

OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, CUTTACK  
(ST & SC DEVELOPMENT DEPARTMENT)

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Extension of date for Quotation Call Notice

Notice No. 3355 /DW

Dated: 22.10.2024

The date for invitation of Sealed quotations on hiring of private vehicle for use in O/o District Welfare Officer, Cuttack issued vide this office Quotation Call Notice No.3225/DW dtd.08.10.2024 is hereby extended to 20.11.2024 at 5.00 PM. The other terms and conditions are remaining unaltered. The copy of the Quotation Call Notice of this office bearing No. 3225/DW dtd.08.10.2024 is enclosed herewith at Annexure-A for reference. The intended reputed Travel Agencies /Tour Operators or Private Individuals having experience on providing vehicle to Government organisation on hiring basis can apply sealed quotations till 20.11.2024 at 5.00 PM by Registered post/Speed Post/Normal Post or by Hand

The Quotations complete in all respect should reach the O/o the District Welfare Officer, Cuttack, Room No.-45, Collectorate Building, Chandini Chowk, Cuttack-753002 on or before 20.11.2024 at 5.00 PM. The date of opening of tender will be intimated later through district website i.e [cuttak.odisha.gov.in](http://cuttak.odisha.gov.in).

  
District Welfare Officer,  
Cuttack

Memo No. 3356 dated. 22/10/2024

Copy to the District e-Governance Manager, Cuttack for information and necessary action with a request to host the extension of date for Quotation call notice in Cuttack District Website as per the schedule enclosed at Annexure-I.

  
District Welfare Officer,  
Cuttack

Memo No. 3357 dated. 22/10/2024  
Copy to Office Notice Board/Guard File

  
District Welfare Officer,  
Cuttack

OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, CUTTACK  
(ST & SC DEVELOPMENT DEPARTMENT)

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## Quotation Call

Notice No. 3225/DW

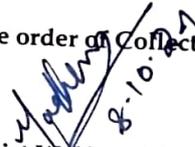
Dated: 08.10.2024

Sealed quotations are invited from intended reputed Travel Agencies / Tour Operators or Private Individuals having experience on providing vehicle to Government Organization on hired basis for providing one petrol driven Non-AC Tiago/Bolt/ Celerio type vehicle having seating capacity not more than 04 including the driver which shall confirm to the terms and conditions (Annexure-II) for official use in District Welfare Office, Collectorate, Cuttack on hiring basis.

1. The quotation paper complete in all respect along with necessary documents should be sent in sealed cover through registered post / speed post/Normal Post or by hand by superscribing on the envelop "Sealed Quotation for hiring of vehicle".
2. First preference will be given to the Standard Bidding Document which has been designated to maximise mileage per litre and to minimise monthly hire charges i.e., lowest quotation of the vehicle with salary of the driver.
3. The vehicle should be commercial in nature and must approved by the RTO concerned.
4. The vehicle must be in Road-Worthy condition and shall not be of more than 3 (three) years from the date of initial Registration and must have valid Registration Certificate, Insurance Certificate, Fitness Certificate, Pollution under control certificate, Contract Carriage Permit, proof in support of up-to-date tax payment etc. Copies of such documents must be submitted with the application form as appended at Annexure-I.
5. The Driver must have a valid driving license for driving Light transport passenger vehicle and should be sufficiently experienced in driving transport passenger vehicle.
6. The Driver should be well behaved, gentle and polite in nature. A declaration to that effect shall be submitted with the application form.
7. Intended quotation has to make security deposit of Rs. 5000/- (Rupees Five Thousand only) shall be deposited by the intending bidders in shape of Bank Draft in favour of the District Welfare Officer, Cuttack, payable at Cuttack and the same shall be submitted along with the Quotation. After finalization of the Quotation, that Bank draft/ amount will be refunded to unsuccessful bidders.
8. The monthly rate of hire charge (exclusive of GST) shall be quoted separately in the General Bid information (excluding fuel and lubricants).
9. The vehicle must have fuel efficiency of at least 17 kms. per liter and maximum hire charge should not exceed Rs.20,000/- per month.
10. The details of the make and year of manufacture of the vehicle, registration no., millage (KMs covered per liter) and name of the Driver with Driving License No. and period of validity should be specifically mentioned in the General Bid information and to be furnished with the quotation (Annexure-I).
11. The Quotations complete in all respect should reach to the O/o the District Welfare Office, Cuttack, Room No-45, Collectorate, Cuttack-753002 on or before dt. 22.10.2024. The opening date of Quotation will be intimated later in official website of Cuttack district i.e. [cuttack.odisha.gov.in](http://cuttack.odisha.gov.in).

