



OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, BALASORE
(Social Welfare Section)

Letter No. 2929 /SW,

Date: 24/07/2025

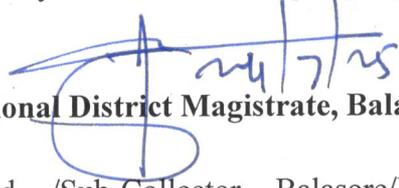
Tender Call Notice

Sealed tenders are invited from interested reputed Travel Agencies /Tour Operator or private individuals for providing One No of Ac Diesel driven Marshal/Mahindra Max/Bolero/Tata Sumo or equivalent vehicle which shall confirm the following terms and conditions, for official use in District Hub, Balasore on monthly hired basis.

1. 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. Valid OGST registration which are mandatory for plying of vehicles.
2. 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.
3. The driver should be well behaved, gentle and obedient in nature.
4. The monthly rate of hire charge is quoted separately in the general bid information (excluding fuel and lubricants).
5. The vehicle must have a Commercial Registration Number.
6. The vehicle must achieve a fuel efficiency of 17 kms. Per litre.
7. 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 provided in the general bid information to be furnished with the quotation/tender. (Annexure-).
8. The tender papers completed in all respect should reach the undersigned on or before **08.08.2025** by **1 P.M.** and shall be opened on the same day at **4 P.M.** in presence of the bidders or their authorized representative in the office chamber of Additional District Magistrate (General), Balasore.
9. The cost of tender paper is Rs 1000.00 (Rupees One Thousand) only which is to be deposited in shape of Demand Draft in favour of District Social welfare Officer, Balasore which is nonrefundable.
10. The undersigned reserves the right to accept or cancel any tender without assigning any reason thereof.

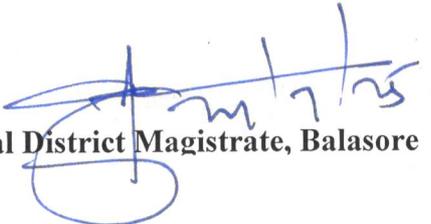
Memo No 2923

DT 24-07-25


Additional District Magistrate, Balasore

Copy, submitted to the E.O. Zilla parisad /Sub-Collector Balasore/DIPRO Balasore/Tahasildar, Balasore /B.D.O. Sadar/ E.O. Balasore Municipality/R.T.O. Balasore for favour of kind information with request to display the copy of the quotation in their Office Notice Board for wide publication.

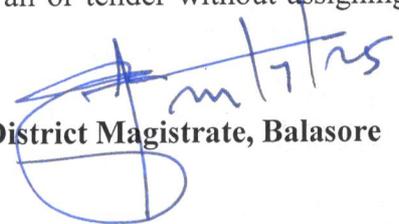
Copy submitted to DEGM, Balasore for favour of information and necessary action.


Additional District Magistrate, Balasore

TERMS AND CONDITIONS FOR HIRING OF VEHICLE

The followings terms and conditions must be fulfilled by successful bidder for providing a vehicle on hire on monthly basis.

1. The vehicle must be in Road Worth condition & 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 office 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 what so ever. 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 diesel, which is to be paid separately basing on actual consumption and lubricants as per existing Governments norms. All the expenditure of the vehicle towards repair, replacement of spare parts, lubricating oil of Engine, Gear Box & differential Collant, 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 salary of the driver shall be borne by the owner.
5. In case of breakdown for reasons what so ever 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 reject the agreement and may engage vehicle from other source.
7. In case of emergency, the driver will 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. 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.
10. A sum of Rs. **5000/- (Rupees Five Thousand only)** shall be deposited by the intending bidders in shape of Account payee Bank Draft drawn in favour of the DSWO , Balasore & submitted along with the tender as security deposit. After completion of tender process the amount will be refunded to unsuccessful bidders.
11. Monthly rate of hire charge be quoted separately in the general bid information (excluding fuel and lubricants).
12. The details of the make and year of manufacture of the vehicle, registration no, mileage (Kms covered per liter) & 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 Tender .
13. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.
14. 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.
15. The undersigned reserves the right to accept or reject any all or tender without assigning any reason thereof.


Additional District Magistrate, Balasore

GENERAL INFORMATION FOR HIRING VEHICLE

1. Registration No. of vehicle:- _____
2. Type of vehicle(AC/Non AC):- _____
3. Year of Manufacture:- _____
4. Model:- _____
5. Date of Registration:- _____
6. Name and 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 Driver:- _____
12. Proposed hire Charge of the vehicle per month excluding fuel cost:- _____
(in Words) _____
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.

**Seal & Signature of the
Quotationer/Tenderer**