

COLLECTORATE, JAJPUR
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(Social Welfare Section)

Letter No 1666 /Date. 18/08/2025

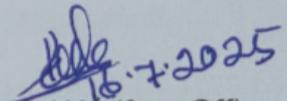
TENDER CALL NOTICE

FOR HIRING OF VEHICLE FOR OSC, JAJPUR

Sealed tenders are invited from registered travel agencies/private individuals for hiring of 01(one) No. of (Bolero) or similar type of white colour Petrol/Diesel vehicle on monthly basis for emergency & non-emergency 24x7 hours services of OSC(One Stop Center), Jajpur as & when required. The vehicle is to be kept under the custody of PO-CUM-PO, Jajpur. 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.jajpur.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 Vehicles on monthly basis for OSC(One Stop Center).

The tender should reach at the office of the undersigned by 05.08.2025 (till 3.00P.M). The tenders will be opened on 05.08.2025 at 05.00 P.M in the office of the DSWO, Jajpur for finalization of Technical Bid.

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


District Social Welfare Officer
Jajpur
(Tender Calling Authority)

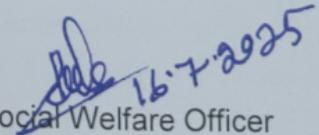
COLLECTORATE, JAJPUR

(Social Welfare Section)

Quotation/Tender Call Notice

Sealed quotations/tenders are invited from interested reputed Travel Agencies / Tour Operators / Individuals for providing for Hiring of 01(one) Bolero or similar type of white colour Petrol/Diesel vehicles having sitting capacity not more than 07 seated including driver, which shall conform to the Terms and condition (Appendix-A) for official use in District Social Welfare section OSC Collectorate Jajpur on monthly rent basis:

1. The service provider shall have a valid GST registration to participate in the tendering.
2. The service provider, participating in the bidding process under the jurisdiction of Municipal Corporations, shall be registered on GeM platform.
3. 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 Pollution Certificate, valid Contract Carriage Permit, proof of up-to-date tax payment etc. mandatory for plying of vehicle.
4. 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.
5. The Driver should be well behaved, gentle and obedient in nature.
6. A sum of Rs.5000/- shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the District Social Welfare Officer, Jajpur and submitted along with the tender as EMD. After completion of tender process, EMD shall be refunded to unsuccessful bidders.
7. The monthly rate of hire charge, including GST is quoted separately, excluding fuel.
8. The Vehicle must achieve a fuel efficiency of 10 KM per liter.
9. The details of the make and year of manufacture of the vehicle, registration no., mileage (KM covered per liter) 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 (Appendix-B).
10. The Quotation completed in all respect should reach the undersigned on or before 05.08.2025 by 03.00 P.M. and shall be opened on the same day at 5.00 P.M. 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. will be available can be downloaded from Website www.jajpur.odisha.gov.in from Date 16.07.2025 to Date 05.08.2025. The applicants shall be to furnish a demand draft for an amount of Rs. 500/- only towards the cost of tender fee (non-refundable) along with the tender.
12. The eligible bidder shall commence the services from the date of placement of the order and shall continue to provide the services up to 6 months / one year and it may further be extended after fulfillment of certain condition.


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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 Department / 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 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 basing on the actual consumption and lubricants and 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, Tires & 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. In case of the vehicle do not report regularly, the authority will be at liberty to terminate the agreement without prior notice.
7. The vehicles shall report for duty for 24X7 hours in a month.
8. As per dept. Order Branding of vehicle is mandatory, And Branding cost will be bearing by vehicle owner.
9. 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.
10. The vehicle shall not be more than 3 years old from the initial registration and also in good condition during the period of contract.
11. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
12. 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
13. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.
14. The bidder quoting the lowest hiring charges will be considered as the lowest bidder.

15. If the L1 bidder fails to provide the vehicles on requisition by the department, the department may as the L2 Bidder to provide the hired vehicle at the L1 price.
16. The tender received after the due date and incomplete shall summarily be rejected.
17. The authority has the right to reject or accept any/all tender without assigning any reason thereof.
18. Any legal dispute shall be applicable subject to the jurisdiction Jajpur District.

2009-7-2025
District Social Welfare Officer
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General Information

Annexure-B

Sl No	Particulars	
1	Name of the Service Provider	
2	Complete Address	
3	GST Number	
4	GeM Registration Number	
5	Bank Account No and IFSC Code	
6	Registration No. of Vehicle	
7	Year of Manufacture	
8	Make & Model	
9	Date of registration	
10	Name & complete address of the owner of vehicle	
11	Fitness Certificate validity	
12	Pollution Certificate validity	
13	Permit validity	
14	Insurance validity	
15	Name/Address of the Driver	
16	D.L. No. & Validity of the D.L. of the Driver	
17	Contact Number of the Service provider	
18	Contact number of Driver	
19	Proposed hire Charge of the vehicle per month excluding fuel cost	
20	Rate of fuel consumption / Mileage per liter	

NB: Please Attached Self Attested copy of required document.

DECLARATION:-

I hereby certify that the term and condition 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 family/Agency will be blacklisted/debarred and will not have any dealing with your organization in future.

Date:

Place:

Seal & Signature of Bidder

TENDER FORM

Financial Bid

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 term and conditions of the technical bid enclosed with this form separately duly signed on each page and I shall abide the same.

Date:

Place:

Seal & Signature of Bidder