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

**Tender No. 2337 /SW, Dated. 02.07.2025**

Sealed tender/quotations are invited from interested reputed Travel Agencies/Tour Operator or Private individuals for providing one No of Non-AC petrol driven Baleno/Verna/Dzire or similar type of vehicle having sitting capacity not more than Five including driver, which shall conforms to the Terms and conditions (Annexure- A) for official use in District Hub for Empowerment of Women under SANKALP: HEW at District level , 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 service provider, participating in the bidding process under the jurisdiction of Municipal Corporations, shall be registered on GeM platform.
3. 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, Pollution Certificate, valid Contract Carriage Permit, proof of up to date tax payment etc, mandatory for plying of vehicle.
4. 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.
5. The Driver should be well behaved, gentle and obedient in nature.
6. A Sum of Rs. 5000/- (Five Thousand) only 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.
7. The monthly rate of hire charge be quoted separately in the general bid information (excluding fuel and lubricants).
8. The vehicles must achieve a fuel efficiency of 10 Kms per litre.
9. The details of the make and year of manufacture of the vehicle, registration no. mileage (Kms covered per liter) 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)
10. The Quotation completed in all respect should reach at the office of DSWO, Dhenkanal on or before 17.07.2025 by 5.30 AM P.M through registered post or directly and shall be opened on 18.07.2025 at 3.30 AM P.M in the office chamber of ADM, (General) 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 considering for selection of tender process and it will be automatically cancelled for which authority will not be responsible for any type of delay.
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.W.O, Dhenkanal on a nonrefundable payment of Rs 1000/- from 2.7.2025 to 17.7.2025 till 5.30 AM P.M or can be downloaded from Website [www.dhenkanal.odisha.gov.in](http://www.dhenkanal.odisha.gov.in) from 2.7.2025 to 17.7.2025. In case the application form is downloaded from website [www.dhenkanal.odisha.gov.in](http://www.dhenkanal.odisha.gov.in) , the applicant shall furnish a Demand Draft/Cash for an amount Rs. 1000/- (Rupees One Thousand) only in favour of District Social Welfare Officer, Dhenkanal towards cost of application along with the application.

02.07.25

COLLECTOR, DHENKANAL



Memo No. 2338 /SW

Dt. 02.07.2025

Copy forwarded to the District Informatics Officers, 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 District Website , Dhenkanal for wide publicity.



↓ COLLECTOR, DHENKANAL

Memo No. 2339 /SW

Dt. 02.07.2025

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.



↓ COLLECTOR, DHENKANAL

Memo No. 2340 /SW

Dt. 02.07.2025

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.



↓ COLLECTOR, DHENKANAL

Memo No. 2341 /SW

Dt. 02.07.2025

Copy forwarded to the Under Secretary to Govt. in Women & Child Development Department, Odisha, Bhubaneswar for information and necessary action with reference letter No-114624/WCD, Dt. 16.06.2025.



↓ COLLECTOR, 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. Owner of the vehicle provide undertaking that she/he is agreed to make stickering of the total parts of vehicle (As per norms of Govt.).
2. 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.
3. 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.
4. 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. All the expenditure of the vehicle towards repair, replacement of spare parts, Lubricating oil of Engine, Gear Box & differential Coolant, Tyres & Tubes, Battery etc. well be borne by the bidder.
5. 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.
6. 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.
7. In case of the vehicle do not report regularly, the authority will be at liberty to terminate the agreement without prior notice.
8. The vehicle shall report for duty for minimum of 25 days in a month.
9. In case emergency, the driver will have to report for duty as per the requirement. No extra payment shall be demanded.
10. Monthly hire charges and reimbursements towards cost of fuel (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.
11. 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.
12. The vehicle shall not be more then 3 years old from the initial registration and also in good running condition during the period of contract.
13. If the service are found to be unsatisfactory, the client shall given one month notice and terminate the agreement.
14. 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.
15. If the bidder violates any of the terms of contract, the undersigned shall forfeit the entire amount of security deposit.

Signature of the Tenderer

  
COLLECTOR, 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	No of Money receipt/DD for an amount Rs. 1000/-towards cost of application	
22	No of DD for an amount of Rs.5000/- towards Security deposit	
23	Provide undertaking to make stickering of the total parts of the vehicle	

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