

# Government of Odisha

**Integrated Child Development Project Office,  
Cuttack City-II, Dist- Cuttack**

## **Bid/ Tender Document**

**Hiring of Vehicle for use in ICDS Project, Cuttack City-II**

### **For Office Use**

**Notification No: 366**

**Date: 17/02/2025**

**Child Development Project Officer, Cuttack City-II**

Starting Date for filling of Tender: 18/02/2025

Last Date for filling of Tender: 24/02/2025 upto 2.00 PM

Date of Opening of Tender: 24/02/2025 at 3.00 PM

Place of Opening of Tender: Office Chamber of the CDPO, Cuttack City-II

**Address:**

At-Saticahura, Po- Chandini Chowk  
Dist- Cuttack

**Total No. of Pages:12**

**Price: Rs. 500/-**

### Section- III

#### Check List for Bidders Integrated Child Development Service Project, Cuttack City- II

#### Quotation Call Notice

Notice No. 366     Date: - 17/02/2025

Sealed Quotation/tender are invited from reputed travel agencies/ tour operators or private Individuals for providing one nos. of AC petrol/ diesel driven vehicle having sitting capacity not more than ten including driver. Which shall confirm to the terms and conditions (Annexure- II) for office use in ICDS Office on monthly rent basis. There is a provision of budget for the Year, 2024-25 of **Rs. 4,50,000 /-Rupees(Four Lakh Fifty Thousand)only** under motor vehicle Head (PFMS) 2024-25.

- 1- The vehicle must be in road worthy condition shall not be more than 3 year 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 plying of vehicle.
- 2- The driver of the vehicle must have a valid driving licence 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. 6000/-** shall be deposited by the intending bidders in shape of account payee bank draft drawn in favour of Child Development Project Officer, Cuttack City- II and submitted along with the tender as security deposit. After completion of the 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 (Excluding fuel and lubricants) within the provision of Budget.
- 6- The vehicle must achieve a fuel efficiency of 15 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- III).
- 8- The Quotation Completed in all respect should reach the undersigned on or before 24/02/2025 by 02.00 PM and shall be opened on the same day 24/02/2025 at 3.00 PM in Presence of the bidders/ their authorised representative in the Office chamber of the CDPO, Cuttack City-II .
- 9- The application form of quotation containing general bid information & terms and Condition for hiring vehicle etc. will be available with ICDS Project, Cuttack City- II on Payment of Rs. 500/- (Rupees Five hundred )only from 18/02/2025 to 24/02/2025 within 11.00 A.M. In case of application form downloaded from Govt. Website i.e <http://cuttack.odisha.gov.in> ,the applicant shall furnish a Demand Draft for an amount Rs.500/- (Rupees Five hundred )only towards the cost of application along with the application.
- 10- The CDPO reserves the right to modify/cancel the Quotation without assigning any reason thereof.

  
17-02-2025  
Child Development Project Officer  
Cuttack City-II  
Child Development Project Officer  
CDPO Cuttack City-II

**Memo No. 367 / Dt. 17/02/2025**

Copy to the District e-governance manager, Cuttack for favour of kind information and requested to make available the advertisement in Cuttack district website on 18/02/2025 under the tab of Tender call Notice on the caption "**Hiring of Vehicle for use in ICDS Project Cuttack City-II Office for the year 2024-25**" valid upto 24/02/2025 till 2.00P.M.

  
17-02-2025  
Child Development Project Officer,  
Cuttack City - II  
Child Development Project Officer  
CDPO Cuttack City-II

**Memo No.368 / Dt. 17/02/2025**

Copy submitted to the Sub- Collector, Sadar Cuttack for favour of kind information and requested to publish the notice in office notice board for wide publicity.

  
17-02-2025  
Child Development Project Officer,  
Cuttack City- II  
Child Development Project Officer  
CDPO Cuttack City-II

**Memo No. 369 / Dt. 17/02/2025**

Copy submitted to the Deputy Commissioner, CMC, Cuttack for favour of kind information and requested to publish the notice in their office notice board for wide publicity.

