

MODEL BIDDING DOCUMENT

Government of Odisha

District Social Welfare Section Jagatsinghpur

Tender Call Notice

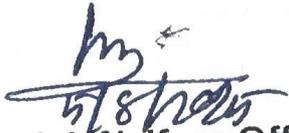
No. 2064 Date 5/8/2025

Sealed quotations/ tender are invited from the intending Travel Agencies/ Tour Operators/ Individuals for providing 01 no of vehicle (like TUV300/ Bolero/Sumo Gold/ Etriga (Petrol) which shall conform to the Terms and conditions. The vehicle must be in Road Worthy condition, shall not be more than three year old from the date of initial registration and must have valid Registration Certificate, Insurance Certificate, Fitness Certificate, valid contract carriage permit, up to date tax payment, which are mandatory for applying of vehicle .

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 that 03 year old from the 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 the 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 & the salary of the drive shall be borne by the owner.
5. A sum of Rs 5000/- shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in Favour of the DSWO, Jagatsinghpur and submitted along with the tender as EMD. After completion of tender process, EMD shall be refunded to all bidders.
6. The maximum monthly rate of hiring charges including GST is Rs. 24, 000/- (Hiring charges is fixed with adherence to lattes Govt. of Odisha Finance deptt. Office memorandum No.15836, Dt.27.05.2025, Sl. No.02 meant for District/ Range Level Offices.)
7. The vehicle must archive fuel efficiency of 10. K,M Per liter (AC) & 17 K.M Per liter (Non AC)
8. The details of the make and year of manufacture of the vehicle, registration no, mileage (10 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 (Appendix-B)
9. The maximum period of engagement of the vehicle is 3 years which will be renewed on yearly basis best on the satisfactory performance of the service provider.

The Quotation completed in all respect should reach the undersigned on or before 16/08/2025 by 02.00 P.M. and shall be opened on the same day at 04.00 PM in presence of the bidders or their authorized representatives.

The application form of quotation/tender containing General Bid Information & Terms and conditions for Hiring of Vehicles etc. will be available from 05/08/2025 can be downloaded from Odisha Govt. Website www.jagatsinghpur.nic.in From Date 05/08/2025 to Date 16/08/2025.


District Social Welfare Officer
Jagatsinghpur

OFFICE OF THE COLLECTOR & DISTMAGISTRATE:
JAGATSINGHPUR

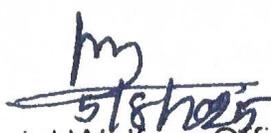
(Social Welfare Section)

Annexure-1

TERMS & CONDITIONS FOR HIRING OF VEHICLE

The following terms and conditions must be fulfilled by the successful bidder:

1. The Hired vehicle during period of contact, shall have all necessary valid MV documents such as valid Registration Certificate, Insurance Certificate, Pollution Certificate, Fitness Certificate, Valid Contract Certificate Permit, proof of up to date tax payment etc. and DL 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 vehicle or loss of life/ injury made to any person or demand to any property on account of use of hired vehicle any manner that over. 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 fuel, which is to be paid separately as per existing Government norms. All the expenditure.
4. It shall be responsibility of the bidder to provide a good driver and the salary of the driver shall be borne by the bidder.
5. In case of break down for reasons whatsoever the replacement of a vehicle same or better model shall be provided by the owner of the vehicle/ bidder.
6. In case of the vehicle do not report, the authority will be at liberty to reject the agreement and may engage the vehicle from other sources.
7. The vehicles shall report for duty for minimum of 25 days in a month.
8. In case of the emergency the driver will have to report for duty as the requirement. No extra payment shall be made.
9. Monthly hire charges and reimbursement towards cost of petrol as per actual and lubricants (as per Govt. norms) of the vehicle will be paid by the first party in every succeeding month as far as possible within one month of the submission of the bills along with production of log book, authenticated by officers using the vehicle, by the vehicle owner by e-transfer to the account of second party and no advance payment will be made on any account.
10. The vehicle shall not be more than 3 year 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 give one month notice before such withdrawal of service and termination of agreement.
13. The hired vehicles cannot be used by the service provider for any private/commercial purpose beyond office hour or during holydays.
14. In the Log books, Kilometer reading and POL shall be recorded in relevant columns and verified regular by the authorized officer before releasing payment.
15. The hired vehicle shall be discontinued immediately when the vehicle is no longer required due to retirement / transfer of the concerned officer or closure of the office/ project etc.


District Social Welfare Officer
Jagatsinghpur
(Tender Calling Authority)

OFFICE OF THE COLLECTOR & DIST.MAGISTRATE:
JAGATSINGHPUR
(Social Welfare Section)

ANNEXURE - II

TENDER FORM
Part - 1 Technical Bid

(The documents have to be arranged serially as per the order mentioned below)

1.	Name of the Organization / Private Bidder	
2.	Address of the organization / Private Bidder with telephone No & Fax	
3.	E-mail id of the Organization/Bidder	
4.	Name of authorized signatory	
5.	GST Registration No of Organization/ Bidder	
6.	PAN No	
7.	Specimen signature of the authorized signatory	
8.	Telephone number of authorized signatory	
9.	Name and Model of the vehicle	
10.	Type of Vehicle (A.C or Non-A.C)	
11.	Regd. No. of Vehicle	
12.	Year of manufacture	
13.	Date of Regd.	
14.	Fitness Certificate validity	
15.	Permit validity	
16.	Insurance validity	
17.	Rate of fuel consumption / Mileage per Ltr. In AC / Non AC	
18.	Name and address of the driver	
19.	Driving License No. and validity of the driver	
20.	Contact details of the driver	

NB: Please Attach self- attested copy of above required documents.

DECLARATION :-

I / we hereby certify that the terms and conditions given with the tender notice have been read carefully and acceptable to me / us and that the information furnished above are full and correct to the best of my / our knowledge. I/we understand that in case of any deviation / false information in the above statement at any stage, our firm / Agency will be blacklisted / debarred and will not have any dealing with your organization in future.

Place :-

Date:-

(Signature of the Bidder)

OFFICE OF THE COLLECTOR & DIST.MAGISTRATE:
JAGATSINGHPUR
(Social Welfare Section)

ANNEXURE - III

TENDER FORM

Part -II - Financial Bid - Cover B

Sl. No.	Type of vehicle	Fuel efficiency per K.M		Quoted hiring Charges including GST in Rs. (In figure/ in words)
		AC	Non AC	

Declaration:

I hereby declare that all the above particulars are correct. I have read the terms and conditions of the Technical bid enclosed with this form separately duly signed on each page and I shall abide the same.

(Signature of the Bidder)