire charges should be quoted separately in General Bid information (excluding fuel and lubricant). The tenderer is to deposit **Rs.500.00** only towards cost of tender documents in shape of BD in favor of DSWO, Keonjhar.

  
Additional District Magistrate,  
Keonjhar

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Memo No 5583, Dated 12-12-2024

Copy to the Notice Board of DSWO, Keonjhar for information of general public.  
Copy to vehicle guard file.

  
Additional District Magistrate,  
Keonjhar

Memo No 5584, Dated 12-12-2024

Copy to the e-Governance Manager, Keonjhar for information and necessary action. He is requested to display this quotation call notice in the official website of the District for general information of the public.

  
Additional District Magistrate,  
Keonjhar

Memo No 5585, Dated 12-12-2024

Copy forwarded to all Sub-Collectors / Tahasildars / BDOs / CDPOs of Keonjhar District for information. They are requested to make wide publicity through their Notice Board for filing tender.

Copy to the members of Tender Committee for information. They are requested to attend the Tender Committee meeting for opening of quotations in respect of hiring of new vehicle for office use in the office of the DSWO, Keonjhar as a member on ..... 24-12-2024 ..... at ...2:30.....p.m.

  
Additional District Magistrate,  
Keonjhar

ANNEXURE – I

**TERMS & CONDITIONS FOR HIRING OF VEHICLE**

The following terms and conditions must be fulfilled by the successful bidder for providing a vehicle on hire on monthly rent basis.

1. The successful bidder has to enter into an agreement with the hierer for providing the vehicle with certain agreeable terms and conditions.
2. The hired vehicle, 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, GST Registration Certificate etc. and Driving License of the Driver available all the times. The office hiring the vehicle shall not be responsible for any damage/ loss caused to hired vehicles or loss of life/ injury made to any persons or damage to any property on account of uses of hired vehicle any manner whatsoever. The hirer shall be responsible for all such litigation.
3. The hire charges to be paid for monthly excluding POL. All the expenditure of the vehicle towards repair, replacement of spare parts, lubricating oil of Engine, Gear Box & differential Coolant, Tires & 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 salary of the driver shall be borne by the Owner.
5. 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.
6. In case of the vehicle do 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 every day at 9.00 A.M. during day office and at 6.00 A.M. during morning office. After duty, the vehicle will be parked at owner's risk.
8. In case of emergency, the driver will have to report for duty as per the requirement of hierer. No extra payment shall be demanded.
9. Monthly hire charges will be paid in every succeeding month, as far as possible within fifteen days of the succeeding month after production of necessary credit bills/ vouchers and log book and no advance payment will be made.
10. Fuel/ HSD will be provided by the office as per actual running kilometers from the office to different places.
11. The vehicle **shall not be more than 3(three) year old from the initial registration** and also in good running condition during the period of contract.
12. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
13. In case of service provider intends to withdraw 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. The firms /individuals which services are previously found unsatisfactory need not apply the same will not be considered.



15. The service provider will ensure that the vehicle is kept under optimum running condition and avoided accident attributively due to lack of maintenance/up road. The hired vehicle cannot be used for any private /commercial purpose beyond office hours or during the holidays.
16. It shall be responsibility of the bidder to provide a good driver and the salary of the driver shall be borne by the owner.
17. The driver shall be well behaved, gentle and obedient in nature.
18. He should have separate mobile number and attend the call around the clock if required. No separate payment shall be made for the same.
19. In case of vehicle does not report regularly, the authority will be liberty to terminate the agreement without prior notice.
20. The vehicle shall report for duty for minimum 25 days in a month.
21. In case of emergency the driver will have to report for duty as per the requirement of the hierree, no extra payment shall be demanded.
22. The selected/successful bidder will have to execute an agreement with the authority.
23. The period of contract shall be initially for a period of one year, which can be extended subject to satisfactory performance of the vehicle.
24. If the bidder violates any of the terms and conditions, this office will forfeit the entire amount of the security deposit.

  
Additional District Magistrate,  
Keonjhar

ANNEXURE – II

GENERAL INFORMATION FOR HIRING VEHICLE

Copies of relevant documents must be attached.

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|---|----|
| 01. Name of the Agency/service provider             | :- |
| 02. Address of the Agency/service provider          | :- |
| 03. OGST No. of the Agency/service provider         | :- |
| 04. Registration No. of Vehicle                     | :- |
| 05. Type of Vehicle (AC/ NON AC)                    | :- |
| 06. Year of Manufacture                             | :- |
| 07. Vehicle Type & Model                            | :- |
| 08. Date of Registration                            | :- |
| 09. Name & complete address of the owner of vehicle | :- |
| 10. Fitness Certificate validity                    | :- |
| 11. Permit validity                                 | :- |
| 12. Insurance certificate validity                  | :- |
| 13. Name & address of Driver                        | :- |

14. Driving License No. & validity of the D.L. of the Driver: -

15. Proposed Hire Charge of the vehicle per month

excluding the fuel costs :-

16. Rate of fuel consumption/ mileage per liter (a) Non-AC :-

(b) AC :-

17. Contract number of the service provider: Mob. No. :-

Tel. No. :-

E-mail ID :-

18. Bank account number and IFSC Code :-

19. Pollution Certificate validity :-

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

**Signature of the Quotationer**

**Date: -**