

**DISTRICT OFFICE, BARGARH**  
**(SOCIAL WELFARE SECTION)**

No 2982 /SW Date. 12.11.24

**Short Tender Call Notice**

Sealed Tenders are invited from interested reputed Travel Agencies/ Tour Operators/ Private Individuals for providing 1no. of Petrol driven vehicles ZEST/TIGOR/SWIFT DZIRE/XCENT/ETIOS etc. or similar type of vehicle having sitting capacity not more than five including driver which shall confirm to the Terms and conditions (Annexure-I) for official use of PO-cum-Programme Officer, ONE STOP CENTER, Bargarh on monthly rent basis.

1. The vehicle must be in Road Worthy condition, shall not be more than 3 years old from the date of initial registration & 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 applying of Tender.
2. The Driver of the Vehicle must have valid Driving License for Driving light, transport passenger vehicle & should be sufficiently experienced in Driving transport passenger vehicle.
3. The Driver should be well behaved, gentle & obedient in nature.
4. The monthly rate of hire charge to be quoted separately in the general bid information (excluding fuel and lubricants).
5. The vehicle must achieve a fuel efficiency of 17 Kms. or more per litre.
6. 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 its validity should be specifically provided in the general bid information to be furnished with the Quotation/ Tender (Annexure-II).
7. The quotation completed in all respect should reach the undersigned on or before 25.11.2024 by 5.00 PM by drop box and shall be opened on 26.11.2024 at 4. PM in the presence of the Bidders or their authorized representatives.
8. A sum of Rs. 5000/- shall have to be deposited by the intending bidder in shape of Account payee Bank Draft in favour of the DSWO, Bargarh, payable at SBI, Bargarh & submitted along with the tender as Earnest money (EMD) deposit. After completion of tender process, the EMD of unsuccessful bidder will be refunded.
9. The prescribed application form of Quotation/Tender containing general bid Information and Terms & condition for hiring of Vehicles etc. Can be downloaded from district website of Bargarh i.e. [bargarh.odisha.gov.in](http://bargarh.odisha.gov.in) The applicants shall have to furnish a Demand Draft for an amount of Rs 200/- (Rupees Two Hundred) only towards the Cost of tender fee (non- refundable) along with the Tender.
10. The eligible bidder shall commence the services from the date of placement of the order and shall continue to provide the services up to 6 months / one year and it may further be extended after fulfillment of certain conditions.

**District Social Welfare Officer,**  
**Bargarh**

Memo No. 2984 /SW Dt. 12.11.24

1. Copy to Office Notice Board for circulation.
2. Copy to Notice Board of all District Level Offices for wide Circulation.
3. Copy to DeGM, Bargarh with a request to upload the above Notice in the District website <http://bargarh.odisha.gov.in> for wide circulation.
4. Copy submitted to the Collector, Bargarh for kind-information.

**District Social Welfare Officer,**  
**Bargarh**

## TERMS & CONDITIONS FOR HIRING OF VEHICLES

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

1. The hired vehicle, during the period of contract, shall have all necessary valid MV documents such as: valid Registration Certificate, Insurance Certificate, Fitness Certificate, Pollution 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 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 hirer 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 diesel/petrol, 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. The additional number of vehicles to be engaged later will be intimated separately.
4. 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.
5. 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.
6. The Driver should be well behaved, gentle and obedient in nature.
7. 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.
8. In case of the vehicle do not report regularly, the authority will be at liberty to reject the agreement and may engage the vehicle from other sources.
9. The vehicle service will be for Twenty-four hours in a day as per the requirement during the contract period.
10. The vehicle with driver must remain present in the headquarters.
11. The Vehicle must achieve a minimum fuel efficiency of 17 kms per litre.
12. In case of emergency, the driver will have to report for duty as per the requirement of hirer. No extra payment shall be demanded.
13. The Driver of the vehicle will maintain a log book towards day to day movement of the vehicle and produce the same duly authenticated by the officials using the vehicle in this office of Department of Mission Shakti for verification as and when required.

## Annexure-I

14. Monthly hire charges and reimbursement towards cost of Petrol / diesel as per actual and lubricants (as per Govt. norms) of the vehicle will be paid by the First Party in every succeeding month as far as possible within one month of the submission of bills along with production of Log Book, authenticated by officers using the vehicle, by the vehicle owner by e-transfer to the Account of the Second Party and no advance payment will be made, on any account.
15. The vehicle shall not be more than 3 years old from the initial registration and also in good condition during the period of contract.
16. The vehicle will be hired for a period of two years from the date of the agreement, subject to satisfactory service during the contract period. In case of satisfactory service during the period of the contract, the Authority may consider availing the services for the subsequent year on similar terms & conditions.
17. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
18. 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.
19. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit if any.
20. The bidder quoting the lowest hiring charges will be considered as the lowest bidder.
21. **If the L1 bidder fails to provide the vehicles on requisition by the department in future, then the department may ask the L2 bidder to provide the Hired Vehicle at the L1 price.**
22. The Tender received after the due date and incomplete shall summararily be rejected.
23. The authority has the right to reject or accept any/all Tender without assigning any reason thereof.
24. Any legal dispute shall be applicable subject to the Jurisdiction of Bhubaneswar.

District Social Welfare Officer,  
Bhubaneswar

## GENERAL INFORMATION FOR HIRING OF VEHICLES

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. Type of Vehicle (AC/Non-AC)
  8. Year of Manufacture
  9. Make & Model
  10. Date of Registration
  11. Name & complete address of the owner of vehicle
  12. Fitness 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. Rate of Mobil consumption/ Mileage per litre
  20. Contact Number of the Service Provider (Bidder)
- Mobile.....Telephone.....

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

**Seal & Signature of the Bider**