

# COLLECTORATE, NABARANGPUR

## (SOCIAL WELFARE SECTION) SHORT TENDER CALL NOTICE

Letter No – 1727/2025

Date – 25.06.2025

Sealed Tenders are invited from interested reputed Travel Agencies / Tour Operators / Private Individuals for providing 1 no. of Petrol driven vehicles ZEST/TIGOR/SWIFT/DZIRE/XENT/ETIOS etc or similar type of vehicle having sitting capacity of more than five including driver which shall confirm to the terms and conditions (Annexure-I) for official use of Hub for Empowerment of Women Nabarangpur in monthly rent basis.  
PO-cum-Programme Officer. Hub for Empowerment of Women Nabarangpur.

1. 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 applying of Tender.
2. The Driver of the vehicle must have valid Driving license for driving license for Driving Light Transport passenger vehicle and should be sufficiently experienced in Driving transport passenger vehicle.
3. The Driver should be well behaved, gentle and obedient in nature.
4. The monthly rate of heir charge to be quoted in the general bid information (including 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 10.07.2025 by 5 PM and shall be opened on 11.07.2025 at 4 PM in the presence of the Bidders of their authorized representatives.
8. A sum of Rs.5000/- shall have to be deposited by the intending bidder in shape of bank draft in favour of the DSWO Nabarangpur, payable at SBI Nabarangpur & submitted along with the tender as Ernest 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 and condition for hiring of vehicles etc. can be downloaded from District website of Nabarangpur i.e. [www.nabarangpur.nic.in](http://www.nabarangpur.nic.in). The applicants shall be to furnish a demand draft for an amount of Rs. 200/- 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 fulfilment of certain condition.

  
District Social Welfare Officer  
Nabarangpur

Memo No. 1728/2024

Date: 25.06.25

Copy forwarded to the DeGM, Nabarangpur with a request to upload above notice in District website.

  
District Social Welfare Officer  
Nabarangpur

## **Annexure-I**

### **TERMS & CONDITIONS FOR HIRING OF VEHICLES**

The following terms and conditions must be fulfilled by the successful bidders for providing 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 with fuel cost of diesel/petrol. All the expenditure of the vehicle towards repair, replacement of spare parts, lubricating oil of Engine, Gear Box & differential coolant, Tires & 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. 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.**
- 5. The Driver should be well behaved, gentle and obedient in nature.**
- 6. 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.**
- 7. 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.**
- 8. The vehicle service will be for twenty-four hours in a day as per the requirement during the contract period.**
- 9. The vehicle with driver must remain present in the headquarters.**
- 10. The vehicle must achieve a minimum fuel efficiency of 17 kms per litre.**

- 11. In case of emergency, the driver will have to report for duty as per the requirement or hirer, no extra payment shall be demanded.**
- 12. 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.**
- 13. Monthly hire charges with fuel and lubricants (as per govt. norms) of the vehicle will be paid by the first party in every succeeding month of the submission of bills along with production of log book, authenticated by officers using the vehicle by the vehicle owner by the e-transfer to the account of the send party and no advance will be made on any account.**
- 14. The vehicle shall not be more than 3 years old from the initial registration and also in good condition during the period of contract.**
- 15. 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 service for the subsequent year on similar terms and conditions.**
- 16. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.**
- 17. 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.**
- 18. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit if any.**
- 19. The bidder quoting the lowest hiring charges will be considered as the lowest bidder.**
- 20. If the L1 bidder fails to provide the vehicles on requisition by the department, the department may as the L2 Bidder to provide the hired vehicle at the L1 price.**
- 21. The tender received after the due date and incomplete shall summarily be rejected.**
- 22. The authority has the right to reject or accept any/all tender without assigning any reason thereof.**
- 23. Any legal dispute shall be applicable subject to the jurisdiction of Bhubaneswar.**

**District Social Welfare Officer  
Nabarangpur**

(Annexure-II)

**GENERAL INFORMATION FOR HIRING OF VEHICLE**

- i. Registration No of the vehicle: -
- ii. Type of vehicle (AC/ Non AC) :-
- iii. Year of manufacture :-
- iv. Model :-
- v. Date of Registration :-
- vi. Name & complete address of the owner of the Vehicle:-
- vii. Fitness certificate validity :-
- viii. Permit validity :-
- ix. Insurance validity :-
- x. Name/ Address of the driver:-
- xi. DL No & validity of DL of the driver:-
- xii. Proposed hire charge of the vehicle per month Including fuel cost:
- xiii. Rate of fuel consumption/ mileage per liter:
- xiv. Contact number of the service provider (Tender/ Quotation):-

Mobile \_\_\_\_\_ Telephone \_\_\_\_\_

<b>TENDER DOCUMENT FOR ENGAGEMENT OF VEHICLES IN DSWO,NABARANGPUR</b>			
Name of the Office	Type of Vehicle & Registration No	Hire Charges of the Vehicles per month excluding fuel cost	Fuel consumption per liter per Kms

“Certified that the information submitted above is true to the best of my knowledge and belief”

**Seal & Signature of the Quotation/ Tenderer**