  
17-02-2025  
Child Development Project Officer,  
Cuttack City - II  
Child Development Project Officer  
CDPO Cuttack City-II

**Memo No. 370 / Dt. 17/02/2025**

Copy submitted to the District Social Welfare Officer, Cuttack for favour of kind information and requested to publish the notice in their office notice board for wide publicity.

  
17-02-2025  
Child Development Project Officer,  
Cuttack City - II  
Child Development Project Officer  
CDPO Cuttack City-II

**Memo No. 371 / Dt. 17/02/2025**

Copy to all AWWs under this Project to publish the notice in all AWCs notice board for wide publicity.

  
17-02-2025  
Child Development Project Officer,  
Cuttack City- II  
Child Development Project Officer  
CDPO Cuttack City-II

**Section- III**  
**Check List for Bidders**  
**Annexure- II**

**TERMS & CONDITION FOR HIRING OF VEHICLES**

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

- 1- During this period of hiring of contract the service provider/ bidder shall have all necessary valid MV documents such as: - valid Registration Certificate, Insurance Certificate, fitness Certificate, valid contract carriage permit, Proof of up to date tax payment etc. And driving Licenses of the driver available all the times. The department offices hiring the vehicle shall not be responsible for any person or damage to any property on account of use of hired vehicles any manner whatever. The bidder or service provider shall be responsible for all such litigation.
- 2- The hire charges to be paid for monthly basis is final but does not include cost of petrol/diesel which is to be paid separately basing on actual consumption and lubricant as per existing govt. 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.
- 3- It shall be the responsibility of the bidder to provide good driver and the salary of the driver shall be borne by the owner/ bidder/ service provider.
- 4- In case of breakdown for reasons whatever the replacement of vehicle of the same or better Model shall be provides by the owner of the vehicle bidder.
- 5- In case of the vehicle do not report for regularly the authority will be at liberty to reject the Agreement and may engage vehicle from the other source.
- 6- The vehicle shall report for duty for minimum of **25** days in a month.
- 7- In case of emergency the driver will have to report for duty as per requirement of hirer at no extra payment shall be demanded.
- 8- Monthly hire charge and reimbursements towards cost of petrol/ diesel (as per actually and lubricants (as per govt. norm) of selected bidder will be paid in every succeeding month as per possible within fifteen days of the submission of bills by the service providers and no advance payment will be made.
- 9- The vehicle shall not be more than 3year old from the initial registration and also in good condition during the period of contract.

- 10- If the service is found to be unsatisfactory the client shall give one month notice and terminate the agreement.
- 11- If the service provider intends to withdraw the services of his vehicle and terminated. The agreement, it shall be mandatory upon him to give one month notice before such withdrawal of service and termination of agreement.
- 12- If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.



17-02-2025

Signature of

Quotation/ Tender Calling Authority

Child Development Project Officer  
CDPO Cuttack City-II

**Section- III**  
**Check List for Bidders**  
**Annexure- III**

General Information for Hiring Vehicle

- 1- Registration No. of 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:
- 12- Proposed hire charge of the  
vehicle per month excluding fuel cost:
- 13- Rate of Fuel consumption/ Mileage per liter:
- 14- Contact Number of the  
service provider (Tender/ Quotationer):

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

**Seal & Signature**  
**of the Quotation/ Tender**

**Section- III**  
**Check List for Bidders**  
**Annexure- IV**

Declaration regarding Blacklisted / Debarring Form, Ranking Part in Govt. Tender  
by Govt. Department

(To be executed before Public Notary/ Executive Magistrate on stamp paper by the  
bidder)

I/We proprietor/ partner(s)/ director(s) of M/S  
..... hereby declare that the firm company namely M/S  
..... has not been blacklisted or debarred in the past by any Government  
Organisation from taking part in Government tenders.

Or

I/We proprietor/ partner(s)/ director(s) of M/S.....  
hereby declare that the firm/company namely/ M/S ..... was blacklisted  
or debarred by any govt. organisation from taking part in govt. tender for a period of  
w.e.f. .... the period is over on ..... And the firm company is  
entitled to take part in govt. tenders.

