



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

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Ph.: 06727-232004, PIN-754211

Notice No 3413 //SW, Dated 17/09/2025

**TENDER INVITING FOR HIRING OF VEHICLE FOR ICDS DISTRICT CELL,
KENDRAPARA**

In pursuance to the Govt. of Odisha, Finance Department Office Memorandum No. 15836 dt.27.05.2025, the sealed quotations/ tenders are invited from interested reputed Travel Agencies/Tour Operators/Individuals for providing One number of vehicles **Swift/Swift Dzire/Cellerio/Tiago/Zest/Tigor/Xcent/Amaze/Aura/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-A for official use in the ICDS DISTRICT CELL, DSWO Section, Kendrapara on monthly rent basis.**

1. The quotationer shall have a valid GST registration to participate in the tender.
2. 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. are 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. 10,000/- (Rupees Ten Thousand) only shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the District Social Welfare Officer, Kendrapara and submitted along with the tender as EMD. After completion of the tender process, EMD shall be refunded to unsuccessful bidders.
6. 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/-.
7. The Vehicle must achieve a fuel efficiency of 17 KM per litre.
8. The details of the make and year of manufacture of the vehicle, registration no, mileage (KM covered per litre) 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. **Interested agency or Individuals may submit their tenders by Courier/By Hand addressing to the District Social Welfare Officer, Kendrapara super scribing on the top of the envelope as "QUOTATION/TENDER FOR HIRING OF VEHICLE FOR ICDS DISTRICT CELL, KENDRAPARA" with complete address, email-id and contact number.**

10. The Quotation completed in all respect should reach the O/o the District Social Welfare Office, Kendrapara, Collectorate Campus, Pin-754211, near Old Bus Stand, Kendrapara on or **before 23.09.2025 by 5.00 PM. The tender will be opened on next day i.e 24.09.2025 at 11.00 AM in the Conference Hall Collectorate, Kendrapara** in presence of the bidders or their authorized representatives.
11. The application form of quotation/tender containing General Bid Information & Terms and conditions for Hiring of Vehicles etc. (Annexure-A & B) will be available in the **official website of Kendrapara** district which can be downloaded from District office website <https://kendrapara.odisha.gov.in>
12. The undersigned reserves the right to reject any or all quotations without assigning

Memo No. 3414 //SW/Date 17/09/25

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

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17/09/25
District Social Welfare Officer,
Kendrapara

Memo No. 3415 //SW/Date 17/09/25

Copy to the District e-Governance Manager, Kendrapara for information and necessary action with a request you to publish the following tender in district web Portal i.e <https://kendrapara.odisha.gov.in>

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17/09/25
District Social Welfare Officer,
Kendrapara

Memo No. 3416 //SW/Date 17/09/25

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

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17/09/25
District Social Welfare Officer,
Kendrapara

Terms & Conditions

The following terms and conditions must be fulfilled by 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 DSWO, Kendrapara 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 damages to any property on account of use of hired vehicle any manner whatsoever. 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 fuel, which is to be paid separately as per existing 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 the 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. The vehicles shall report for duty for minimum of 30 days in a month. In case of the vehicle do not report regularly, the authority will be at liberty to terminate the agreement without prior notice and the authority may engage vehicle from other source.
7. In case of emergency, the driver will have to report for duty as per the requirement. No extra payment shall be demanded by the owner.
8. 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. It depends on the availability of Govt. allotment under this head.
9. The vehicle shall not be more than 3 years old from the initial date of registration and also in good running condition during the period of contract.
10. If the services are found to be unsatisfactory, the client shall give 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, authority shall reserve the rights to forfeit the entire amount of security deposit.


District Social Welfare Officer
Kendrapara
(Tender Calling Authority)
District Social Welfare Officer,
Kendrapara

**OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, KENDRAPARA
(DSWO SECTION)
GENERAL INFORMATION FOR HIRING VEHICLE**

Sl No	Particulars	
1	Name of the Service Provider	
2	Complete Address	
3	GST Number	
4	Bank Account No and IFSC Code	
5	Registration No. of the Vehicle	
6	Year of Manufacture	
7	Make & Model	
8	Date of Registration	
9	Name & Complete Address of the Owner of: Vehicle	
10	Fitness Certificate Validity	
11	Pollution Certificate Validity	
12	Permit Validity	
13	Insurance Validity	
14	Name/Address of the Driver	
15	D.L. No. & Validity of the D.L. of the Driver	
16	Contact Number of the Service Provider	
17	Contact Number of Driver	
18	Proposed hire Charge of the Vehicle per Month excluding fuel cost	
19	Rate of Fuel Consumption/Mileage per Litre	

"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**