

Model Bidding Document

**Government of Odisha**

**Department/Heads of Department/Office**

Quotation/Tender Call Notice

Letter No.- 3665 Dt- 17-9-25

Sealed quotations/tenders are invited from interested reputed Travel Agencies/Tour Operators/Individuals for providing one no of vehicles Tiago/Bolt/Celerio (AC Petrol/Diesel) having sitting capacity not more than seven members including driver, which shall conform to the Terms and conditions (Appendix-A) for official use in W & CD Department/Office on monthly rent basis:- District Hub for Empowerment of Women (DHEW).

1. The service provider shall have a valid GST registration to participate in the tendering.
2. The service provider, participating in the bidding process under the jurisdiction of Municipal Corporations, shall be registered on GeM platform.
3. 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, Fitness Certificate, Pollution Certificate, valid Contract Carriage Permit, proof of up-to-date tax payment etc. 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 Payee Bank Draft drawn in favour of the District Social Welfare Officer, Nayagarh and submitted along with the tender as EMD. After completion of tender process, EMD shall be refunded to unsuccessful bidders.
7. The monthly rate of hire charge, excluding GST and excluding fuel charges is maximum monthly hiring charges **Rs-24000/- per month** .
8. The Vehicle must achieve a fuel efficiency of **17 km per litre**.
9. The details of the make and year of manufacture of the vehicle, registration no., mileage (km 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 (Appendix-B).
10. The Quotation completed in all respect should reach the undersigned on or before 25.09.2025 by 03.00 P.M. and shall be opened on the same day at 25.09.2025 by 04.30 PM in presence of the bidders or their authorized representatives.
11. The application form of quotation/tender containing General Bid Information & Terms and conditions for Hiring of Vehicles etc. will be available with O/o DSWO, Nayagarh can be downloaded from Odisha Govt. Website **nayagarh.odisha.gov.in** from Date 17.09.2025 to Date 25.09.2025

Seal & Signature of  
Tender Calling Authority with Designation

**Collector & District Magistrate,**

**Nayagarh**

**Terms & Conditions**

The following terms and conditions must be fulfilled by bidder:

1. The hired vehicles, during period of contract, shall have all necessary valid MV documents such as valid Registration Certificate, Insurance Certificate, Pollution 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.
2. 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 or use of hired vehicle any manner whatsoever. The hirer shall be responsible for all such litigation.
3. The hire charges to be paid for monthly basis is final but does not include cost of fuel, which is to be paid separately 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.
4. It shall be the responsibility of the bidder to provide a good driver and the remuneration of the driver shall be borne by the service provider.
5. In case of breakdown for reasons whatsoever the replacement of a vehicle of the same or better model shall be provided by the service provider.
6. In case of the vehicle do not report regularly, the authority will be at liberty to terminate the agreement without prior notice.
7. The vehicles 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 the requirement. No extra payment shall be made.
9. Monthly hire charges and reimbursements towards cost of fuel (as per norm) will be paid in every succeeding month, as per 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 the period of contract.
11. If the services are found to be unsatisfactory, the client 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.

  
Seal & Signature of  
Quotation/Tender Calling Authority with Designation

**Collector & District Magistrate,**

 **Nayagarh**

Memo No. 3666 /Dt. 17-9-25

Copy to the District e-Governance Manager (DeGM), Nayagarh information. She is requested to web hoist the quotation in the District Website.

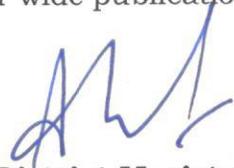


**Collector & District Magistrate,**

**Nayagarh**

Memo No. 3667 /Dt. 17-9-25

Copy to the Office Notice Board of Collector, Nayagarh/District Social Welfare Section, Nayagarh/President Private Vehicle Owners Association, Nayagarh/All CDPOs/BDOs Tahasildars of Nayagarh District for information of Notice Board for wide publications.



**Collector & District Magistrate,**

**Nayagarh**

Memo No. 3668 /Dt. 17-9-25

Copy forwarded to Additional Secretary to Govt. in W&CD Department Govt. of Odisha, with your Ref:- Letter No-14624, Dt-16.06.2025, for information.



**Collector & District Magistrate,**

**Nayagarh**