



e-mail id : [dssodhenkanal@gmail.com](mailto:dssodhenkanal@gmail.com)  
[dssso-dkl@gov.in](mailto:dssso-dkl@gov.in)

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

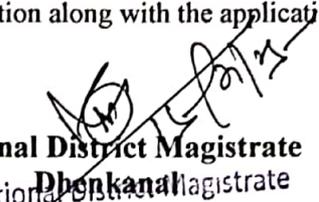
No. 63 /SS Dt. 15.02.2025

Sealed tender/quotations are invited from interested reputed Travel Agencies/Tour Operator or Private individuals for providing one No of Non-AC petrol driven Tiago/Bolt/Celerio or similar type of vehicle having sitting capacity not more than Five including driver, which shall conform to the Terms and conditions (Annexure- A) for official use in District Social Security Office, Dhenkanal on monthly rent basis for the year 2025-2026.

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 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 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. 5000/- shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the District Social Security Office, Dhenkanal 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 hiring charges should not be exceed Rs.20000/- (Rupees Twenty Thousand) only per month (excluding fuel).
7. The monthly rate of hire charge be quoted separately in the general bid information (excluding fuel)
8. The vehicles must achieve a fuel efficiency of 17 Kms per litre.
9. 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- B)
10. The Quotation completed in all respect should reach at the office of DSSO, Dhenkanal on or before 07.03.2025 by 2:00 P.M and shall be opened on the same day at 4:00 P.M in the Office Chamber of ADM, Dhenkanal in presence of the bidders or their authorized representatives.
11. The application form along with other supporting document received after due date and time will not be considered for selection of tender process and it will be automatically rejected for which authority will not be responsible for any type of delay.

*[Handwritten Signature]*

12. 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 1000/- (Rupees One Thousand) only in shape of Demand Draft in favour of District Social Security Officer, Dhenkanal towards cost of application from 15.02.2025 to 06.03.2025 till 5:00 PM or can be downloaded from Website [www.dhenkanal.nic.in](http://www.dhenkanal.nic.in). In case the application form is downloaded from Odisha Govt, website, the applicant shall furnish a Demand Draft for an amount Rs. 1000/- (Rupees One Thousand) only in favour of District Social Security Officer, Dhenkanal towards cost of application along with the application.

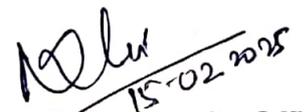
  
Additional District Magistrate

Dhenkanal  
Dhenkanal

Memo No. 632 /SS

Dt. 15.02.2025

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

  
District Social Security Officer  
Dhenkanal

Memo No. 633 /SS

Dt. 15.02.2025

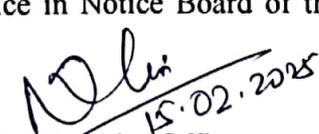
Copy forwarded to the Notice Board of the Collectorate, Dhenkanal/CDO-EO, Zilla Parishad, Dhenkanal/All Sub-Collectors, Dhenkanal District for information and necessary action with a request to display the quotation notice in the Notice Board of their respective offices.

  
District Social Security Officer  
Dhenkanal

Memo No. 634 /SS

Dt. 15.02.2025

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 Quotation Notice in Notice Board of their Offices.

  
District Social Security Officer  
Dhenkanal

Memo No. 635 /SS

Dt. 15.02.2025

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

  
District Social Security Officer  
Dhenkanal

Memo No. 636 /SS. Dt. 15.02.2025

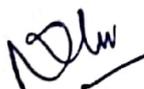
Copy forwarded to PA to the Collector, Dhenkanal/Steno to the ADM, Dhenkanal  
for favour of kind information of the Collector, Dhenkanal / ADM, Dhenkanal.

  
15.02.2025  
District Social Security Officer  
Dhenkanal

**TERMS & CONDITIONS FOR HIRING OF VEHICLES**

The following terms and condition must be fulfilled by the successful bidder for providing a vehicle on hire on monthly rent basis.

1. The hired vehicle , during period of contract, shall have all necessary valid MV documents such as valid Registration Certificate, Insurance Certificate , Fitness Certificate, Pollution Certificate, valid Contract Carriage Permit, proof of up-to-date tax payment etc. and DL of the driver available all the times.
2. 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.
3. The hire charges to be paid for monthly basis is final but does not include cost of fuel, which is to be paid separately basing on actual consumption and as per existing Government norms (i.e minimum 17 KM 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.
4. It shall be the responsibility of the bidder to provide a good driver and the remuneration of the driver shall be borne by the owner.
5. 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.
6. In case of the vehicle do not report 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 emergency, the driver will have to report for duty as per the requirement. No extra payment shall be demanded.
9. Monthly hire charges and reimbursements towards cost of fuel (as per actual) 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.
10. The selected service provider will sign an agreement with the undersigned on engagement of his/her vehicle as per finance Department memorandum no-22924/F,dated.14.8.2023.
11. 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.
12. If the service are found to be unsatisfactory, the client shall given one month notice and terminate the agreement.
13. 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.
14. The service provider shall have a valid OGST registration to participate in the tendering
15. 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.
16. The Driver should be well behaved, gentle and obedient in nature.



PTO

17. 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 Office, Dhenkanal and submitted along with the tender as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders.
18. The monthly hiring charges should not be exceed Rs.20000/- (Rupees Twenty Thousand) only per month (excluding fuel).
19. The monthly rate of hire charge be quoted separately in the general bid information (excluding fuel)
20. 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 .
21. 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 1000/- (Rupees One Thousand) only in shape of Demand Draft in favour of District Social Security Officer, Dhenkanal towards cost of application. In case the application form is downloaded from Odisha Govt, website, the applicant shall furnish a Demand Draft for an amount Rs. 1000/- (Rupees One Thousand) only in favour of District Social Security Officer, Dhenkanal towards cost of application along with the application.
22. The application form along with other supporting document received after due date and time will not be considered for selection of tender process and it will be automatically rejected for which authority will not be responsible for any type of delay.
23. If the bidder violates any of the terms of contract, the Collector, Dhenkanal shall forfeit the entire amount of security deposit.

Signature of the Tenderer.

  
Additional District Magistrate, Dhenkanal  
Additional District Magistrate  
Dhenkanal

GENERAL INFORMATION FOR HIRING VEHICLES

Sl. No	Particular	Information
1	Name of service provider	
2	Type of Vehicle (AC/Non-AC)	
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 vehicle with email id (if any)	
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 the 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 the Service Provider (Tenderer/ Quotationer)	
20	Contact Number of the Driver	
21	Details of DD for an amount Rs. 1000/-towards cost of application	
22	Details of DD for an amount of Rs.5000/- towards Security deposit	

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**