

Annexure – I

**Standard Bidding Document**

**Government of Odisha**

DISTRICT OFFICE: BALASORE

(Social Welfare Section)

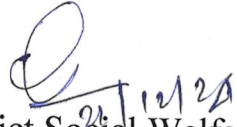
Notification No. 4397 /SW Dt. 21.12.2024

**QUOTATION / TENDER CALL NOTICE**

Sealed quotation / tender are invited from interested reputed Travel Agencies /Tour Operators/private individuals for providing 1(one)number of Bolero AC(Petrol/Diesel) Driven Vehicles, which shall confirm to the terms and conditions (Annexure-II) for field level use in **One Stop Centre**, in Balasore District, and the vehicle will be kept in charge/custody of Protection Officer-Cum-Programme Officer of the DSWO, Balasore on monthly rent basis.

1. The service provider shall have a valid OGST and GeM registration to participate in the tender.
2. The vehicle must be in road worthy condition, shall not be more than three 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 passengers 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.5,000.00(five thousand) shall be deposited by the intending bidders in shape of Bank Draft in favour of the D.S.W.O., Balasore, as security deposit, which shall be refunded to unsuccessful bidders.
6. The monthly rate/hire charges of the vehicle be quoted separately in the general bid information (excluding fuel, lubricant, G.S.T. & other taxes if any), which shall not be exceeded to the rate fixed by W.& C.D., Department.
7. The vehicle must be Commercial Number.
8. The vehicle must achieve a fuel efficiency of 10 Kms. Per litre.
9. The details 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-III).

10. The tender papers completed in all respect should reach the undersigned on or before **06.01.25 by 1.30 PM** either through Speed Post/Regd. Post/ by hand and shall be opened on **07.01.2025 at 12.00 Noon**, in presence of the bidders or their authorised representative in the **office Chamber of the Addl. District Magistrate(Gen.),Balasore.**
11. The application form of quotation/tender containing bid information alongwith terms and conditions for hiring vehicle will be available with the Office of the DSWO,Balasore on payment of Rs.100.00 (Rupees one hundred) only from **21.12.24 to 04.01.25 between 10 A.M. to 5.30 P.M.** except official holiday or can be downloaded from [https:// balasore.odisha.gov.in/](https://balasore.odisha.gov.in/). In case the application form is downloaded from the website than, the applicant shall also furnish a D.D. for an amount of Rs.100.00(one hundred) in favour of DSWO, Balasore towards cost of tender paper etc.
- 12.. The undersigned reserves the right to accept or cancel any tender without assigning any reason thereof.

  
District Social Welfare Officer,  
Balasore.

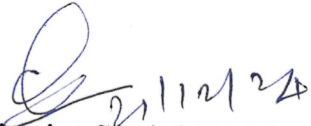
Memo No. 4398 /PS

Date 21.12.2024

Copy to D.e G.M.,Collectorate, Balasore for publication in the official website.

Copy to the C.D.O-cum-E.O., Zillaparishad, Balasore/ Sub-Collector, Balasore/D.I.P.R.O.,Balasore/Tahasildar,Balasore/BDO,Sadar,Balasore/E.O., Balasore Municipality /R.T.O, Balasore for favour of information with a request to display the copy of the quotation in their office notice board for wide publication.

Copy to Notice Board of Collector, Balasore.

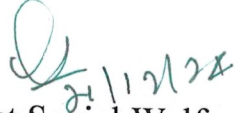
  
District Social Welfare Officer,  
Balasore.

Annexure – II.

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 basis.

1. The hired vehicles, during period of contract, shall have all necessary valid MV documents such as-valid Registration Certificates, Insurance Certificate, Fitness Certificate, valid Contract Carriage Permit, proof of up-to-date tax payment etc. and DL of the driver available all the times. 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 damage to any property on account of use of hired vehicle any manner whatsoever. The hire shall be responsible for all such litigations.
2. The hire charges to be paid for monthly basis is final but does not include cost of diesel, which is to be paid separately basing on actual consumption 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, GST, 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 owner.
4. In case of breakdown for reasons whatsoever, the replacement of the vehicle of the same or better model shall be provided by the owner of the vehicle/bidder.
5. In case of vehicle do not report regularly, the authority will be at liberty to reject the agreement and may engage vehicle from other source.
6. The vehicle shall report for duty for minimum of 25 days in a month.
7. The vehicle can not be used for any private/commercial purpose beyond office hours or during holidays.
8. In case of emergency, the driver will have to report for duty as per the requirement of the hirer. No extra payment shall be demanded.
9. Monthly hire charges and reimbursement towards cost of diesel/petrol (as per actual) of selected bidder will be paid in every succeeding month, as far as possible within fifteen days of the submission of bills by the service provider and no advance payment will be made.
10. The vehicle shall not be more than 3 years old form 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 grant one month notice before such withdrawal of service and termination of agreement
13. The agreement is valid for the **current financial year 2024-25** from the date of agreement.

  
District Social Welfare Officer,  
Balasore.

Annexure – III


GENERAL INFORMATION FOR HIRING VEHICLES

- i. Registration No. of the Vehicle. :-
- ii. Type of Vehicle (AC/Non AC). :-
- iii. Year of Manufacture. :-
- iv. Model. :-
- v. Date of registration. :-
- vi. Name & complete address of the owner of vehicle. :-
- vii. Fitness Certificate validity. :-
- viii. Permit validity. :-
- ix. Insurance validity. :-
- x. Name / Address of the Driver. :-
- xi. D.L. No. & validity of D.L. of the Driver :-
- xii. Proposed hire charge of the vehicle per month including GST/Tax and excluding fuel/lubricant cost. :-
- xiii. Rate of fuel consumption/Mileage per litre. :-
- xiv. Contact Number of the Service provider (Tenderer / Quotationer)

Mobile No. .... Telephone No. ....

“Certified that, the information submitted above is true to the best of my knowledge and belief.”

Seal & Signature of the  
Quotationer / Tenderer

  
21/2/22  
District Social Welfare Officer  
Balasore