

**OFFICE OF THE COLLECTOR AND DISTRICT MAGISTRATE**  
**District Child Protection Unit, Cuttack**  
**Quotation/Tender Call Notice**

Notice No:- 8411/DCPU/SW

Dated: 23.08.2024

Sealed quotations are invited from interest and reputed Travel Agencies/Tour Operators or Private Individuals for providing type of vehicle (Car) having sitting capacity not more than 10 including Driver, which shall confirm to the terms and conditions (Annexure-A) for official use in District Child Protection Unit, Cuttack on monthly rent basis.

Sl No.	Type of Vehicle (Car) & Model	Minimum Average Fuel Mileage	Maximum Hire Charges per Month (Excluding Taxes)
1	TUV 300/Bolero/Sumo Gold/Ertiga	10 K.M /litre	Rs.31,000/-

1. The service provider shall have a valid OGST registration to participate in the tendering.
2. The Service provider, participating in the bidding process must ensure availability of the vehicle and the driver in the head quarter as per the requirement of the office work.
3. The vehicle must be in Road worthy condition and shall not be more than three years from the 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 playing of vehicle.
4. The vehicle should be commercial in nature approved by the RTA Concerned.
5. The driver of the vehicle must have a valid driving license for driving light transport passenger vehicles and should be sufficiently experienced in driving transport/Passenger vehicle.
6. The Driver should be well behaved, gentle and polite in nature.
7. A sum of Rs.5,000 -(Rupees five thousand only) shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the District Child Protection Society, Cuttack and submitted along with the tender security deposit. After completion of tender process the amount will be refunded to unsuccessful bidders.
8. The monthly rate of hire charge shall be quoted separately in the General Bid information (excluding Fuel and Lubricants).Maximum ceiling for hiring charge per month is Rs.31,000/-. Other charges like halting charges, driver fooding cost, wages of driver, repair & maintenance, engine oil of the vehicle etc. will not bear by this office.
9. The vehicle must achieve a fuel efficiency of 10(Ten) kms per litre.Hence the fuel will be supplied by this office.
10. All type of repair/maintenance are to be done by the vehicle owner at his cost including payment of Tax etc. and payment of wages of the Driver.
11. The Details of the make and year of manufacture of the vehicle, registration no., mileage (KMs covered per litre) and name of the Driver with Driving License No and period of validity should be specifically provided in the General Bid information to be furnished with the quotation (Annexure-B).
12. The first preference will be given to the lowest quotation of the vehicle including wages of the driver.
13. The quotation paper completed in all respect along with necessary documents in sealed cover through Registration Post/Speed Post only by super scribing on the envelope "Sealed Quotation for hiring of Vehicle" should reach in the District Child Protection Unit, Room No-54, 2<sup>nd</sup> Floor, Collectorate Building, Chandin Chowk, Cuttack-753002 on or before **09.09.2024 by 5.00 P.M** and shall be opened on **10.09.2024 by 11.00 AM** in the office room of the undersigned in presence of the quotationers / their authorized representatives.

14. The agreement will executed as per the Government of Odisha in Finance Department office memorandum No-22924/F Dt.14.08.2023.
15. The application form along with the details terms and conditions for hiring of vehicle is available in official website [cuttack.odisha.gov.in](http://cuttack.odisha.gov.in) .
16. The undersigned reserves the right to cancel the tender/ quotation or any part of it at any time without assigning any reason there off.

  
ADM, (Dev)  
Cuttack  
22.08.2024

Memo No:- 8412/DLPU/SW

Dated: 23.08.2024

Copy forwarded to District E-Governance Manager, DEGM, Cuttack for information and necessary action with request to make available the Advertisement in [cuttack.odisha.gov.in](http://cuttack.odisha.gov.in) Website on Date 23.08.2024 under Heading: Notice, Sub:- Heading Tenders / Quotations, Caption in English "Quotation Call Notice for Hiring of Vehicle for Office of District Child Protection Unit, Cuttack. Caption in Odia "ଜିଲ୍ଲା ଶିଶୁ ସୁରକ୍ଷା ୟୁନିଟ୍ କାର୍ଯ୍ୟାଳୟ ନିମନ୍ତେ ଭଡା ସୂତ୍ରରେ ଗାଡ଼ି ଚଳାଇବା ପାଇଁ ଟେଣ୍ଡର ଆହ୍ୱାନ କରାଯାଉଅଛି ।" The last date of visibility in the website is date 09.09.2024 up to 5.30 p.m

  
22/8/24  
District Child Protection Officer,  
Cuttack

Memo No:- 8413/DLPU/SW

Dated: 23.08.2024

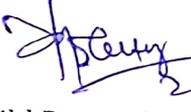
Copy forwarded to O-I-C, Res, Cuttack, for kind information of Collector, Cuttack

  
22/8/24  
District Child Protection Officer,  
Cuttack

Memo No:- 8414/DLPU/SW

Dated: 23.08.2024

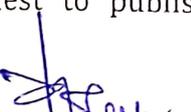
Copy forwarded to R.T.O, Cuttack, for information with a request to publish the quotation in their office notice board.

