

# Government of Odisha

Office of the Child Development Project Officer,  
Pipili, Dist- Puri

## Bid/ Tender Document

Hiring of Vehicle for use in ICDS Project, Pipili

### For Office Use

Notification No:118

Date:07/02/2025

Starting Date for filling of Tender : 10/02/2025

Last Date for filling of Tender: 24/02/2025

Date of Opening of Tender: 25/02/2025

Place of Opening of Tender: Office Chamber of the Sub-Collector, Puri.

Address:  
At-Pipili Block Campus, Po- Pipili  
Dist- Puri

Total No. of Pages:09

Price: Rs. 100/-

Annexure- I

Office of the Child Development Project Officer, Pipili, Dist.-Puri  
Quotation Call Notice

Notice No.118

Date: -07/02/2025

Scaled Quotation/Tender are invited from reputed Travel agencies/ Tour operators or Private Individuals within the area of Sub Division, Puri for providing one nos. of AC petrol/ diesel driven vehicle (TUV300/Bulero/Sumo Gold/Ertiga /other similar model & segment etc) preferably BS-VI emission compliant, having sitting capacity not more than seven including driver, which shall confirm to the terms and conditions (Annexure-A) for official use in ICDS Office, Pipili on monthly rent basis.

- 1- The service providers shall have a valid OGST registration to participate in the tendering.
- 2- The vehicle must be in road worthy condition shall not be more than 3 year 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 plying of vehicle.
- 3- The driver of the vehicle must have a valid driving licence 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/- (Rupees five thousand) only shall be deposited by the intending bidders in shape of account payee bank draft drawn in favour of Child Development Project Officer, Pipili and submitted along with the tender as security deposit. After completion of the Tender process, the amount will be refunded to the unsuccessful bidders.
- 6- The monthly rate of hire charge be quoted separately in general bid information (Excluding fuel and lubricants).
- 7- The vehicle must achieve a minimum fuel efficiency of 10kms 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 provide in the general bid information to be furnished with the Quotation/ Tender (Annexure- III).
- 9- The sealed Quotation Completed in all respect should reach the undersigned on or before 24/02/2025 by 05.00 PM and shall be opened on 25/02/2025 at 11.00 AM in presence of the bidders/ their authorised representative in the Office Chamber of the Sub-Collector, Puri.

10- The application form of quotation containing general bid information & terms and Condition for hiring vehicle etc. will be available with ICDS Project, Pipili on Payment of Rs.100/- (Rupees one hundred) only from 10/02/2025 to 24/02/2025. In case of application form downloaded from Govt. website i.e. <http://puri.odisha.gov.in>, the applicant shall furnish a Demand Draft for an amount Rs.100/- (Rupees one hundred) only towards the cost of application along with the application.

11- The CDPO reserves the right to modify/cancel the Quotation without assigning any reason thereof.

*R.M. Chh*  
07/02/2025  
Child Dev. Project Officer  
Pipili

Memo No. 119 / Dt. 07/02/2025

Copy submitted to the Block Dev. Officer, Pipili/Tahasildar, Pipili Executive Officer, NAC, Pipili /Sub Treasury Officer, Pipili for favour of information and requested to publish the Tender notice in the Office notice board for wide publicity.

*R.M. Chh*  
07/02/2025  
Child Dev. Project Officer  
Pipili

Memo No. 120 / Dt. 07/02/2025

Copy submitted to the DSWO, Puri/ RTO, Puri /MVI, Puri for favour of information and requested to publish the Tender notice in Office notice board for wide publicity.

*R.M. Chh*  
07/02/2025  
Child Dev. Project Officer  
Pipili

Memo No. 121 / Dt. 07/02/2025

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.

*R.M. Chh*  
07/02/2025  
Child Dev. Project Officer  
Pipili

Memo No. 122 / Dt. 07/02/2025

Copy submitted to the Sub- Collector, Puri for favour of kind information and necessary action.

