



Email: dswobargarh1@gmail.com

**OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE: BARGARH
(SOCIAL WELFARE SECTION)**

No. 6529 /SW Date. 16.12.2025

Short Tender Call Notice

Sealed Tenders are invited from interested reputed Travel Agencies/ Tour Operators/ Private Individuals for providing 1 no of vehicle having sitting capacity not more than five including driver which shall conform to the Terms and conditions (Annexure-A) for official use of Programme Officer, ICDS Cell DSWO, Bargarh on monthly rent basis.

1. The service provider shall have a valid GST registration to participate in the tendering.
2. 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, Pollution Certificate proof of up to date tax payment etc., which are mandatory for applying of Tender.
3. The Driver of the Vehicle must have a valid Driving License for Driving light, transport passenger vehicle & should be sufficiently experienced in Driving transport passenger vehicle.
4. The Driver should be well behaved, gentle & obedient in nature.
5. A sum of Rs.5000/- shall be deposited by the intending bidders in shape of Account payee Bank Draft drawn in favour of the DSWO, Bargarh payable at SBI, Bargarh and submitted along with the tender as Earnest money (EMD) deposit. After completion of tender process, the EMD of unsuccessful bidder will be refunded.
6. The monthly rate of hire charge, excluding GST be quoted separately (excluding fuel and lubricants).
7. The vehicle must achieve a fuel efficiency of 17 Kms. or more per liter.
8. 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-B).
9. The quotation completed in all respect should reach the undersigned on or before 23.12.2025 by **12.00 PM** by drop box and shall be opened on 24.12.2025 at **11 AM/PM** in the presence of the Bidders or their authorized representatives.
10. 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. www.bargarh.odisha.gov.in.
11. 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**
Bargarh

Memo No. 6530 /SW Dt. 16.12.2025

1. Copy to Office Notice Board for circulation.
2. Copy to Notice Board of all District Level Offices for wide Circulation.
3. Copy forwarded to the 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 P.A to the Collector for information of the Collector Bargarh.

**District social Welfare Officer,
Bargarh**

Annexure-A

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 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 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. In case of the vehicle do not report regularly, the authority will be at liberty to terminate the agreement without prior notice.
7. The vehicles shall report for duty for minimum of 25 days in a month.
8. In case of emergency, the driver will have to report for duty as per the requirement. No extra payment shall be made.
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.
10. 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.
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, Government shall forfeit the entire amount of security deposit.

12-08-2024
District Social Welfare Officer
Seal & Signature of
Bargain

Quotation / Tender Calling Authority with Designation

Annexure-B**General Information**

Sl No	Particulars	
1	Name of the Service Provider	
2	Complete Address	
3	GST Number	
4	GeM Registration Number	
5	Bank Account No and IFSC Code	
6	Registration No. of Vehicle	
7	Year of Manufacture	
8	Make & Model	
9	Date of registration	
10	Name & complete address of the owner of vehicle	
11	Fitness Certificate validity	
12	Pollution 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	Contact Number of the Service provider	
18	Contact number of Driver	
19	Proposed hire Charge of the vehicle per month excluding fuel cost	
20	Rate of fuel consumption / Mileage per litre	

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

Seal & Signature of Tenderer