

OFFICE OF THE DISTRICT MAGISTRATE AND COLLECTOR, PURI  
(SOCIAL WELFARE SECTION)

No. 148 /SW, dated 13.01.2025

### Quotation/Tender Call Notice

Sealed quotations/Tenders are invited from interested reputed Travel Agencies / Tour Operators / private individuals for providing 1 (One) nos of AC Petrol/Diesel driven vehicles having sitting capacity not more than 10 including driver, which shall conform to the Terms and conditions ( Annexure-A) for official use in District Social Welfare Section, Collectorate, Puri on monthly rent basis.

1. The service provider shall have a valid OGST registration to participate in the tendering.
2. The service provider, participating in the bidding process under the jurisdiction of Municipal Corporation, shall be registered on GeM platform.
3. The vehicle must be in road worthy condition, shall not be more than 3 years old from date of initial registration and must have valid Registration Certificate, Insurance Certificate, Fitness Certificate, Pollution Certificate, valid contract carriage permit, proof of up-to-date tax payment etc. mandatory for plying of vehicle.
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. A sum of Rs.5,000 /- (Rupees five thousand) only shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the District Social Welfare Officer, Puri and submitted along with the tender as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders.
7. The monthly rate of hire charge be quoted separately in the general bid information (excluding fuel and lubricants).
8. The vehicle must achieve a fuel efficiency of 17 K.M per Litre.
9. The details of the make and year of manufacturing of the vehicle, registration no. mileage (K.M covered per litre) and name of the Driver, Driving License No. and period of validity should be specifically provided in the general bid information to be furnished with the Quotation/Tender (Annexure-B).
10. The Quotation completed in all respect should reach the undersigned on or before 28.01.2025 by 3.00 P.M and shall be opened on 29.01.2025 at 4.00 P.M. in the office chamber of the Addl. District Magistrate, Puri (Protocol) in presence of the bidders or their authorized representatives.
11. The interested bidder(s) may download the tender documents from the website <https://puri.odisha.gov.in> and submit the same to the District Social Welfare Office, Puri by Registered Post /Speed Post/ Courier Service.
12. The sealed Tender must be accompanied with a Non-refundable amount of Rs. 1000/- towards Tender document cost in shape of Bank Draft of the scheduled bank payable at Puri drawn in favour of the District Social Welfare Officer, Puri, towards cost of application.

13. The Authority reserves the right to reject any or all Tender /Tenders at any time without assigning any reason thereof. The Tender received incomplete or after the scheduled date and time shall be rejected.

The Envelope must contain as follows.

From----- (Complete Name & Address of Bidder)

To-The District Social Welfare Officer, Puri

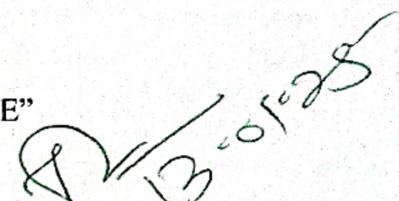
At- Old Collectorate Building, Puri

Dist-Puri

Pin-752001

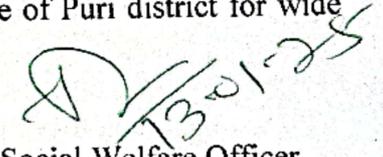
The Tender paper should be put in to cover super scribed as

“TENDER FOR HIRING OF VEHICLE”

  
District Social Welfare Officer,  
PURI

Memo No. 149 /SW, dated 13 .01. 2025

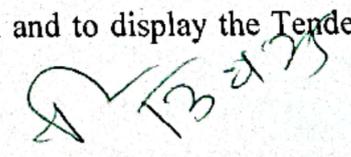
Copy forwarded to the District e-Governance Manager, OSWAN, Puri for information with a request to upload the Tender Call Notice in the official website of Puri district for wide publicity.

  
District Social Welfare Officer,  
PURI

Memo No. 150 /SW, dated 13 .01. 2025

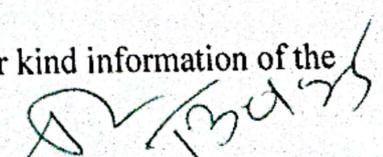
Copy Submitted to the Sub-Collector, Puri/ RTO, Puri/ DIPRO, Puri for information and to display the Tender Call Notice in the notice board for wide publicity.

Copy forwarded to all CDPOs of this district for information and to display the Tender Call Notice in the notice board for wide publicity.

  
District Social Welfare Officer,  
PURI

Memo No. 151 /SW, dated 13 .01. 2025

Copy forwarded to P.A to Collector, Puri/Steno to ADM, Puri for kind information of the Collector and Addl. District Magistrate, Puri.

  
District Social Welfare Officer,  
PURI

Terms & Conditions

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 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 and 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 owner.
5. 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.
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 demanded.
9. Monthly hire charges 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 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.

Seal & Signature of  
Quotation/Tender Calling Authority

Designation

General Information

| Sl No | Particulars   |  |
|-------|---|--|
| 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     | 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    | Proposed hire Charge of the vehicle per month excluding fuel cost |  |
| 18    | Rate of fuel consumption / Mileage per litre                      |  |
| 19    | Contact Number of the Service provider (Tenderer/Quotationer)     |  |
| 20    | Contact number of Driver  |  |

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

Seal & Signature of  
Quotationer / Tenderer

