

OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, BALASORE
(Social Welfare Section)
dswobalasure@od.gov.in

Letter No. 5838 /SW,

Date: 06/12/2025

Quotation/Tender Call Notice

Sealed quotations/tenders are invited from interested reputed Travel Agencies/Tour Operators/Private individuals for providing 01(One) number of TUV300/Swift Dezire/AURA/Ertiga/Bolero AC having sitting capacity not more than 10 (Ten) including driver, which shall confirm to the Terms and Conditions(Annexure-A) for official use in DHEW, DSWO, Balasore on monthly rent basis .

1. The service provider shall have a valid GST registration to participate in the tendering.
2. The vehicle must be in road worthy condition, shall not be more than 03(Three) years old from the date of initial registration and must have valid registration certificate, Insurance, fitness Certificate, Pollution Certificate, Valid contract carriage permit, proof of up-to-date tax payment etc. 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/- (Rupees Five Thousand)** shall be deposited by the intending bidders in shape of an Account payee bank draft drawn in favour of the **District Social Welfare Officer, Balasore** and submitted along with the tender as security deposit. After completion of tender 16.12.2025 process, the amount will be refunded to unsuccessful bidders.
6. The maximum monthly rate of hire charge be quoted as **Rs.24,000/- (Including GST)** (Rupees Twenty-Four Thousand) excluding fuel. **Payment of monthly hiring charges depends upon availability of allotment fund. Non-Availability of allotment may delay the payment of monthly hiring charges.**
7. The vehicle must achieve a minimum fuel efficiency of **17K.M** per liter.
8. The details of the make and year of manufacture of the vehicle, registration no., mileage(km covered per liter) and name of the Driver, 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).
9. The quotation completed in all respect should reach the undersigned on or before **15.12.2025** by 5.30 P.M. and shall be opened on **16.12.2025** at 4.30 P.M. in presence of the bidders or their authorized representatives .

10. The application form of quotation/tender containing General bid information & Terms and conditions for hiring of vehicles etc. will be available with the **Office of the District Social Welfare Officer, Collectorate New Building, and Balasore PIN-756001** from 06.11.2025 to 15.12.2025 between 10A.M to 5.30 P.M except official holidays or can be downloaded from district website <https://balasore.odisha.gov.in/>.

11. 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.

12. The undersigned reserves the right to accept or cancel any tender without assigning any reason thereof.

Memo No 5839

DT 06.12.2025


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. Monthly rate of hire charge be quoted separately in the general bid information (excluding fuel and lubricants).
11. 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 .
12. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.
13. 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.
14. 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 liter:- _____
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**