



COLLECTORATE; NAYAGARH  
(Social Welfare Section)

Mail-ID-dswonayagarh@nic.in

No- 1988 A.16.07.2024

**QUATATION/TENDER CALL /NOTICE**

Sealed quotations are invited from interested service providers (Reputed Travel Agencies/Tour operators/Private individuals) for hiring of one nos of Petrol driven vehicle (**Tiago/Bolt/Celerio**) having seating capacity not more than 05(five) including driver which shall confirm to the terms and condition for official use in the Protection-cum-Programme Officer, O/o the District Social Welfare Officer, Nayagarh on monthly rent basis.

1. The Service provides shall have a valid GST registration to participate in the tender.
2. The Service provider, participating in the bidding process under the Jurisdiction of Municipal Corporations, shall be registered on Gem platform.
3. The hired vehicle, must be in road worthy condition, shall not be more than 3 years from the date of initial registration and must have valid Registration Certificate, Insurance Certificate, Fitness Certificate, Valid Commercial Permit, Valid Contract Carriage Permit, Proof of up to date tax payment, DL of the Driver etc mandatory for plying of the vehicle.
4. The Driver of the vehicle must have 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 without having any criminal antecedents.
6. 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 Welfare Officer, Nayagarh and submitted along with the tender as security deposit. After completion of tender process, the security deposit shall be refunded to the unsuccessful bidders.
7. The hire charges, excluding taxes is Rs.23,000/- (Twenty Three Thousand) only P.M.
8. The vehicle must achieve a fuel efficiency of 17 K.M per Litre.
9. The vehicle with less fuel consumption & lower quoted rate will be selected.

10.The details of make and year of manufacture of the vehicle,registration no. mileage(K.M covered per liter) and name of the Driver,Driving Lincense no. and period of validity should be specifically provided in the general bid information to be furnished with the quotation/tender(Annexure-A).

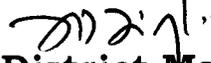
11.Last date for submission of the Quotation completed in all respect is **22.07.2024 at 4.00 P.M.**The Quotation shall be submitted to the District Social Welfare Officer,Naygarh in the enclosed format through **Courier/Regd. Post/Speed Post** only.The envelope containing the Quotation should be super scribed on the top "Sealed Quotation/Tenders for hiring of Petrol vehicle of Protection-cum-Programme Officer, Office of the DSWO,Nayagarh". Bids received beyond the last date/time shall not be accepted.The bid will be opened on **22.07.2024 at 5.00 P.M** in the Office chamber of the Addl. District Magistrate,Nayagarh.Bidders/their authorized representative can remain present at the time of opening of the bids.

12.The application form of Quotation/Tender containing general bid information & terms and conditions for hiring of vehicles etc.will be available with Office of the District Social Welfare Officer,Nayagarh on payment of Rs.1000/- (One Thousand) only from 08.07.2024 to 22.07.2024 or can be down loaded from Odisha Govt. Website [www.Odisha.gov.in](http://www.Odisha.gov.in) from 08.07.2024 to 22.07.2024.In case the application form id downloaded from Govt. Website,the application shall furnish a Demand Draft drawn in favour of District Social Welfare Officer,Nayagarh for an amount of Rs.1000/-(One Thousand) only towards the cost of application along with the application.

  
**Collector & District Magistrate,  
Nayagarh**

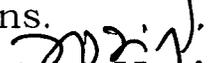
**Memo No. 1989/Date. 16.07.2024**

Copy to the DIO, NIC Nayagarh for information.She is requested to wave hoist the quotation in the District Website.

  
**Collector & District Magistrate,  
Nayagarh**

**Memo No. 1990/Date. 16.07.2024**

Copy to the Office Notice Board of Collector,Nayagarh/ District Social Welfare Section,Nayagarh/President Private Vehicle Owners Association,Nayagarh/All C.D.P.Os of Nayagarh District for information of Notice Board for wide publications.