*R.M. Chh*  
07/02/2025  
Child Dev. Project Officer  
Pipili

Annexure- A

TERMS & CONDITION FOR HIRING OF VEHICLES

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 contracts 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 driving Licenses of the driver available all the times.
- 2- The Department/Offices 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 whatever. The bidder or service provider 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 petrol/diesel which is to be paid separately basing on actual consumption and lubricant as per existing govt. 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 good driver and the remuneration of the driver shall be borne by the owner/ bidder/ service provider.
- 5- In case of breakdown for reasons whatsoever, the replacement of vehicle of the same or better model shall be provides by the owner of the vehicle/ bidder.
- 6- In case of the vehicle do not report for 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 requirement. No extra payment shall be demanded.
- 9- Monthly hire charge and reimbursements towards cost of fuel (as per actual) and lubricants (as per govt. norm) of selected bidder will be paid in every succeeding month as far 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 year old from the initial registration and also in good 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 give 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.

*[Handwritten Signature]*  
07/02/2028

Child Dev. Project Officer  
Pipili

## General Information for Hiring of Vehicle

SI 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 the 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 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 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 the Quotationer / Tenderer

**Annexure- C**

**Declaration regarding Blacklisted / Debarring Form, Ranking Part in Govt. Tender by  
Govt. Department**

(To be executed before Public Notary/ Executive Magistrate on stamp paper by the  
bidder)

I/We proprietor/ partner(s)/ director(s) of M/S  
..... hereby declare that the firm company namely M/S  
..... has not been blacklisted or debarred in the past by any Government  
Organisation from taking part in Government tenders.

Or

I/We proprietor/ partner(s)/ director(s) of M/S..... hereby  
declare that the firm/company namely/ M/S ..... was blacklisted or  
debarred by any govt. organisation from taking part in govt. tender for a period of  
w.e.f. .... the period is over on ..... And the firm company is  
entitled to take part in govt. tenders.

In case the above information found false I/We are fully aware that the  
tender/ contract will be rejected/ cancelled by the CDPO, Pipili and EMD/SD shall be  
forfeit.

In addition to the above Office of the CDPO, Pipili will not be responsible  
to pay the bill for any completed/ partially work.

**Signature**

**Name**

**Capacity in which signed**

**Annexure- D**  
**Letter for Authorised for attending Bid opening**  
**(To reach ICDS Project ,Pipili on or before the Bid opening date)**

To

The Child Development Project Officer,  
Pipili

Sub: - Authorisation for attending Bid opening on the datewrt tender for hiring  
of vehicle notice No.....Dtd .....

Madam,

Following person is authorised to attend the bid opening for the tender  
mentioned above on behalf of ..... bidder.

Name of the representative

Specimen Signature of the representative.

1-

2-

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

(Maximum one representative(with valid ID Proof) will be permitted to  
attend the Bid opening permission for entry to the venue of bid opening may be  
refused in case of authorisation as prescribed above is not received.)

## Check List for Bidders

Sl. No.	Documents	Yes/No/ (N/A)
1	2	3
1	Cost of Tender Documents MR No. ....Dt. ....	
2	EMD/DD No. .... Amount ..... Date .....	
3	Whether all the pages are seal and signed	
4	Whether attested copy of registration firm attached or not	
5	Attested copy of partnership deed or memorandum of association / Articles as applicable	
6	Documents of ownership of vehicle	
7	Self-attested copy of registration of the vehicle	
8	Self-attested copy of insurance certificate & pollution certificate of the vehicle	
9	Self-attested copy of documents of validity of fitness and permit of the vehicle	
10	Copy of driving license of the driver duly attested by the bidder	
11	Attested copy of latest income tax return	
12	Self-attested copy of PAN Card	
13	Self-attested copy of PAN Card	
14	Terms & conditions - (Annexure-A)	
15	General information on hiring of vehicle (Annexure- B)	
16	Declaration of stamp paper about blacklist or non-blacklist (Annexure- C)	
17	Letter of authorisation for attending training process, in original, if applicable- (Annexure- D)	

Seal & Signature  
of the Quotationer / Tenderer