



**OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE KENDRAPARA  
(DSWO SECTION)**

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Ph.: 06727-232004, PIN-754211

Adv No 2783 //SW

Dated 01.08.2025

**TENDER INVITING FOR HIRING OF VEHICLE FOR DISTRICT WOMEN HUB, KENDRAPARA**

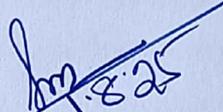
Sealed quotations are invited from the interested Service Providers/reputed Travel Agencies/Tour Operators or private individuals for providing one number of vehicle **Swift/SwiftDzire/Cellerio/Tiago/ Zest/ Tigor /Xcent /Bolt /Etios/ Duster/ Amazee/Tours etc. Petrol/Diesel driven, BS-IV/VI variant, preferably latest model (5 seated white colour) which shall confirm to the terms and conditions as per Annexure-I** for official use by the **District Women HUB, Kendrapara** on monthly rent basis.

1. The vehicle must be road worthy condition, shall not be more than 3 years old from the date of initial registration and must have valid commercial Registration Certificate, Insurance Certificate, Fitness Certificate, valid Contract Carriage, Permit, proof of up to date tax payment certificate, GST registration certificate, pollution free certificate etc. which are mandatory for plying of vehicle.
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. A sum of Rs.10,000/- (Rupees ten thousand only) shall be deposited by the intending bidders in shape of Account payee Demand Draft drawn in favour of the District Social Welfare Officer, Kendrapara payable at State Bank of India, main Branch, Kendrapara which is refundable after disengagement of the vehicle subject to deduction if any. After completion of tender process, the amount will be refunded to unsuccessful bidders.
5. The monthly rate of hire charge should be quoted separately in the general bid information excluding fuel and lubricants. The ceiling limit is maximum to Rs.24,000/-.
6. The vehicle must achieve a fuel efficiency of minimum 17 Kms per liter.
7. The details of the make and year of manufacture of the vehicle, registration number, mileage (Kms) coverage per liter, monthly rate of hiring charge quoted, 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 Quotation -**Annexure-II**.
8. Interested agency or Individuals may submit their tenders by Speed Post/ Registered Post /Courier addressing to the District Social Welfare Officer, Kendrapara superscripted as "QUOTATION/TENDER FOR HIRING OF VEHICLE FOR DISTRICT SOCIAL WELFARE OFFICER, KENDRAPARA

9. The Quotation completed in all respect should reach the undersigned on or before 13.08.2025 by 05.00 PM. The date of opening of tender will be communicated later on. The tenderer or their representatives may remain present at the time of opening of tender.

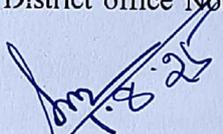
10. The model agreement of Service Provider is attached as **Annexure-1**

11. The application form of quotation containing General Bid Information & Terms and Conditions for hiring of Vehicles etc. will be available in the Office of the DSWO, Kendrapara in the Office hours or can be downloaded from District office website [www.dswokendrapara@nic.in](http://www.dswokendrapara@nic.in).

  
**District Social Welfare Officer,  
Kendrapara**

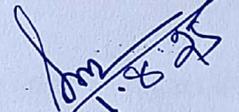
Memo No. 2764 //SW/Date 01.08.2025,

Copy forwarded with request to the CDO-cum-EO, ZP, Kendrapara/all BDOs/All CDPOs/All Tahasildars of Kendrapara District /RTO, Kendrapara/ District office Notice Board for information and wide publication.

  
**District Social Welfare Officer,  
Kendrapara**

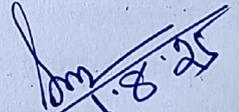
Memo No. 2765 //SW/Date 01.08.2025,

Copy forwarded to the District Informatics Officer, National Informatics Centre, Kendrapara with a request for uploading of this Tender Notice in district web portal for wide publication.

  
**District Social Welfare Officer,  
Kendrapara**

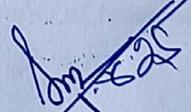
Memo No. 2766 //SW/Date 01.08.2025,

Copy forwarded to the PA to the Collector, Kendrapara for kind information of the Collector.

  
**District Social Welfare Officer,  
Kendrapara**

Memo No. 2766-A //Date 01.08.2025

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.

  
**District Social Welfare Officer,  
Kendrapara**

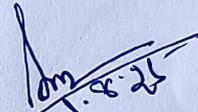
## ANNEXURE-I

### 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.

1. The hired vehicles, during period of contract, shall have all necessary valid MV documents such as:- valid Commercial Registration Certificate, Insurance Certificate, Fitness Certificate, Valid Contract Carriage Permit, proof of up to date tax payment, valid GST registration certificate, pollution free certificate 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 vehicle or loosen of life/injury made to any person or damage to any property on account of use of hired vehicle any manner whatsoever. The Vehicle Owner shall be responsible for all such litigations.
2. The approved monthly hired charges excluding POL will be paid to the owner through Bank account subject to availability of funds. POL will be paid separately basing on actual consumption as 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 & Tubes, Battery etc. will be borne by the Vehicle Owner.
3. It shall be the responsibility of the bidder/vehicle Owner to provide a good driver and the salary of the driver shall be borne by the owner.
4. In case of breakdown for reasons 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. The vehicle shall report for duty for minimum of 25 days in a month.
7. In case of emergency the vehicle & 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 POL as per actual of selected bidder will be paid in every succeeding month as far as possible within fifteen days of the submission of bills by the service provider subject to availability of funds and no advance payment will be made.

9. The vehicle shall not be more than 3 years old from the date of its 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 be given one month notice and the agreement will be terminated.
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 two months' notice before such withdrawal of services and termination of agreement.
12. If the bidder violates any of the terms of contract, the entire amount of security deposit shall be forfeited.
13. The hired vehicles cannot be used for any private/commercial purpose beyond office hours or during holidays.



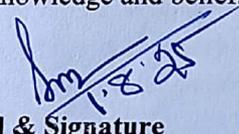
**Seal & Signature  
of Quotation/Tender Calling Authority**

**Signature of the tenderer**

**GENERAL INFORMATION FOR HIRING VEHICLES**

- 1) Registration No, of Vehicle:-
- 2) Types 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) GST Certificate validity:-
- 11) Name/Address of the Driver:-
- 12) D.L. No. & Validity of the D.L. of the Driver:-
- 13) Proposed hire charges of the vehicle per month excluding POL:- Rs.
- 14) Rate of fuel consumption /Mileage/ Kms per litre:-
- 15) Contact Number of the Service provider (Tenderer/Quotationer):-

"I agree to abide by the terms and conditions for engagement of the vehicles and will also abide by any further terms and conditions that may be decided by the Department on the purpose. Certificate that the information submitted above is true to the best of my knowledge and belief."

  
Seal & Signature  
of the Quotationer/Tenderer