

**STANDARD BIDDING DOCUMENTS GOVT. OF ODISHA**  
**SOCIAL SECURITY & EMPOWERMENT OF PERSON WITH DISABILITY (SSEPD),**  
**DEPARTMENT**

**COLLECTORATE, BOUDH**

No. 390 /SSEPD, Dt. 22.03.2022

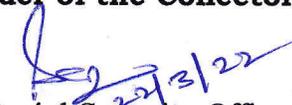
**QUOTATION/ TENDER CALL NOTICE**

**Annexure- 1**

Sealed quotation /tenders are invited from interest reputed Travel Agencies/Tour Operators or private individuals for providing one no. of Petrol driven Non AC/ AC vehicle (like Dzire/Tiago/Bolt/Celerio/Aura) having sitting capacity not more than five including driver, which shall confirm to the Terms and Condition (Annexure-II) for official use in **O/o District Social Security Officer, Boudh** on monthly rental basis.

- 1) 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, valid Contract Carriage permit, proof of up to date tax payment etc which are mandatory for plying of vehicle.
- 2) The Driver of the vehicle must have a valid Driving Licence for driving light transport passenger vehicle and should be sufficiently experienced in driving transport passenger vehicle. The Driver must be available in the office at any time of exigency.
- 3) The Driver should be well behaved, gentle and obtained in nature.
- 4) A sum of Rs.5000/- (Rupees five thousand) only shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the **District Social Security Officer, Boudh** and submitted along with the tender as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders.
- 5) The monthly rate of hire charge be quoted separately in the general bid information (excluding fuel and lubricants).
- 6) The vehicle must achieve a fuel efficiency of 17 Kms per litre.
- 7) The details of the make and year of manufacture of the vehicle ,registration no. mileage (Kms covered per litre) and name of the Driver with Driving licence No, place of residence of the driver with documentary evidence and period of validity should be specially provided in the general bid information to be furnished with the Quotation/Tender(Annexure-III)
- 8) The Quotation completed in all respect should reach the undersigned on or before 30.03.2022 by 5 PM and shall be opened on 31.03.2022 at 11AM in presence of the bidder or their representatives.
- 9) The application form of Quotation /Tender containing General Bid information and Terms and conditions for Hiring of Vehicle etc. will be available with **District Social Security Officer, Boudh** on payment of Rs.100/- from 22.03.2022 .In case the application form is downloaded from Govt. Website, the applicant shall furnish a Demand Draft for an amount Rs.100/-(Rupees one hundred) only towards cost of application along with the application.

**By the Order of the Collector**

  
District Social Security Officer  
Boudh

Memo No. 391 /SSEPD, Dtd. 23.2.2022

Copy to the notice Board of Collectorate, Boudh for information of the general public.

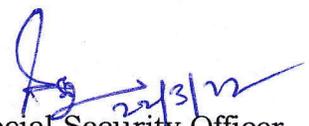
Copy forwarded to the DIPRO Boudh for favour of information and necessary and wide publicity.

Copy forwarded to RTO, Boudh for favour of information and wide publicity.

Copy forwarded to DSWO, Boudh/DWO, Boudh/All District level Officers /All BDOs/All CDPOs/All Tahasildar for favour of information .It is requested to exhibit the notice in the office Board for wide publicity.

Copy to District Information Centre. N.I.C, Boudh for information and necessary action with a request to get available this copy in Govt. Website of Boudh N.I.C

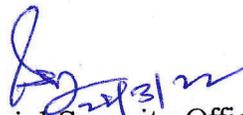
Copy forwarded to P.A to Collector, Boudh/RTO Boudh /Sub-Collector, Boudh for information. They are requested to display the notice in their office notice Board for wide publicity.

  
District Social Security Officer  
Boudh

**TERMS AND CONDITIONS FOR HIRING OF VEHICLES**

The following terms and condition must be fulfilled by the successful bidder for providing a vehicle on hire on monthly rental basis :-

1. The hired vehicles during period of contract shall have necessary valid MV documents such as valid Registration Certificate, insurance 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 .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.
2. The hire charges to be paid for monthly basis is final but does include cost of diesel, which is to be paid separately basing on actual consumption and lubricants as per existing Government norms. All the expenditure of the vehicle Engine, Gear Box and differential coolant, Types & Tubes.
3. It shall be 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. The vehicles shall report for duty for minimum of 25 days in a month.
7. In case of emergency, the driver will have to report for duty as per the requirement of hirer No. extra payment shall be demanded.
8. The vehicle shall not be more than 3 years old from the date of registration and also in good running condition during the period of contract.
9. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
10. In case the service provider intends to withdraw the services of this vehicle and terminate the agreement .if shall be mandatory upon him to grant one month notice before such withdrawal of service and termination of agreement.
11. If the bidder violate any of the terms of contract Government shall forfeit the entire amount of security deposit.
12. Monthly hire charges and reimbursements towards cost of petrol(as per actual) and lubricants(as per Govt. norms) of selected bidder will be paid in every succeeding month, as per as possible within 15 days of the submission of bills by the service provider and no advance payment will be made.

  
District Social Security Officer  
Boudh

**TENDER FORM**

**Annexure-III**

**GENERAL INFORMATION FOR HIRING OF VEHICLES**

- 1) Registration No. Vehicle :-
- 2) Type of Vehicle (AC/Non AC) :-  
(Dzire/Tiago/Bolt/Celerio/Aura)
- 3) Year of Manufacture :-
- 4) Model :-
- 5) Date of Registration :-
- 6) Name and Complete address of  
the owner of vehicle :-
- 7) Fitness Certificate validity :-
- 8) Permit validity :-
- 9) Insurance validity :-
- 10) Name /Address of the Driver  
(With documentary proof) :-
- 11) D.L No. And Validity of the Driver :-
- 12) Proposed hire Charges of the  
Vehicle per month excluding  
Fuel cost :-
- 13) Rate of fuel consumption/ Mileage  
per Litre :-
- 14) Contact Details of the Service provider (Tenderer/ Quotation)

Mobile .....

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

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