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

Tender No. 2504 /SW, Dated. 29.12.2020

Sealed tender/quotations are invited from interested reputed Travel Agencies/Tour Operator or Private individuals for providing one No of Non-AC Diesel driven Indica eV2, Indigo, Swift D-Zire or similar type of vehicle 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 Welfare Office, Dhenkanal on monthly rent basis for the period of 15.01.2021 to 31.12.2021 subject to permission of Govt. and availability of fund

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 Welfare Office, 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 hiring charges should not exceed Rs.16000/- (Rupees Sixteen Thousand) only per month (excluding fuel and lubricants)
6. The monthly rate of hire charge be quoted separately in the general bid information (excluding fuel and lubricants)
7. The vehicles must achieve a fuel efficiency of 17 Kms 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 provided in the general bid information to be furnished with the Quotation/ Tender (Annexure- II).
9. The Quotation completed in all respect should reach at the office of DSWO, Dhenkanal on or before 12.01.2021 by 12 noon through registered post directly and shall be opened on the same day at 12.30 pm in the Office Chamber of Collector, Dhenkanal in presence of the bidders or their authorized representatives. The application along with other supporting document received after due date and time will not be considering for selection of tender process and it will be automatically cancelled for which authority will not be responsible for any type of delay.
10. 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.W.O, Dhenkanal on payment of Rs 100/- from 29.12.2020 to 12.01.2021 till 12 noon or can be downloaded from Website [www.dhenkanal.nic.in](http://www.dhenkanal.nic.in). In case the application form is downloaded from Govt, website, the applicant shall furnish a Demand Draft for an amount Rs. 100/- (Rupees One Hundred) only in favour of District Social Welfare Officer, Dhenkanal towards cost of application along with the application.

  
COLLECTOR, DHENKANAL

Memo No. 2505 /SW

Dt. 29-12-2020

Copy forwarded to the District Information Officer, Dhenkanal for information and necessary action with a request to upload the above **tender notice** & Terms and Conditions of the quotation/tender to be available in the official Website of NIC, Dhenkanal for wide publicity.

  
29/12/2020

COLLECTOR, DHENKANAL

Memo No. 2506 /SW

Dt. 29-12-2020

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 tender notice in the Notice Board of their respective offices.

  
29/12/2020

COLLECTOR, DHENKANAL

Memo No. 2507 /SW

Dt. 29-12-2020

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

  
29/12/2020

COLLECTOR, DHENKANAL

Memo No. 2508 /SW

Dt. 29-12-2020

Copy forwarded to the Joint Secretary to Govt. in Women & Child Development and Mission Shakti Department, Odisha, Bhubaneswar for information and necessary action.

  
29/12/2020

COLLECTOR, DHENKANAL

## TERMS & CONDITIONS FOR HIRING OF VEHICLES

Annexure – I

The following terms and conditions must be fulfilled by the successful bidder for providing a vehicle for hiring 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 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 selected service provider will sign an agreement with the undersigned on engagement of his/her vehicle as per finance Department memorandum no-30464/F,dated.6.9.2019.
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 be unsatisfactory, the client shall give one month notice and terminate the agreement.
12. In ease 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, the undersigned shall forfeit the entire amount of security deposit.

  
COLLECTOR, 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) No of Money receipt/DD for an amount Rs. 100/- towards cost of application
- 15) No of DD for an amount of Rs.5000/- towards Security deposit
- 16) PAN card
- 17) 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