

Standard Bidding Document

Annexure- I

Government of Odisha

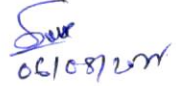
OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, BHADRAK

(Social Welfare Section)

Notification No. 3119 / SW Date. 06/08/2025Quotation / Tender Call Notice

Sealed quotations/tenders are invited from interested reputed Travel Agencies/ Tour Operators/ Individuals for providing One AC petrol/ diesel driven branded vehicle having seating capacity not more than 5(Five) including driver, which shall confirm to the terms and conditions (Annexure-II) for Hub for Empowerment of Women, O/o the DSWO, Bhadrak 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 and must have valid registration certificate, insurance certificate, fitness certificate, Pollution Certificate, valid contract carriage permit, proof up to date tax payment etc. 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. The sum of Rs. 5000/- (Rupees Five Thousand) only shall be deposited by the intending bidders in shape of Account payee Bank Draft drawn from any Nationalized Bank in favour of District Social Welfare Officer, Bhadrak and submitted along with the tender as security deposit. After completion of tender process, the amount will be refunded to un-successful bidders.
6. The monthly rate of hire charges (inclusive of all duties and taxes if applicable) be quoted separately in the general bid information (excluding fuel and lubricants) which should not exceed Rs. 24,000/-.
7. The vehicle must achieve a fuel efficiency of 17 Kms per litre.
8. The details of make and year of manufacture of vehicle, registration number, mileage (Kms. covered per litre) and name of the Driver with driving license and period of validity should be specifically provided in the general bid information to be furnished with the quotation/ Tender (Annexure-III).
9. The Quotation completed in all respect should reach should reach in sealed cover through Registered Post/ Speed Post/ Courier to the office of the District Social Welfare Officer, Bhadrak on or before dt. 22.08.2025 by 01.00 P.M and shall be opened on the same day at 04.00 P.M in presence of the bidders or their authorized 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 DSWO, Bhadrak on any working day from date of publication i.e. 06.08.2025 of this notice till dtd. 21.08.2025 up to 01:00 P.M. or can be downloaded from the district website <https://bhadrak.odisha.gov.in/>.
11. The undersigned reserves the right to reject/ cancel any or all Quotations without assigning any reason thereof.


06/08/2025
Additional District Magistrate,
Bhadrak

Memo No. 3120 / SWDated. 06/08/2025

Copy forwarded to the DeGM, Collectorate, Bhadrak for information. He is requested to upload the quotation with terms and conditions in the District website for wide publication / copy to notice Board.


06/08/2025
Additional District Magistrate,
Bhadrak

TERMS & CONDITIONS FOR HIRING OF VEHICLE

The following terms and 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, 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 (inclusive of all duties and taxes if applicable) to be paid for monthly basis is final but does not include cost of fuel, which is to be paid separately basing on actual consumption 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 vehicle 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 of hirer. No extra payment shall be made.
9. Monthly hire charges (inclusive of all duties and taxes if applicable) and reimbursements towards cost of fuel (as per actual) and lubricants (as per Govt. norms) of selected bidder will be paid in every succeeding month, as par 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.


24/08/2021

**Additional & District Magistrate,
Bhadrak**

Annexure-III**General Information**

Sl. No.	Particulars	
1	Name of the Service Provider	
2	Complete Address	
3	GST No.	
4	Bank A/c No. & IFSC No.	
5	Registration No. of Vehicle	
6	Year of Manufacture	
7	Make & model	
8	Date of Registration	
9	Name & complete address of the Owner of Vehicle	
10	Fitness Certificate Validity	
11	Pollution Certificate Validity	
12	Permit Validity	
13	Insurance Validity	
14	Name / Address of the driver	
15	D.L. No. & validity of the DL of the Driver	
16	Contact No. of the Service Provider	
17	Contact No. of the driver	
18	Proposed hire charge of vehicle per month excluding fuel cost	
19	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 the
Tenderer