



e-mail id : dssodhenkanal@gmail.com  
Tel No. : 06762-224481

**OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE,  
DHENKANAL  
(SOCIAL SECURITY SECTION)**

No. \_\_\_\_\_ / \_\_\_\_\_ - 2495 /Dt. 21.12.18

Quotation No. \_\_\_\_\_ /SS Dt. \_\_\_\_\_

Sealed quotations are invited from interested reputed Travel Agencies/Tour Operator or Private individuals for providing one No of Non-AC Diesel driven Indica eV -2 having sitting capacity not more than ten including driver, which shall confirm to the Terms and conditions (Annexure- I) for official use in District Social Security Section (Collectorate, Dhenkanal) on monthly rent basis.

1. 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, valid Contract Carriage Permit, proof of up to date tax payment etc which are mandatory for plying of vehicle.
2. 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.
3. The Driver should be well behaved, gentle and obedient in nature.
4. A Sum of Rs. 5000/- shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the District Social Security Officer, Dhenkanal and submitted along with the tender as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders.
5. The monthly rate of hire charge be quoted separately in the general bid information (excluding fuel and lubricants)
6. The vehicles must achieve a fuel efficiency of 17 Kms per litre.
7. 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 provided in the general bid information to be furnished with the Quotation/ Tender (Annexure- II)
8. The Quotation completed in all respect should reach the undersigned on or before 29.12.2018 by 1.00 P.M and shall be opened on the same day at 4.00 PM in the Office Chamber of A.D.M, Dhenkanal in presence of the bidders or their authorized representatives.
9. The application form of quotation /tender containing General Bid Information & Terms and conditions for Hiring of Vehicles etc. will be available from the office of the D.S.S.O, Dhenkanal on payment of Rs 500/- from 22.12.2018 to 29.12.2018 till 11.00 A.M or can be downloaded from Website [www.dhenkanal.njc.in](http://www.dhenkanal.njc.in). In case the application form is downloaded from Govt, website, the applicant shall furnish a Demand Draft for an amount Rs. 500/- (Rupees Five Hundred) only in favour of District Social Security Officer, Dhenkanal towards the cost of application along with the application.

  
District Social Security Officer,  
Dhenkanal

Memo No. 2496 /SS

Dt. 21.12.18

Copy forwarded to the District Informatics Officer, Dhenkanal for information and necessary action with a request to get the above Quotation notice & Terms and Conditions of the quotation available in the official Website of NIC, Dhenkanal for wide publicity.

  
21/12/2018  
District Social Security Officer,  
Dhenkanal.

Memo No. 2497 /SS

Dt. 21.12.18

Copy forwarded to the Notice Board of the Collectorate, Dhenkanal/Project Director, D.R.D.A, Dhenkanal/All Sub-Collectors, Dhenkanal District for information and necessary action with a request to display the quotation notice in the Notice Board of their respective offices.

  
21/12/2018  
District Social Security Officer,  
Dhenkanal.

Memo No. 2498 /SS

Dt. 21.12.18

Copy forwarded to all the Block Development Officers, Dhenkanal District/All Child Development Project Officers, Dhenkanal/ Executive Officer, Dhenkanal Municipality/Bhuban NAC & Kamakhyanagar NAC for information and necessary action with a request to display the Quotation Notice in Notice Board of their Offices.

  
21/12/2018  
District Social Security Officer,  
Dhenkanal.

Memo No. 2499 /SS

Dt. 21.12.18

Copy forwarded to the Joint Secretary to Govt. Department of Social Security & Empowerment of Persons with Disabilities, Odisha, Bhubaneswar for information and necessary action.

  
21/12/2018  
District Social Security Officer,  
Dhenkanal.

**TERMS & CONDITIONS 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 contract, shall have all necessary valid MV documents such as: valid Registration Certificate, Insurance 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, 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.
2. The hire charges to be paid for monthly basis is final but does not include cost of diesel. The diesel shall be provided separately basing on actual consumption as per existing Government norms ( i.e minimum 17 K.M per litre). 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.
3. It shall be the responsibility of the bidder to provide a good driver and the salary of the driver shall be borne by the bidder.
4. 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.
5. In case of the vehicle do not report regularly, the authority will be at liberty to reject 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 shall have to report for duty as per the requirement of hirer. No. extra payment shall be demanded.
8. Monthly hire charges and reimbursements towards cost of diesel ( 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.
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 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 the entire amount of security deposit.

Sd/-

**District Social Security Officer,  
Dhenkanal**

**Signature of the Tenderer.**

**GENERAL INFORMATION FOR HIRING VEHICLES**

- 1) Registration No. of Vehicle: -
- 2) Type of Vehicle (AC/Non-AC): -
- 3) Year of Manufacture : -
- 4) Model: -
- 5) Date of registration:-
- 6) Name & complete address of the owner of vehicle : -
- 7) Fitness Certificate validity: -
- 8) Permit validity : -
- 9) Insurance validity: -
- 10) Name / Address of the Driver: -
- 11) D.L No. & Validity of the D.L. of the Driver-
- 12) Proposed hire Charge of the vehicle per month excluding fuel cost:
- 13) Rate of fuel consumption / Mileage per litre:-
- 14) Contact Number of the Service Provider (Tenderer/ Quotationer)  
(Mobile No. \_\_\_\_\_ Telephone \_\_\_\_\_)

“Certified that the information submitted above is true to the best of my knowledge and belief. I have read the Terms and Conditions for Hiring of Vehicles and agree to act as per the Terms and Condition of the quotation.”.

Seal & Signature of the  
Quotationer/ Tenderer