

OFFICE OF THE DISTRICT MAGISTRATE COLLECTOR, SAMBALPUR

QUOTATION/TENDER CALL NOTICE

Notice No. 4053/SW. Dated. 14.08.2025

Sealed Quotations are invited from interested reputed Travel Agencies/ Tour Operator/ Private Individuals for providing one no. of Non-AC Diesel driven vehicle having sitting capacity of maximum 5 including driver, which shall conform to the terms & conditions (Annexure-II) for official use in District Social Welfare Officer, Sambalpur on monthly rent basis.

1. The service provider shall have a valid OGST registration to participate in the tender process.
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, valid Contract Carriage Permit, Proof of up to date Tax Payment etc. which 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. 5,000/- (Rupees five thousand) only shall be deposited by the intending bidders in shape of account payee Bank Draft drawn in favour of DSWO, Sambalpur and submitted along with the quotation/Tender as Security Deposit. After completion of Quotation process, the amount will be refunded to unsuccessful Bidders.
6. The monthly rate of hire charge within Rs. 24,000/- (excluding GST) be quoted separately in the general bid information (Excluding fuel and lubricants).
7. The vehicle must achieve a fuel efficiency of 10 KM per Litre.
8. The details of the date and year of the manufacture of the vehicle, Registration No., Mileage (KM covered per Litre) & 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/Tender paper as marked in Annexure-III.
9. The sealed Quotation/Tender completed in all respect should reach the undersigned by Regd. Post/Speed Post/ by hand on or before 21.08.25 By 5.00 PM and shall be opened on the next day at 11.30AM in presence of the bidders or their authorised representatives.
10. The application form of Quotation/Tender containing general bid information and terms & conditions for hiring of vehicles etc. will be available with the Office of the District Social Welfare, Sambalpur on payment of Rs. 100/- (Rupees one hundred) only from 10.00 AM to 5.30 PM or can be downloaded from District Website. In case the application form is downloaded from the District Website, the applicant shall furnish a demand draft of Rs. 100/- in favour of DSWO, Sambalpur towards the cost of the application fees along with the application.
11. The Authority reserves the right to cancel the Quotation without assigning any reason thereof.

J. Gupta
14-08-2025
District Social Welfare Officer,
Sambalpur



Memo 4054 SW/ Date 14.08.2025

Copy forwarded to the CDO cum EO, Zilla Parisad Sambalpur/All Sub-Collectors, Sambalpur/ All Tahasildars, Sambalpur/ All Block Development Officers, Sambalpur/ All CDPOs Sambalpur for information and they are requested to display the notice in Office notice board.

J. G. G. G.
14.08.2025
District Social Welfare Officer,
Sambalpur

Memo 4055 SW/ Date 14.08.2025

Copy forwarded to the DeGM, Sambalpur for information and publication of advertisement in district website.

Copy to notice Board.

J. G. G. G.
14.08.2025
District Social Welfare Officer,
Sambalpur

TERMS & CONDITIONS FOR HIRING OF VEHICLE

The following terms & 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, Fitness Certificate, valid Contract Carriage Permit, Proof of up to date tax payment etc. and D.L. of the driver available all the times. 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 damages to any property on account of use of hired vehicle any manner whatsoever. The hired shall be responsible for all such litigation.
2. The hired charges to be paid for monthly basis is final but does not include cost of diesel, which is to be paid separately basing on actual consumption and lubricants 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.
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 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.
5. In case of the vehicle do not report regularly, the authority will be at liberty to reject the agreement and may engage vehicle from other source.
6. The vehicles 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 the requirement of hirer. No extra payment shall be demanded.
8. Monthly hire charges and reimbursements towards cost of diesel (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.
9. 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.
10. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
11. 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.

12.If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.

J. 16.08.2025
District Social Welfare Officer
Sambalpur



GENERAL INFORMATION FOR HIRING VEHICLES

- 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 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 Service provider (Tenderer/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