

**Government of Odisha**

**Office of the Child Development Project Officer Nimapada, Puri**

Bid/Tender Document

Hiring of Vehicle for use in ICDS Project Nimapada

**For Office Use**

**Notification No 747**

**Date 05.05.2025**

Starting Date for filling of Tender: **06.05.2025**

Last Date for filling of Tender: **20.05.2025**

Date of Opening of Tender: **21.05.2025**

Place of opening of Tender: Office chamber of the Sub-Collector, Puri

**Address:**

Office of the Child Development Project Officer, Nimapada, Puri

Total No of Pages – 08

Price Rs 1000/-



OFFICE OF THE CHILD DEVELOPMENT PROJECT OFFICER NIMAPADA

No. 747 /, dated 05.05.2025

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 (TUV300/Bolero/Sumo Gold /Ertiga etc. having sitting capacity not more than 10 including driver, which shall conform to the Terms and conditions (Annexure-A) for official use in ICDS Project, Nimapada on monthly rent basis.

1. The service provider 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 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.
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. 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 Child Development Project Officer, Nimapada and submitted along with the tender as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders.
6. The monthly rate of hire charge be quoted separately in the general bid information (excluding fuel and lubricants).
7. The vehicle must achieve a fuel efficiency of 10 K.M per Litre.
8. 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).
9. The Quotation completed in all respect should reach the office of the Child Development Project Officer, Nimapada -752106 on or before 20.05.2025 by 5.00 P.M and same shall be opened on 21.05.2025 at 4.00 P.M. in the office chamber of the Sub-Collector, Puri in presence of the bidders or their authorized representatives.
10. The interested bidder(s) may download the tender documents from the website <https://puri.odisha.gov.in> and submit the same to the Child Development Project Officer, Nimapada by Registered Post /Speed Post/ Courier Service.
11. 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 Nimapada drawn in favour of the ChildDevelopment Project Officer, Nimapada towards cost of application.
12. 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.
13. The envelope containing the application should be clearly super scribed as "TENDER FOR HIRING OF VEHICLE"

  
05.05.25  
Child Development Project Officer  
Nimapada  
Nimapada, Puri

Memo No. 748 / dated 05.05.2025

Copy forwarded to the Block Dev. Officer, Nimapada/Sub-Treasury Officer, Nimapada for information and to display the Tender Call Notice in the notice board for wide publicity..

*Munshapatna*  
*05-05-25*  
Child Development Project Officer  
Nimapada, Puri

Memo No. 749 / dated 05.05.2025

Copy Submitted to the DSWO.Puri/ RTO, Puri/ MVI, Puri for information and to display the Tender Call Notice in the notice board for wide publicity.

*Munshapatna*  
*05-05-25*  
Child Development Project Officer  
Nimapada, Puri

Memo No. 750 / dated 05.05.2025

Copy submitted to the District e-governance Manager, OSWAN, Puri for information with a request to upload the Tender call Notice in the official website of ICDS Project, Nimapada for wide publicity

*Munshapatna*  
*05-05-25*  
Child Development Project Officer  
Nimapada, Puri

Memo No. 751 / dated 05.05.2025

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

*Munshapatna*  
*05-05-25*  
Child Development Project Officer  
Nimapada, Puri

## TERMS &amp; 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, Fitness Certificate/Pollution Under Control Certificate etc. and D.L. of the driver available all the times. The 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 in any manner whatsoever. The hirer shall not be responsible for all such litigation.
2. The hire charges to be paid on monthly basis. Fuel and lubricating will be supplied basing on actual consumption. But, all other expenditures of the vehicle like repair, replacement of spare parts, Gear Box & differential Coolant, Tyres & Tubes, Battery etc. will be borne by owner of the vehicle.
3. It shall be the responsibility of the bidder to provide a good, well behaved driver and the salary of the driver shall be borne by the owner of the vehicle.
4. In case of breakdown for reasons whatsoever the replacement of a vehicle by the same or better model shall be provided by the owner of the vehicle with existing terms and conditions.
5. In case the vehicle do not report regularly, the authority will be at liberty to cancel the agreement and may engage vehicle from other source.
6. The vehicles shall report for duty for minimum of 25 days in a month.
7. In case of emergency, the driver will have to report for duty as per the requirement of hirer. No extra payment shall be demanded.
8. Monthly hire charges will be paid in every succeeding month, as possible as within fifteen days of the submission of bills by the service provider and no advance payment will be made.
9. 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.
10. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
11. 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.
12. If the bidder violates any of the terms of contract, Government shall forfeit entire amount of Performance Security deposit.
13. The Driver of the vehicle must have a valid Driving License for driving vehicle.
14. The vehicle must achieve minimum fuel efficiency of 10 Kms. per litre.
15. The details mentioned in the General Bid Information (Annexure-B) shall be furnished completely with supporting documents failing which Tender will be rejected without assigning any reason.
16. All the pages in the bid documents should be legible, filled in clearly and signed by the authorized person / representatives. Seal & Signature of the Quotation/Tender Calling Authority.

*M. K. Das*  
105-05-25  
Child Dev. Project Officer  
Nimapara, Puri

## General Information for Hiring of Vehicle

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 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.  
organization 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, Nimapada and EMD/SD shall be forfeit.

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

Signature

Name

Capacity in which signed



Letter for Authorised for attending Bid opening

(To reach ICDS Project, Nimapada on or before the Bid opening date)

To

The Child Development Project Officer, Nimapada

Sub;- Authorisation for attending Bid opening on the date wrt tender for hiring of Vehicle notice  
No...../Dtd

Madam,

Following person is authorized 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 authorization 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**