



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

Order No 580 /SS, Date 12.06.2025

**QUOTATION CALL NOTICE FOR HIRING OF VEHICLE**

Sealed Quotations are invited from intending reputed Travel Agencies/ Tour Operators/ Individuals for providing 01 No. of vehicle having sitting capacity not more than five including Driver in monthly hiring basis as per our terms and condition for official use of District Social Security Officer, Deogarh. The intending participant must apply in the prescribed format attached herewith as Annexure-B. The Bid documents complete in all respect and should be reached in this office in sealed envelopes with super scribed "QUOTATION FOR SUPPLY OF VEHICLE" on or before 24.06.2025 by hand delivering in the drop Box of Office of the District Social Security Officer, Deogarh. Quotation will be received by 02.00 P.M on 24.06.2025 & it will be opened in same day i.e. 24.06.2025 at 3.30 PM in the office chamber of the undersigned in presence of Quotationers or their authorized representatives. The authority reserves the right to cancel the tender at any time without assigning resin thereof.

Details of terms & condition & documents to be submitted by the Quotationer is available in the District website [www.deogarh.odisha.gov.in](http://www.deogarh.odisha.gov.in) for reference.

By Order of Collector

District Social Security Officer  
DEOGARH

Memo No. 581 /SS, Date 12.06.2025

Copy to the DIO, NIC, Deogarh for information with a request to web host the tender call notice in the district website.

District Social Security Officer  
DEOGARH

Memo No. 582 /SS, Date 12.06.2025

Copy to the Notice Board of Collectorate, Deogarh/ P.D DRDA, Deogarh/ Sub-Collector, Deogarh/ All Tahasildars/ All B.D.Os of Deogarh District for wide publication.

District Social Security Officer  
DEOGARH

Memo No. 583 /SS, Date 12.06.2025

Copy to PA to Collector for kind information of the Collector, Deogarh.

District Social Security Officer  
DEOGARH

Standard Bidding Document

Government of Odisha

-----Department / Heads of Department / Office  
Quotation/ Tender Call Notice

Sealed quotation/tenders are invited from interested reputed Travel Agencies/ Tour Operators/ Individuals for providing 01 No. of vehicle having sitting capacity not more than five including driver, which shall conform to the term and conditions (Appendix-A) for official use in District Social Security Officer, Deogarh on monthly rent basis.

1. The service provider shall have a valid GST 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/- shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the District Social Security Officer, Deogarh and submitted along with the tender as EMD. After completion of tender process, EMD shall be refunded to unsuccessful bidders.
7. The monthly rate of hire charge, excluding GST be quoted separately, excluding fuel.
8. The Vehicle must achieve a fuel efficiency of 17 KMs per liter.
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, 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 the undersigned on or before by 02.00 P.M and shall be opened on by 3.30 P.M in presence of the bidders or their authorized representatives.
11. The application form of Quotation / tender containing General Bid information & Terms and condition for Hiring of Vehicle etc. will be available with O/o the District Social Security Officer, Deogarh on amount of Rs.100/- from Dt.12.06.2025 to Dt.24.06.2025 till 02.00 P.M. or can be downloaded from District website [www.deogarh.odisha.gov.in](http://www.deogarh.odisha.gov.in) from Dt.12.06.2025 to Dt.24.06.2025 till 02.00 P.M.. In case the application form is downloaded from Govt. Website the application shall furnish a Demand Draft for an Amount Rs.100/- (Rupees One Hundred) only towards the cost of application along with the application.

  
12/6/25

Seal & Signature of  
Quotation / Tender Calling Authority

Designation  
**District Social Security Officer**  
**DEOGARH**

TERMS & CONDITIONS FOR HIRING OF VEHICLES

The following terms and conditions must be fulfilled by the bidder:

1. The hired vehicles, during period of contract, shall have all necessary valid MV documents such as Valid Registration Certificate, Insurance Certificate, Pollution Certificate, Fitness Certificate, valid Contract Carriage Permit, Proof of up-to-date tax payment etc. and D.L of the driver available all the times.
2. 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 hirer shall be responsible for all such litigation.
3. The hired charges to be paid for monthly basis is final but does not include cost of fuel, which is to be paid separately as per exiting 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. will be borne by the bidder.
4. It shall be responsibility of the bidder to provide a good driver and the remuneration of the driver shall be borne by the service provider.
5. In case of breakdown for reasons whatsoever the replacement of a vehicle of the same or better model shall be provided by the service provider.
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 of duty for minimum of 25days in a month.
8. In case of emergency, the driver will have to report for duty as per the requirement. No extra payment shall be made.
9. Monthly hire charges and reimbursements towards cost of fuel (as per norm) 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 vehicle shall not be more than 3 years old from 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. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.

Signature of  
Quotation/ Tender Calling Authority

**General Information**

Sl. No	Particulars	
1	Name of the Service Provider	
2	Complete Address	
3	GST 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	
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	Contact Number of the Service Provider	
18	Contact Number of Driver	
19	Proposed hire Charge of the vehicle per month excluding fuel cost	
20	Rate of fuel consumption / Mileage per litre	

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

Seal & Signature of Tenderer