In case the above information found false I/We are fully aware that the  
tender/ contract will be rejected/ cancelled by the CDPO, Cuttack City- II and  
EMD/SD shall be forfeit.

In addition to the above Office of the CDPO, Cuttack City-II will not be  
responsible to pay the bill for any completed/ partially work.

**Signature**

**Name**

**Capacity in which signed**

**Section- III**  
**Check List for Bidders**  
**Annexure- V**

**Letter for Authorised for attending Bid opening**  
**(To reach ICDS Project Cuttack City II on or before the Bid opening)**

To

The Child Development Project Officer,  
Cuttack City- II

Sub: -           Authorisation for attending Bid opening on dated in the tender of

Following person is authorised to attend the bid opening for the tender mentioned above on behalf of ..... bidder.

Name of the representative

Specimen Signature

1-

2-

Signature of the bidder

Maximum one representative will be permitted to attend the Bid opening permission for entry to the venue of bid opening may be refused in case of authorisation as prescribed above is not received.

**Section- III**  
**Check List for Bidders**

To

The Child Development Project Officer,  
Cuttack City- II

Dear Madam,

- 1- Having read the condition of contract and service to be provided the receipt of which is hereby duly acknowledged, I/We understand and offer to provide commercial vehicle in conformably with the condition of contract for the sum show in the price schedule attached and made part of this bid.
- 2- I/We undertake to enter into agreement within one week of being called upon to do s and bear all expenses including charges for stamp etc and agreement will be binding on us.
- 3- If my/our bid is accepted. I/We agree to our EMD being converted as per performance Guarantee/ performance security for the due performance of the contract.
- 4- I/We agree to abide by this bid for a period of 90days from the date fixed for bid opening and it shall remain binding upon me/us and may be accepted at any time before the expiration of that period.
- 5- Until an agreement is signed and executed, this bid together with your written acceptance thereof in your notification of award shall constitute a binding contract between us.
- 6- Bid submitted by me/us is properly sealed and prepared so as to prevent any subsequent replacement.

Dated this ..... day of ..... 2025

Signature of the authorised person

Name

Address

Stamp

**Section- III**  
**Check List for Bidders**  
**Annexure- VI**

**BIO-DATA OF THE BIDDER**

- 1- Name & Address of firm/party:
  
- 2- Whether it is proprietorship or partnership:
  
- 3- Full name of proprietor or partner:  
  
Attested copy of partnership deed should invariably be attached along with authorisations
  
- 4- Permanent Account No. (Income Tax):
  
- 5- Sale Tax Registration No.:
  
- 6- Reference Number of Tender Officer.

**Section- III**  
**Check List for Bidders**

| Sl. No. | Documents  | Yes/No (N/A) |
|---------|--|--------------|
| 1       | 2  | 3            |
| 1       | Cost of Tender Documents<br>MR No. ....Dt. ....  |              |
| 2       | EMD/DD No. .... Amount .....<br>Date .....   |              |
| 3       | Whether all the pages are seal and signed  |              |
| 4       | Whether bidder's profile is filled up  |              |
| 5       | Whether attested copy of registration firm attached or not                                       |              |
| 6       | Attested copy of partnership deed or memorandum of association / Articles as applicable          |              |
| 7       | Documents of ownership of vehicle  |              |
| 8       | Self-attested copy of registration of the vehicle  |              |
| 9       | Self-attested copy of insurance certificate of the vehicle                                       |              |
| 10      | Self-attested copy of documents of validity of fitness and permit of the vehicle                 |              |
| 11      | Copy of driving license of the driver duly attested by the bidder                                |              |
| 12      | Attested copy of latest income tax return  |              |
| 13      | Self-attested copy of PAN Card   |              |
| 14      | Bio-Data of bidder (Annexure- II)  |              |
| 15      | Letter of authorisation for attending training process, in original, if applicable (Annexure- V) |              |
| 16      | Declaration of stamp paper about blacklist or non-blacklist (Annexure- IV)                       |              |
| 17      | Bid Application Form (Annexure- I)   |              |
| 18      | General information on hiring of vehicle (Annexure- III)   |              |