

# OFFICE OF THE COLLECTOR: KENDRAPARA

(SOCIAL WELFARE SECTION)

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No. 4015 / Dt. 07.12.24 //

## TENDER CALL NOTICE

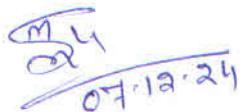
### FOR HIRING OF VEHICLE FOR ONE STOP CENTRE, KENDRAPARA

Sealed tenders are invited from registered travel agencies/private individuals for hiring of 01(one) No. of (Tiago/Bolt/Celerio) or similar type of Petrol/Diesel vehicle on monthly basis for emergency & non-emergency 24x7 hours services of One Stop Centre, Kendrapara as & when required. There is a provision of budget for the year 2024-25 of ₹ 4,50,000/- under hire vehicle(One Stop Centre). The vehicle is to be kept under the custody of PO, Kendrapara. Details regarding eligibility criteria, terms and conditions and the formats of submission of tender (Technical & Financial bid) are mentioned in the tender document which may be downloaded from website of [www.kendrapara.odisha.gov.in](http://www.kendrapara.odisha.gov.in) or received from the office of the undersigned. Interested agencies and individuals may submit their tenders in a sealed envelope super-scribing on the top of the sealed envelope as "Tender for Hiring of Vehicles on monthly basis for One Stop Centre.

The tender should reach at the office of the undersigned by 13.12.2024 (till 3.00P.M). The tenders will be opened on 13.12.2024 at 05.00 P.M in the office of the DSWO, Kendrapara for finalization of Technical Bid.

The application form of quotation containing general bid information & terms and conditions for hiring vehicle etc. will be available with DSWO, Kendrapara on payment of ₹100/- from dt. 07.12.2024 to 13.12.2024 at 2.00 P.M

The undersigned reserves the right to modify/cancel any or all the tenders without assigning any reason thereof.

  
District Social Welfare Officer  
Kendrapara  
(Tender Calling Authority)

Memo No. 4016 / Dt. 07.12.24 //

Copy to the District e-Governance Manager, Kendrapara for information and necessary action with a request to host the extension of date for Quotation call notice in Kendrapara District Website as per the schedule.

M S  
07-12-24

District Social Welfare Officer  
Kendrapara  
(Tender Calling Authority)

Memo No. 4017 / Dt. 07.12.24 //

Copy to the all CDPOs, Kendrapara Dist. /Office Notice Board for information for wide publication.

M S  
07-12-24

District Social Welfare Officer  
Kendrapara  
(Tender Calling Authority)

TENDER FOR HIRING OF VEHICLES FOR USE OF ONE STOP CENTRE  
FOR EMERGENCY & NON-EMERGENCY 24 HOURS SERVICES.

Instructions to Service Provides

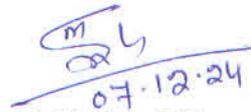
(1) Sealed tenders are invited from interested reputed Travel Agencies / Tour Operators or Private Individuals for hiring of 01(one) No. of (Tiago/Bolt/Celerio) or similar type of Petrol/Diesel vehicle which must confirm to terms and condition mentioned in Annexure-I for use of One Stop Centre, Kendrapara as & when required on monthly hire as per Finance Department norms.

(2) The tender is to be submitted in two parts i.e. **Technical Bid and Financial Bid**. The format and documents to be submitted in technical and financial bid are mentioned in the tender document as Annexure - II & III. The service providers should submit their technical and financial bid separately in two separate envelopes and these two envelopes should be put into another cover envelope super-scribed as **"Tender for Hiring of Vehicle on monthly basis for One Stop Centre."**

The technical and financial bid envelopes should be clearly marked as **"Technical bid and Financial Bid"** on the top of the relevant envelopes.

(3) The tender completed in all respect should reach the undersigned by 13.12.2024 at 3.00 P.M and shall be opened on 13.12.2024 at 05.00 P.M in presence of the service providers or their authorized representative for finalization of Technical bid.

(4) The Financial Bid of those service providers shall be opened on 13.12.2024 at 05.00 P.M whose technical bid are found to be qualified.

  
District Social Welfare Officer  
Kendrapara  
(Tender Calling Authority)

## TERMS & CONDITIONS FOR HIRING OF VEHICLE

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

1. The Hired vehicle during the contract, shall have all necessary valid MV documents such as- valid Registration Certificate, Insurance Certificate, Fitness Certificate, Pollution Certificate, valid Contract Carriage certificate, Proof of up to date tax payment etc., and DL of the driver available all the times. The Department/office/One Stop Centre will not be responsible for any damages/loss caused to hire vehicle or loss of life/injury made to any person or damages to any property on account of use of hired vehicle any manner whatsoever. The hirer shall be responsible for all such litigation.

2. The hire charges to be paid (including GST) for monthly basis is final but does not include cost of petrol/ diesel, which is to be paid separately basing on the actual consumption and lubricants and as per existing Govt. norm. All the expenditure of the vehicle towards repair, replacement of spare parts, lubricating oil of engine, Gear Box and different coolant, Tyre & Tubes, Battery etc. will be borne by the bidder.

