

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

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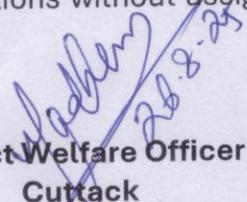
**Quotation Call Notice**

**Notice No. 3626 /DW**

**Dated: 26 .08.2025**

In pursuance to the Govt. of Odisha, Finance Department Office Memorandum No. 15836 dt.27.05.2025, the sealed quotations/ tenders are invited from interested reputed Travel Agencies / Tour Operators / Individuals for providing One number of vehicles having sitting capacity not more than 4 including driver, which shall conform to the Terms and conditions (Appendix-A) for official use in District Welfare Office, Collectorate, Cuttack on monthly rent basis:

1. The quotationer shall have a valid GST registration to participate in the tender.
2. 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. are mandatory for plying of vehicle.
3. 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.
4. The Driver should be well behaved, gentle and obedient in nature.
5. A sum of **Rs. 5000/- (Rupees Five Thousand) only** shall be deposited by the intending bidders in shape of **Account Payee Bank Draft** drawn in favour of the **District Welfare Officer, Cuttack** and submitted along with the tender as EMD. After completion of the tender process, EMD shall be refunded to unsuccessful bidders.
6. The monthly rate of hire charge should not exceed **Rs. 24,000/-** per month, excluding GST be quoted separately, excluding fuel.
7. The Vehicle must achieve a fuel efficiency of **17 KM** per litre.
8. 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 (Annexure-B).
9. The Quotation completed in all respect should reach the **O/o the District Welfare Office, Cuttack, Room No-45, Collectorate, Cuttack-753002** on or before **10.09.2025 by 5.30 pm**. The tender will be opened in presence of the bidders or their authorized representatives. The date of opening of the bid will be intimated through district website i.e. [cuttack.odisha.gov.in](http://cuttack.odisha.gov.in).
10. The sealed envelope containing the Quotation must be superscribed "Quotation for engagement of hired vehicle for District Welfare Office, Cuttack" with complete address, email-id and contact number.
11. The application form of quotation/tender containing General Bid Information & Terms and conditions for Hiring of Vehicles etc (Annexure-A & B) will be available in the official website of Cuttack district which can be downloaded from [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.

  
**District Welfare Officer,  
Cuttack**

Memo No. 0627 dated. 26.08.2025

Copy to the District e-Governance Manager, Cuttack for information with a request to hoist the Quotation call notice in Cuttack District Website as per the schedule enclosed.

*[Handwritten signature]*  
26.8.25

**District Welfare Officer,  
Cuttack**

Memo No. 0628 dated. 26.08.2025

Copy to Office Notice Board/Guard File

*[Handwritten signature]*

**District Welfare Officer,  
Cuttack**

**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 DWO, Cuttack 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 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. The vehicles shall report for duty for minimum of 30 days in a month. In case of the vehicle do not report regularly, the authority will be at liberty to terminate the agreement without prior notice and the authority may engage vehicle from other source.
8. In case of emergency, the driver will have to report for duty as per the requirement. No extra payment shall be demanded by the owner.
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. It depends on the availability of Govt. allotment under this head.
10. The vehicle shall not be more than 3 years old from the initial date of 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, authority shall reserve the rights to forfeit the entire amount of security deposit.

  
**District Welfare Officer,  
Cuttack**

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

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GENERAL INFORMATION FOR HIRING VEHICLE

Sl.	Particulars	:	
1	Name of the Service Provider	:	
2	Complete Address	:	
3	GST Number	:	
4	Bank Account No. and IFSC Code	:	
5	Registration No. of the Vehicle	:	
6	Year of Manufacture	:	
7	Make & Model	:	
8	Date of Registration	:	
9	Name & Complete Address of the Owner of Vehicle	:	
10	Fitness Certificate Validity	:	
11	Pollution Certificate Validity	:	
12	Permit Validity	:	
13	Insurance Validity	:	
14	Name/ Address of the Driver	:	
15	D.L. No. & Validity of the D.L. of the Driver	:	
16	Contact Number of the Service Provider	:	
17	Contact Number of Driver	:	
18	Proposed hire Charge of the Vehicle per Month excluding fuel cost	:	
19	Rate of Fuel Consumption/ Mileage per Litre	:	

“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 to be enclosed along with the above application)

**Seal & Signature of Tenderer  
with the seal (if any)**