  
**Collector & District Magistrate,  
Nayagarh**

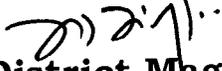
**TERMS AND CONDITIONS**

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

1. The hired vehicle, during the period of contract, shall have all necessary valid MV documents such as valid Registration Certificate, Insurance Certificate, Fitness Certificate, Valid Commercial Permit, Valid Contract Carriage Permi, Proof of up to date Tax payment, DL of the Driver available all the times.
2. This Office hiring the vehicle shall not be responsible for any damage/loss caused to hired vehicle or loss of life/injury made to any person and damages to any property on account of use of hired vehicle in any manner whatsoever, the vehicle provider shall be responsible for all such litigation.
3. The Hire charges to be paid on monthly basis. The maximum monthly charges, excluding taxes of Rs.23,000/- (Rupees twenty three thousand )only. Cost of Diesel/ Petrol will be paid separately basing on actual consumption @ 17 KMPL. All other expenditure such as driver's remuneration, routine repair and servicing expences , refreshment of parts / lubricating Oil / Cooland / filter / Tyers and Tubes / Battery etc. break down / Accident repair etc. will be borne by the Vehicle provider. Nothing extra will be paid under any circumstances by this office other than the monthly hire charges and cost of diesel /Petrol.
4. Tenure of the hire agreement will be one-year subject to annual renewal up to three years on satisfactory performance. However, either party can work out of the agreement by giving three-months advance notice to the other party.
5. It shall be the responsibility of the bidder to provide a good, well behaved, gentle and obedient driver without having any criminal antecedents and the remuneration of the driver shall be borne by the owner.
6. In case the selected vehicle can't be provided for hire service for whatever reasons, the vehicle provider has to provide another vehicle of the same or better model and in same or better physical condition at the same terms and conditions.

7. The vehicle shall report for duty for a minimum of 25 days in the month. The vehicle shall be used by officials of this office for official purpose on all state Govt. working days and also on holidays if required for official work. No extra payment shall be demanded under any circumstances. If on any day the vehicle becomes unavailable for duty for any reason not relatable to this office, it shall be treated as "No Service Day" and pro-rate deduction shall be made for each "No Service Day" @ agreed monthly rent divided by 25 days. For example, if the agreed monthly rate Rs.23,000/- then Rs.920/- shall be deducted for each "No Service Day".
8. In case the vehicle does not report regularly, the authority will be at liberty to terminate the agreement without prior notice.
9. Monthly hire charges to the vehicle provider will be paid in every succeeding month as per as possible, within the 15 days of the submission of bill by the service provider and no advance payment, if applicable.
10. In case the service provider intends to withdraw the services of his vehicle & termination of agreement, it shall be the mandatory upon him to grant one notice before such withdrawal & termination of agreement.
11. The vehicle log book shall be signed by the user of the vehicle for nothing daily opening and closing kilometre reading. The fuel cost will be calculated basing on the actual kilometer run by the vehicle. No fuel shall be provided for to and fro trips of the vehicle from the premises of the vehicle provider to the office premises.
12. It will be ensured through service provider of hired vehicle that the vehicle is kept under optimum running conditions and avoid accidents attributable to lack of maintenance /upkeep. The hired vehicle cannot be used for any private /commercial purpose beyond office hours or during holidays.
13. The vehicle must not be more than 3 years old from the date of initial registration to the last date of bidding on the date of bidding. The vehicle must be in road worthy conditions with all statutory and regulatory clearances/certificates. The vehicle also must not have made any insurance claim in its life time.

14. Selection of vehicles from amongst eligible vehicles shall be done on the basis of lowest bidding price. In case of lowest price bids of two or more vehicles being same vehicles with less distance run (in its life time) shall be selected subject to being in satisfactory physical condition.
15. The bidder shall not be an employee of any state Government/Central Govt. Office or any public sector undertakings and shall not be a relative of any employee of this organization. **An affidavit has to be submitted by the bidder to this effect along with the bid.** Any person who is in State/Central Govt. service or is an employee of a PSU shall not be made a partner to the contract by the bidder directly or indirectly in any manner whatsoever.
16. The successful bidder is required to execute hire agreement with the competent authority with certain terms & conditions within seven days of receiving information from this office to this effect and is required to provide the selected vehicle(s) for hire within such number of days not exceeding thirty days from executing the agreement as well be intimated by this office.
17. If the bidder violates any of the terms of contract, this office shall forfeit the entire amount of security deposit.
18. This Office reserves the right to cancel the bidding process at any stage without assigning any reason thereof. This office also reserves the right to reject a vehicle, otherwise eligible as per conditions laid down, if the actual physical condition of the vehicles is found to be un-satisfactory.

  
**Collector & District Magistrate,**  
**Nayagarhs**

**GENERAL INFORMATION**

SL. No.	PARTICULARS	
1	Name of the Service Provider	
2	Complete Address	
3	GST Number	
4	Gem Registration Number if any	
5	Bank Details i.e. BANK name, Bank Account No & IFSC Code	
6	Registration No of Vehicle	
7	Year of Manufacture	
8	Make & Model	
9	Date of Registration	
10	Name & Complete Address of the owner of the Vehicle	
11	Fitness Certificate Validity	
12	Pollution Certificate Validity	
13	Permit Validity	
14	Insurance Validity	
15	Name & Address of the Driver	
16	D.L. No & Validity of the D.L. of the Driver	
17	<b>Proposed hire Charge of the Vehicle per Month excluding fuel cost &amp;Tax</b>	
18	<b>Rate of Fuel consumption/ Mileage per Litre</b>	
19	Contact Number of Service Provider (Tenderer/ Quotationer)	
20	Contact Number of Driver	

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

**Seal and Signature of  
Quotationer/ Tenderer**