3. The tender must be accompanied by tender document cost of Rs.100/- (inclusive of GST and in shape of Bank draft) Non-refundable and a sum of Rs.5000/- shall be deposited by the bidders in shape of A/C payee bank Draft in favour of District Social Welfare Officer, Kendrapara and submitted along with the tender papers as security deposit. After completion of the tender process the amount will be refunded to unsuccessful bidders.

4. It shall be responsibility of the bidder to provide a good driver and the salary of the driver shall be borne by the bidder.

5. 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.

6. The driver should be well behaved, gentle and obedient in nature.

7. In case of breakdown for reasons whatsoever the replacement of a vehicle same or better model shall be provided by the owner of the vehicle/bidder.

8. In case of the vehicle do not report, the authority will be at liberty to reject the agreement and may engage the vehicle from other sources.

9. The vehicle service will be for 24x7 hour services as and when required by the One Stop Centre to provide emergency and non-emergency services to women survivors.

10. The vehicle with the driver must remain present at the O/o DSWO round the clock in the custody of PO, Kendrapara.

11. The vehicle must achieve a minimum fuel efficiency of 17 Km per litre.

12. The vehicle hiring charges (including GST) is Maximum ₹ 20,000/-

13. The driver of the vehicle will maintain a log book towards day to day movement of the vehicle and produce the same duly authenticated by the officials using the vehicle in the office of the DSWO/One Stop Centre for verification as & when required.

14. Monthly hire charges and reimbursement towards cost of petrol/diesel as per actual and lubricants (as per Govt. norms) of the vehicle will be paid by the first party in every succeeding month as far as possible within one month of the submission of the bills by the vehicle owner along with production of log book, authenticated/duly signed by officers using the vehicle, through e-transfer to the account of second party and no advance payment will be made on any account.

15. The vehicle shall not be more than 03 years old from the initial registration and also in good condition during the period of contract.

16. The vehicle will be hired for a period of one year from the date of the agreement, subject to satisfactory services during the contract period. In case of satisfactory service during the period of the contract, the authority may consider availing the services for the subsequent year on similar terms and conditions.

17. If the services are found to be unsatisfactory, the authority shall give one month notice and terminate the agreement.

18. In case the service provider intends to withdraw the services of his vehicle and terminate the agreement, it shall be mandatory upon him to give one month notice before such withdrawal of service and termination of agreement.

19. If the bidder violates any of the terms of the contract, the Authority shall forfeit the entire amount of security deposit or impose any penal provision as deemed proper.

20. The bidder quoting the lowest hiring charges will be considered as the lowest bidder.

21. If the L1 bidder fails to provide the vehicles on requisition by the Authority in future, then the department may ask the L2 bidder to provide the Hired Vehicle at the L1 price.

22. The tender received after the due date & time and Incomplete shall summarily be rejected.

23. The authority has the right to reject or accept any / all tender without assigning any reason thereof.

24. Any legal dispute shall be applicable subject to the Jurisdiction of Kendrapara.

  
07.12.24  
District Social Welfare Officer  
Kendrapara  
(Tender Calling Authority)

TENDER FORM

Part-1 Technical Bid, Cover-A

(The documents have to be arranged serially as per the order mentioned below)

1.	Name of the Organization / Private Bidder	
2.	Address of the organization/Private Bidder with Contact Number.	
3.	Name of authorized signatory	
4.	Specimen signature of the authorized signatory	
5.	Telephone number of authorized signatory	
6.	Name and Model of the vehicle	
7.	Type of Vehicle(A.C or Non-A.C)	
8.	Regd. No. of Vehicle	
9.	Year of manufacture	
10.	Date of Vehicle Regd.	
11.	Fitness Certificate validity	
12.	Permit validity	
13.	Insurance validity	
14.	Rate of fuel consumption/Mileage per Ltr.	
15.	Proposed hire charges of the vehicle per month (excluding fuel cost)	
16.	Name and address of the driver	
17.	Driving License No. and validity of the driver	
18.	Contact details of the service Provider	
19.	GST Registration of Service provider	
20.	PAN No. of Service Provider	

NB: Please Attach self-attested copy of required documents

DECLARATION:-

I/we hereby certify that the terms and conditions given with the tender notice have been read carefully and acceptable to me/us and that the information furnished above are full and correct to the best of my/our knowledge. I/we understand that in case of any deviation/false information in the above statement at any stage, our firm/Agency will be blacklisted/debarred and will not have any dealing with your organization in future.

Place:-

Date: -

(Signature of the Bidder)

TENDER FORM

Part-II-Financial Bid Cover-B

Sl No.	Type of Vehicle & Regd. No.	Monthly hiring cost (including GST)
1		

Declaration:

I hereby declare that all the above particulars are correct. I have read the terms and conditions of the Technical bid enclosed with this form separately duly signed on each page and I shall abide the same.

(Signature of the Bidder)