  
22/8/24  
District Child Protection Officer,  
Cuttack

Memo No:- 8415/DLPU/SW

Dated: 23.08.2024

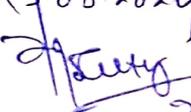
Copy forwarded to DIPRO, Cuttack, for information with a request to publish the Advertisement in widely circulate daily News Paper.

  
22/8/24  
District Child Protection Officer,  
Cuttack

Memo No:- 8416/DLPU/SW

Dated: 23.08.2024

Copy to Notice Board/Guard file..

  
22/8/24  
District Child Protection Officer,  
Cuttack

**TERMS & CONDITION FOR HIRING OF VEHICLE**

The following terms and conditions as fixed by Government in F.D.O.M.No.22924/F., dated 14.8.2023 must be fulfilled by the successful bidder for providing a vehicle (car) on hire on monthly rent basis.

1. The Firms/Individuals whose services were previously found un-satisfactory, need not apply. The same will not be considered.
2. Clear and legible copies of all documents should be attached.
3. The hired vehicles, during the 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 which are mandatory for plying of vehicle. Preference will be given to new/latest with BS-VI emission compliant vehicle.
4. 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 person or damage to any property on account of use of hired vehicle any manner whatsoever. The service provider shall be responsible for all such litigation.
5. The Service Providers will ensure that the vehicle is kept under optimum running condition 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.
6. The hire charges to be paid for monthly basis is final but does not include cost of fuel, which is provided by this office separately basing on actual consumption and 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.
7. 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.
8. The Driver should be well behaved, gentle and obedient in nature. He should be neatly dressed in proper uniform and should maintain all protocol while in

- duty. He should have specific Mobile number to attend the calls round the clock if required. No separate payment shall be made for the same.
9. 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.
  10. In case of the vehicle does not report regularly, the authority will be at liberty to terminate the agreement without prior notice.
  11. The vehicle shall report for duty for minimum of 25 days in a month.
  12. In case of emergency, the driver will have to report for duty as per the requirement of hirer. No extra payment shall be demanded for the purpose.
  13. Monthly hire charges 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.
  14. The hiring may be discontinued immediately, when the vehicle is no longer required for office.
  15. The vehicle shall not be more than 03 (three) years old from the initial registration and also in good running condition during the period of contract.
  16. The selected/successful bidder will have to execute an Agreement with the Authority as per Government in F.D.O.M.No.22924/F., Dt. 14.8.2023.
  17. The period of contract shall be for a period of 01 year (One year), which may be extended for another year based on the satisfactory service.
  18. If the services are found to be unsatisfactory, the client shall give 01(one) month notice and terminate the agreement.
  19. In case the service provider intends to withdraw the services of his vehicle and terminate the agreement, it shall be mandatory upon him to give 01(One) month notice before such withdrawal of service and termination of agreement.
  20. If the bidder violates any of the terms of contract, this Office shall forfeit the entire amount of security deposit.

  
22.08.2024  
ADM (Dev), Cuttack

OFFICE OF THE COLLECTOR CUM DISTRICT MAGISTRATE ,CUTTACK

District Child Protection Unit,CuttackAPPLICATION & GENERAL INFORMATION FOR HIRING VEHICLES

1	Name of the Service Provider	:	
2	Complete Address	:	
3	GST Number	:	
4	Bank A/C No. & IFSC	:	
5	Registration No. of vehicle	:	
6	Type of Vehicle (AC/Non-AC)	:	
7	Year of Manufacture	:	
8	Make & Model	:	
9	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 of the D.L. of the Drive	:	
17	Proposed hire Charge of the vehicle per Month excluding fuel cost	:	
18	Rate of fuel consumption/Mileage per litre	:	
19	Contact Number of the Service provider (Quotationer)  Mobile_____Telephone_	:	

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

Seal & Signature of the Quotationer /Tenderer