



**OFFICE OF THE COLLECTOR, NAYAGARH**  
(District Child Protection Unit)

No: 05 /Dated 10.01.2025

**QUATATION/TENDER CALL NOTICE**

Sealed quotations are invited from interested service providers (Reputed Travel Agencies/Tour operators/Private individuals) for hiring of One no's of Diesel driven vehicle (TUV 300/Bolero/Sumo Gold etc.) having seating capacity not more than 07(Seven) including driver which shall confirm to the terms and conditions for official use in the District Child Protection Unit, Nayagarh on monthly rent basis.

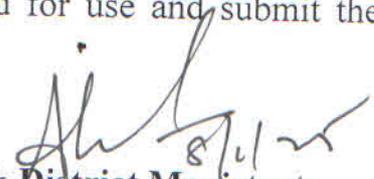
1. The Service provider shall have a valid OGST registration to participate in the tendering.
2. The vehicle, must be in road worthy condition, shall not be more than 03 years old from the date of initial registration and must have valid Registration Certificate, Insurance Certificate, Fitness Certificate, Valid Contract Carriage Permit, Proof of up to date tax payment, etc. mandatory for plying of the vehicle.
3. 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.
4. The driver should be well behaved, gentle and obedient in nature.
5. A sum of **Rs 5000/-**(Rupees five thousand)only shall deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the District Child Protection Society, Nayagarh and submitted along with the tender as security deposit. After completion of tender process, the amount will be refunded to the unsuccessful bidders.
6. The monthly rent of hire charge be quoted separately in the general bid information (excluding fuel & lubricants)
7. The vehicle must achieve a fuel efficiency of 10 K.M per Litre.
8. The vehicle with less fuel consumption & lower quoted rate will be selected.

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09. The details of the make and year of manufacture of the vehicle, registration no. mileage (K.M 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 quotation/tender. **(Annexure-B)**.

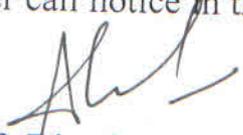
10. The Quotation completed in all respect is **21.01.2025 by 4.00 P.M.** The Quotation shall be submitted to the District Child Protection Officer, Nayagarh in the enclosed format through Courier/Regd. Post/Speed Post ponly. The envelope containing the Quotation should be super scribed on the top "**Sealed Quotation/Tenders for hiring of one Diesel vehicle of District Child Protection Unit, Nayagarh**". Bids received beyond the last date/time shall not be accepted. The bid will be opened on **21.01.2025 at 4.30 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.

11. The tender papers are available in the website i.e <http://nayagarh.odisha.gov.in> which can be downloaded for use and submit the tender accordingly.

  
Collector & District Magistrate,  
Nayagarh

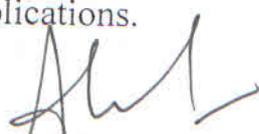
Memo No. 06 /Date. 10.01.2025

Copy submitted to the *District e-Governance Manager, Nayagarh* for favour of kind information and has to display the Tender call notice in the district portal for wide publicity.

  
Collector & District Magistrate,  
Nayagarh

Memo No. 07 /Date. 10.01.2025

Copy to the Office Notice Board of Collector, Nayagarh / District Child Protection Unit, Nayagarh / President, Private Vehicle Owners Association, Nayagarh for information of Notice Board for wide Publications.

  
Collector & District Magistrate,  
Nayagarh

(Annexure-A)

**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 Permit, 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 is final but does not include cost of fuel which is to be paid separately basing on actual consumption and as per existing government norms. All the expenditure of vehicle towards repair, replacement of spare parts, lubricating oil of engine /Coolant/filter /Tyres and Tubes / Battery etc. break down / Accident repair etc. will be borne by the bidder.
4. 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.
5. 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.
6. The vehicle shall report for duty for a minimum of 25 days in a month.
7. In case the vehicle does not report regularly, the authority will be at liberty to terminate the agreement without prior notice.
8. 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 will be made.
9. In case the service provider intends to withdraw the services of his vehicle & terminate the agreement, It shall be the mandatory upon him to grant one month notice before such withdrawal of service & termination of agreement.



10. In case of emergency, the driver will have to report for duty as per the requirement. No extra payment shall be demanded
- 11 The vehicle shall not be more than 3 year old from the date of initial registration and also in good running condition during the period of contract.
12. 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.
13. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement
14. If the bidder violates any of the terms of contract, this office shall forfeit the entire amount of security deposit.
15. 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**  
**Nayagarh**

**ANNEXURE – B****(Note: Kindly fill the General information for Hiring of Vehicle)**

<b>SI No.</b>	<b>Particulars</b>	
01.	Name of the Service Provider	
02.	Complete Address	
03.	OGST Number	
04.	GeM Registration Number	
05.	Bank Account No and IFSC Code	
06.	Registration No. of Vehicle	
07.	Year of Manufacture	
08.	Make & Model	
09.	Date of Registration	
10.	Name & complete address of the owner of 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 fo the D.L of the Driver	
17.	Proposed hire Charge of the vehicle for month excluding fuel cost.	
18.	Rate of fuel consumption/mileage per litre	
19.	Contract Number of the Service provider.	
20.	Contact Number of the driver	

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

**Seal and Signature of Bidder**

## TENDER FORM

To,

The District Magistrate & Collector  
Nayagarh

Sub:- TENDER FOR HIRING OF VEHICLE FOR OFFICE OF DCPU, NAYAGARH UNDER  
WCD&MS DEPT, GOVT. OF ODISHA

With reference to your Tender Notice No \_\_\_\_\_ dated \_\_\_\_\_ for tender on the above subject. I/ we hereby offer my / our Tender on the terms and conditions (annexed here to) and the rates specified in the schedule attached.

Should this Tender be accepted either fully or in parts I/ We hereby agree to abide by and fulfill all the terms and conditions of the contract hereafter as applicable, or in default thereof for fit to and pay to the District Child Protection Society, the sum of money mentioned in the said conditions without prejudice.

The sum of **Rs.5000/-** by Account payee Demand Draft towards Earnest Money Deposit vide Demand draft No. \_\_\_\_\_ dated \_\_\_\_\_ is enclosed.

If I / we fail to carry out the work according to the specification given in the schedule entire money and security deposits may be forfeited without prejudice to any other right or remedies of the District Child Protection Unit, Nayagarh.

“I \_\_\_\_\_ S/o \_\_\_\_\_ r/o \_\_\_\_\_ hereby certifies that none of my relative (s) as defined in the tender document is/are employed in DCPU, Nayagarh as per details given in tender document. In case at any stage, it is found that the information given by me is false / incorrect, DCPU, Nayagarh shall have the absolute right to take any action as deemed fit/ without any prior intimation to me.”

Thanking you,

Yours faithfully

Signature

Place:

Date:

Name :

Address:

Telephone No.