



OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, DEOGARH.

(SOCIAL WELFARE SECTION)

Bidding Document: Not transferable.

Name of the Tender

**Short Tender Call Notice for Hiring of Vehicle for One Stop Center (OSC),
Deogarh.**

IMPORTANT DATES	
DATE OF COMMENCEMENT OF THE BID	18 th July 2025
LAST DATE/TIME FOR SUBMISSION OF BID	31 th July 2025
DATE OF OPENING OF BID DOCUMENTS	1 st August at 4:00 PM
ADDRESS FOR COMMUNICATION AND RECEIPT OF BID DOCUMENTS	District Social Welfare Office, Deogarh. At- New Collectorate Building, Nuabaliroi. Po/Dist- Deogarh. Pin-768108

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

No. 1824

/SW Dt. 18.07.2025

SHORT TENDER CALL NOTICE FOR HIRING OF VEHICLE FOR ONE STOP CENTER (OSC),
DEOGARH.

Sealed quotations/tenders are invited from interested reputed Travel Agencies/ Tour Operators or Private Individuals for providing 01(one) no. of Bolero/ TUV300/ Sumo Gold/Ertiga vehicle including Driver in conformity with the terms and conditions (Annexure-I) for official use of One Stop Center (OSC), Deogarh on monthly rent basis.

1. The vehicle must have taxi number and be 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, Proof of up to date tax payment etc.
2. The Driver of the vehicle must have valid Driving License for driving light transport passenger 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 bidder has to submitted the demand draft of Rs. 500/- (Nonrefundable) towards tender paper cost payable in favour of District Social Welfare Officer, Deogarh from any Nationalized Bank.
5. A sum of Rs.5,000/- (Rupees five thousand) only shall be deposited by the intending bidders in shape of Fixed Deposit/ Term Deposit/ NSC/ KVP pledged to District Social Welfare Office, Deogarh and submitted along with the tender documents as Security Deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders.
6. The mode of submission of bid is Speed Post/Regd. Post / Courier only.
7. The agency/bidder must have GSTIN and bank account in the name of the agency/bidder for online payment after deducting the statutory deduction as applicable from time to time.
8. The monthly rate of the hire charges is quoted separately in the general bid information (excluding fuel and lubricants).
9. The vehicle must achieve in fuel efficiency minimum 10 Kms. per liter.
10. The general term & conditions for hiring of the vehicle is at Annexure-I. The details of the make and year of manufacture of the vehicle, registration number and name of the Driver with Driving license No. and period of validity should be specially provided in the general bid information to be furnished with the Quotation/ Tender (Annexure-II).
11. The Quotation completed on all respect should reach the undersigned on or before 31.07.2025 by 2.00 P.M. and shall be opened on Dt. 01.08.2025 at 04.00 P.M in presence of the bidders or their authorized representatives.
12. The authority reserves the right to accept or reject all the tenders without assigning any reason thereof.
13. The application form of quotation/ tender containing General Bid Information and terms and condition for hiring of vehicle etc. will be available Deogarh District Website www.deogarh.odisha.gov.in.
14. The vehicles so hired should carry address of the One Stop Centre and contact details of the Centre Administration with a view to enabling beneficiaries to access the services offered by OSCs as also for public awareness and visibility. The Logo & branding of the vehicle is enclosed separately.


District Social Welfare Officer,
Deogarh.

Memo. 1825 / Accounts. dt. 18.07.2025

Copy forwarded to the CDO-cum-EO, Zilla Parishad, Deogarh/ Sub- Collector, Deogarh/ R.T.O., Deogarh / All Tahasildars / All BDOs of Deogarh district with request to display the tender in their Notice Board for wide publicity.

Copy to Notice Board, Collectorate, Deogarh for wide publication.


District Social Welfare, Officer,
D e o g a r h.

Memo No. 1826 /Accounts. dt. 18.07.2025

Copy to District e- Governance Manager, Deogarh for information with request to hoist this notice in the District website.


District Social Welfare, Officer,
D e o g a r h.

ANNEXURE-I

TERMS & CONDITIONS FOR HIRING OF VEHICLES

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

1. The hired vehicles during period of contract, shall have all necessary valid MV documents such as:- valid Registration Certificate, Insurance Certificate, Fitness Certificate, Pollution Certificate, Proof of up to date tax payment etc. and DL of the driver available all the times. 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 or hired vehicle any manner whatsoever. The bidder shall be responsible for all such litigation.
2. The hire charges to be paid are final but do not includes cost of diesel, which is to be paid separately basing on actual consumption and lubricants are per existing Government norms. All the expenditure of the vehicle towards repair, replacement of spare parts, Lubricating oil of Engine, Gear Box and differential coolant Tyres and Tubes, Battery 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 reason whatsoever the replacement of a vehicle of the same or better model shall be provided by the owner of the vehicle/ bidder.
5. 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.
6. Contact period of the agreement will be for one year and renewed further if the performance is found satisfactory.
7. In case of emergency, the driver will have to report for a duty as per the requirement of hirer. No extra payment shall be demanded.
8. Monthly hire and reimbursements towards cost of POL (as per actual) 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 subject to availability of fund and no advance payment will be made.
9. The vehicle shall not be more then 3years old from the initial registration and also in good running condition during the period of contract.
10. If the services are found to be unsatisfactory, the client shall given one month notice and terminate the agreement.
11. 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.
12. If the bidder violates any of the terms of contract, the undersigned shall forfeit the entire amount of security deposit.
13. The application form must be signed by the vehicle owner or bidder and properly sealed and also attached all relevant documents including demand draft and Security Deposit as per the terms and conditions.


District Social Welfare, Officer,
Deo garh.

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 & 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 DL of the Driver :
12. Proposed hire Charges of the vehicle per month including GST @18% :
13. Contact Number of the service provider (Tender / Quotation)
Mobile Telephone.....

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

Signature of the Tenderer /Quotationer

Application Form for Hire of Vehicle for District One Stop Center (OSC), Deogarh
under Social Welfare , Section, Deogarh.

1	Name of the Tenderer/ Vehicle Owner/ Transport Agency Name (IN CAPITAL NUMBERS) Mobile Number:-	
2	Detailed Postal Address for communication & e-Mail ID.	
3	Registration No of Vehicle /Name of the Vehicle	
4	Year of Manufacture/ Model :	
5	Date of registration of the vehicle :	
6	D.L No. & Validity of the DL of the : Driver.	
7	Permit validity	
8	Insurance Validity	
9	Cost of Tender paper Rs.500/- in shape of Demand Draft in favour of District Social Welfare Officer, Deogarh.	
10	Security Deposit amounting to Rs.5, 000/- in shape of TD/FD/ KVP / NSC duly pledged to District Social Welfare Officer, Deogarh.	
11	Valid PAN card (self Attested Copy).	
12.	GST No.	
13.	Proposed hire Charges of the vehicle : per month excluding fuel cost. (Max quote Price - Rs.28,500/- (including CGST @9% and SGST @9%).	

Date:-

Place :-

Signature of the Tenderer
With Seal of the Firm.

FORMAT FOR PRICE BID

Model of the vehicle	Fuel (Minimum 10 Kms per Ltr.)	Hire Charges per month including GST.			
		Base Vehicle Charges (A)	CGST @9% (B)	SGST @9% (C)	Total = (A+B+C)

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

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





