

OFFICE OF THE COLLECTOR&DISTRICT MAGISTRATE, CUTTACK

(SOCIAL WELFARE SECTION)

QUOTATION CALL NOTICE

Notice No. 6730 Dt. 21-12-2024

Sealed Quotation /tender are invited from reputed travel agencies /tour operators private Individuals for providing one nos. of Non-AC petrol/Diesel driven vehicle having sitting capacity not more than 05 including driver. Which shall conform to the term and condition (Annexure-A) for Office use in DSWO section on rent basis. There is a provision of budget for the year 2024 -25 of Rs.4,50,000/- under Hire vehicle (One Stop center)

- 1.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 certificate fitness certificate valid contract carriage permit ,proof of up-to-date tax payment etc. which are mandatory for playing of vehicle.
2. 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.
3. The Driver should be well behaved, gentle and obedient in nature.
- 4.A sum of Rs.5000/-shall be deposited by the intending bidders in shape of account payee bank draft drawn in favour of District Social Welfare Officer, Cuttack and submitted along with the tender as security deposit. After completion of tender process, the amount will be refunded to the unsuccessful bidders.
- 5.The monthly rate of hire charge be quoted separately in general bid information(including fuel).
- 6.The vehicle must achieve a fuel efficiency of 17 kms. per liter.
- 7.The details of the make and year of manufacture of the vehicle registration No. mileage(KMs covered per liter) and name of the driver with driving license No. And period of validity should be specifically provide in the general bid information to be furnished with their tender (Annexure-1).

8. The Quotation completed in all respect should reach the undersigned on or before dt. 08.01.2025 by 4.30 pm and shall be opened dt. 09.01.2024 in 0.5 PM presence of the bidders/ their authorized representative. The tender will be intimated later through Dist. website <http://cuttack.odisha.gov.in>.

9. The application form of quotation containing general bid information & terms and condition for hiring vehicle etc. will be available with DSWO, Cuttack on payment of Rs.1000 form dt 30.12.2024 at 4.30 PM to 08.01.2024

10. The Collector, Cuttack reserves the right to cancel the Quotation without assigning any reason thereof.

Memo No. 6631 Dt. 21-12-2024

  
Collector, Cuttack  
COLLECTOR  
CUTTACK

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 Annexur-1

Memo No. 6632 Dt. 21-12-24

  
Collector, Cuttack  
COLLECTOR  
CUTTACK

Copy to the all CDPs Cuttack District and Office Notice Board for information & wide promulgate.

  
Collector, Cuttack  
COLLECTOR  
CUTTACK

**| Heading:**

**Notice**

**Sub Heading:**

**Tender**

**Caption in English:** Tender call notice for selection of Hiring Vehicle in Office of DSWO Section (One Stop Center),  
Collectorate, Cuttack.

**Caption in Odia:** DSWO(ଗୋଟିଏ ସ୍ଵପ୍ନ କେନ୍ଦ୍ର ) ବିଭାଗ କଲେକ୍ଟର ଅଫିସ୍  
କଟକରେ ଭଡା ଯାନ ଚୟନ ପାଇଁ ଟେଣ୍ଡର କଲ୍ ବିଜ୍ଞପ୍ତି ।

**Last date of visibility:- .01.2025**

  
21/12/24

**District Social Welfare Officer  
Cuttack**

**Model Bidding Document**

**Government of Odisha**

**Department/Heads of Department/Office**

**Quotation/Tender Call Notice**

Sealed quotations/tenders are invited from interested reputed Travel Agencies / Tour Operators / Private individuals for providing \_\_\_\_\_ nos. of AC Petrol/Diesel driven vehicles having sitting capacity not more than \_\_\_\_\_ including driver, which shall conform to the Terms and conditions (Appendix-A) for official use in \_\_\_\_\_ Department/Office on monthly rent basis:

1. The service provider shall have a valid OGST 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 Certificate, 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. \_\_\_\_\_ shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the \_\_\_\_\_ and submitted along with the tender as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders.

7. The monthly rate of hire charge be quoted separately in the general bid Information (excluding fuel and lubricants).
8. The Vehicle must achieve a fuel efficiency of \_\_\_\_\_ 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 \_\_\_\_\_ by \_\_\_\_\_ P.M. and shall be opened on the same day at \_\_\_\_\_ P.M. 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 \_\_\_\_\_ of the Department/ Heads of Department/Office on payment of Rs.1000/- from \_\_\_\_\_ to \_\_\_\_\_ or can be downloaded from Odisha Govt. Website [www.Odisha.gov.in](http://www.Odisha.gov.in) from Dt. \_\_\_\_\_ to Dt. \_\_\_\_\_. In case the application form is downloaded from Govt. website, the applicant shall furnish a Demand Draft for an amount Rs. 1000/- (Rupees One Hundred) only towards the cost of application along with the application.

Seal & Signature of  
Quotation/Tender Calling Authority

Designation

**Terms & Conditions**

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

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 of 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 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.

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 owner.

5. 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.

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 demanded.

9. Monthly hire charges and reimbursements towards cost of fuel (as per actual) and lubricants (as per Govt. norms) of selected bidder 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 condition during 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

Designation

**General Information**

Sl No	Particulars	
1	Name of the Service Provider	
2	Complete Address	
3	OGST Number	
4	GeM Registration Number	
5	Bank Account No and 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 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	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 (Tenderer/Quotationer)	
20	Contact number of Driver	

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

Seal & Signature of  
Quotationer / Tenderer