12. The undersigned reserves the right to reject any or all quotations without assigning any reason thereof.
13. An agreement will be executed with the successful bidder as per the Government in Finance Department, Odisha Office Memorandum No-30464/F, Dtd. 06.09.2019.
14. The application form along with the detail of terms and conditions for hiring of the vehicle is available in official website of Cuttack district i.e. [cuttack.odisha.gov.in](http://cuttack.odisha.gov.in).

By the order of Collector

  
8-10-24  
District Welfare Officer,  
Cuttack

Memo No. 3226 dated. 08/10/2024

Copy to the District e-Governance Manager, Cuttack for information and necessary action with a request to host the Quotation call in Cuttack District Website as per the schedule enclosed at Annexure-III.

  
District Welfare Officer,  
Cuttack

Memo No. 3227 dated. 08/10/2024  
Copy to Office Notice Board/Guard File

  
District Welfare Officer,  
Cuttack

TERMS & CONDITIONS FOR HIRING OF VEHICLE

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

1. The hired vehicle, during period of contract, shall have all necessary valid MV documents such as: Valid Registration Certificate, Insurance Certificate, Fitness Certificate, Contract Carriage Permit, Proof in support of up to date Tax payment etc. and DL of the Driver available all the time. The DWO, Cuttack shall not be responsible for any damage / loss caused to the hired vehicle or loss of life / injury inflicted on person or damaged done to any property on account of use of hired vehicle in any manner whatsoever, the owner shall be responsible for all such litigation.
2. The hire charges are to be paid on monthly basis; but do not include cost of fuel, which is to be paid separately to the filling station basing on actual consumption of fuel and lubricant as per existing Government norms. All the expenditures of vehicle towards repair/ replacement of spare parts, lubricating oil of engine, Gear box and different Coolant, Tyres & Tube, Battery etc. will be borne by the Bidder.
3. 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.
4. In case of break down for reasons whatsoever, the replacement of vehicle by the same or better model shall be provided by the owner of the vehicle / bidder.
5. In case of the vehicle does not report regularly, the authority shall be at liberty to withdraw the agreement and may engage vehicle from other source.
6. The vehicle shall report for duty at least for 30 days in a month.
7. In case of emergency, the driver will have to report for duty as per requirement of hire. No extra payment (hire charge) shall be demanded by the owner.
8. Monthly hire charges as per Govt. norms will be paid in every succeeding month within 15 days of the submission of bills by the owner and no advance payment will be made. The cost of fuel and lubricant (as per actual) will be paid to the filling station directly.
9. The vehicle shall not be of more than 3 (three) years old from the initial date of registration and also should be in good running conditions during the period of contract.
10. If the services rendered are found to be unsatisfactory, the bidder shall be given one-month notice and thereafter the agreement will be cancelled.
11. In case the owner of the vehicle intends to withdraw the services of his vehicle and terminates the agreement, it shall be mandatory upon him to give one-month notice before such withdrawal of service and termination of the agreement.
12. If the owner violates any of the terms of contract, DWO, Cuttack shall be at liberty to forfeit the entire amount of security deposit.

**Signature of Quotation/  
Tender Inviting Authority**

**Annexure-I**

**OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, CUTTACK  
(ST & SC DEVELOPMENT DEPARTMENT)**

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**GENERAL INFORMATION FOR HIRING VEHICLE**

- 1 Registration No. of the Vehicle :
- 2 Type of Vehicle (AC/ Non-AC) :
- 3 Year of Manufacture :
- 4 Model :
- 5 Date of Registration :
- 6 Name & Complete Address of the Owner of the Vehicle :
- 7 Fitness Certificate Validity :
- 8 Permit Validity :
- 9 Insurance Validity :
- 10 Name/ Address of the Driver :
- 11 D.L. No. & Validity of the D.L. of the Driver :
- 12 Proposed Hire Charge of the Vehicle per Month :  
(Excluding Fuel Cost)
- 13 Rate of Fuel Consumption/ Mileage per Litre :
- 14 Contact Number of the Owner (Quotationer) :  
Mobile \_\_\_\_\_ Telephone \_\_\_\_\_

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

(Self certified photo copy of valid registration certificate, insurance certificate, fitness certificate, valid contract carriage permit, proof of up to date tax payment, Driving License, Owner ID proofs, declaration etc. are enclosed along with the application)

**Signature of the Quotationer  
with the seal (if any)**