



**OFFICE OF THE COLLECTOR AND DISTRICT MAJISTRATE,
BARGARH
(SOCIAL WELFARE SECTION)**



Reference. No. *3664* // DSWO, Bargarh // Date. *21.07.25*

Tender Call Notice

Sealed quotations are invited from interested reputed Travel Agencies/Tour Operators/Private individuals/Service providers, having valid GST number, for providing one BS-VI compliant light vehicle (AC/Non AC), vehicles having sitting capacity of not more than Seven including driver, which shall confirm to the terms and conditions as follows for official Use by DHEW (District Hub for Empowerment of Women), Bargarh under the PO cum PO, Bargarh, O/O-District Social Welfare Officer, Bargarh on monthly rent basis in accordance with Finance department office Memorandum No.15836 /F, dtd.27.05.2025.

(A) - Scope of Requirement:

- **Category of Office:** District Level (as per Finance Dept. OM No. 18364/F dt. 27.05.2025)
- **Monthly Hiring Charges:** Maximum Rs. 24,000/-Excluding GST: - to be quoted separately (exclusive of taxes and fuel)
- **Fuel Cost:** To be reimbursed separately as per norms.
- **Minimum Average Mileage:** 17 KM/litre

(B)- Eligibility Criteria:

- Valid GST Registration.
- For entities within municipal Area Bargarh area.
- Registration on GeM platform.
- Experience in providing similar services to Government offices **will be preferred.**

(B)- TERM & CONDITIONNS:

(1) The vehicle must be in road worthy condition, shall not be more than 3 years old from the date of initial registration with BS VI compliant (preferred) and must have registration certificate, Insurance certificate, pollution free certificate, Fitness certificate, valid contract carriage permit/Taxi license, proof of up-to-date tax payment etc. **which are mandatory for plying of vehicle.**

(2) The make and model of the vehicle should preferably be one Branded vehicle with petrol variant with seating capacity not more than 7 (Seven) including Driver.

(3) The driver of the vehicle must have a valid commercial 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/-** shall be deposited by the intending bidders/vehicle owner in shape of account payee bank draft drawn in favour of the District Social Welfare Officer, Bargarh and

submitted along with the quotation as security deposit. After completion of the quotation process, the amount will be refunded to unsuccessful bidders without any interest & to successful bidder after deposit of an amount of 5% of annual rental charges of vehicle hire as **performance Security**, subject to be refunded back **without any interest or deducting any liabilities upon expiry of the MoU.**

(6) The monthly rate of hiring charge should be quoted separately in the general bid Information excluding GST, fuel and lubricants.

(7) The vehicle must achieve a fuel efficiency of 17 Kms or above per litre.

(8) The details of the make and year of manufacture of the vehicle, registration no., mileage (Kms covered per litre) and name of the driver with driving license no. and period of validity should be specifically mentioned in the general bid information to be furnished with the Quotation **(Annexure-I).**

(9) **The Quotation completed in all respect** should reach the undersigned on or before **29.07.2025 by 5.00 PM at the office of the DSWO, Bargarh** and shall be **opened on the 30.07.2025 at 11.30 PM** in presence of the bidders or their authorized representatives. Absence of Bidder or representative does not debar the committee to open the tender papers.

(10) The selected bidder or the vehicle owner or Authorised Representative (if it so authorized by the bidder) will have to make an agreement with the DSWO, Bargarh and **deposit the amount of 5% towards performance Security (within 3 working days after signing of Agreement)** as per Govt. norms failing which the **selection shall stand rejected and the EMD will be forfeited.**

(11) The authority/undersigned reserves all the right to cancel one or all quotations and terminate the process at any time without assigning any reason thereof.

(12)- The Quotation format as in **Annexure -1** can be downloaded from **Bargarh District official website, (Bargarh.gov.in)** and filled up by the bidder and submitted in sealed condition in the office of DSWO, Bargarh along with related documents on the scheduled date and time. **No cost for Tender Paper is required to be deposited. No Tender will be entertained after due date and time of receipt as mentioned.**

Enclosed - Annexure -1

District Social Welfare Officer
Bargarh

Memo No - 3665

Date - 21.07.25

Copy submitted to the District eGovernance Manager, Collectorate, Bargarh with a request to float the tender on 21.07.2025/ Copy to Office Notice Bord of All CDPOs of the district / Collectorate, Bargarh / Zilla Parishad, Bargarh, for wide circulation and information of all concern.

District Social Welfare Officer
Bargarh

Annexure-I

Quotation format for engagement of one vehicle for the use by District Hub for Empowerment of Women (DHEW), Bargarh under PO cum PO, Bargarh, O/O-DSWO, Bargarh on monthly rent basis.

GENERAL BID INFORMATIONS FOR HIRING VEHICLES (To be filled up by the Bidder)

1. Registration No. of Vehicle	-	:
2. Year of Manufacture	:	
3. Model & colour	:	
4. Date of registration	:	
5. Fitness Certificate validity	:	
6. Tax payment validity	:	
7. Permit validity	:	
8. Insurance validity	:	
9. Pollution control validity	:	
10. DD/MR no. & date for Rs. 5000/-	:	
11. Name & address of the Driver		
12. Gem Portal Regdn. No		
13. Address of the Driver:		
a) Name: b) Address: c) Contact no: d) Adhar card no:		
14. Driver's D. L. No. & Validity	:	
15. Proposed hire Charge of vehicle Per Month (Excluding GST & Fuel)		
Rs.....		
16. Fuel Efficiency (Mileage per litre):	
17. Name & Complete address of the owner (attach ID proof & residential proof)		
a) Name: b) Address: c) Mobile ph.no.....		

“Certified that the information mentioned above are true to the best of my knowledge and belief. My selection is likely to be cancelled if it is found false/manipulated”.

Enclosed- Self attested Copies of documents

Full Signature of the Bidder (& Seal if any)

NB: This form to be submitted after filling the required information and attaching self-attested legible/clear photocopy of the required documents in support of proof