

## Annexure-B

## GENERAL INFORMATION FOR HIRING VEHICLES

Sl No	Particulars	
1	Name of the Service Provider/Applicant	
2	Complete Address	
3	OGST 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	Proposed hire charges of the vehicle per month excluding fuel cost	
18	Rate of fuel consumption /Mileage per liter	
19	Contact No of the Service Provider/ Applicant (Tender/Quotation)	
20	Contact No of Driver	

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

Seal & Signature of  
Quotation/ Tenderer

Through e - mail

**DISTRICT OFFICE :: MAYURBHANJ :: BARIPADA**  
**(SOCIAL WELFARE SECTION)**  
**QUOTATION**

No. 5179 //DSWO.Dt. 30.10.24 //

As per Finance Department Office Memorandum No.22924 dt.14.08.2023, the Sealed Quotation / Tenders are invited from the interested reported Travel Agencies / Tour Operators or Private individuals providing 1 (one ) no. of TUV300/Bolero/ Sumo Gold/ Ertiga etc. driven vehicle having sitting capacity not more than seven including driver, which shall confirm to the Terms & Conditions as given below for management of transport facility of OSC as & when required on hiring monthly rent basis for the Financial year 2024-25. The quotation should be superscribed "Quotation for providing of vehicle on hire basis" on the cover and the sealed quotation which will be received up to 5.00PM on 18.11.2024. Quotation received after the scheduled date and time will not be accepted. The quotation will be opened in presence of quotationers or any their authorized agents on dt.19.11.2024 at 11.00 A.M. in the office of the undersigned.

1. The service provider shall have a valid OGST 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, Valid Insurance Certificate, Valid Fitness Certificate, Valid Contract Carriage Permit, Valid PUC, Proof of up to date tax payment etc. which are 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, Mayurbhanj, Baripada and submitted along with the tender as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders.

7. The monthly rate of hire charge be quoted separately in the general bid information (excluding fuel & lubricants).

Sl No	Name of the Offices	Types of vehicles permissible to be hired	Minimum Average mileage	Maximum Hire charges per month excluding fuel charge
1	DSWO, Mayurbhanj	TUV300/Bolero/ Sumo Gold/ Ertiga etc	10 Km per Liter	Rs.25,000/-

8. The vehicle must achieve a fuel efficiency of 10 KMs per liter.

9. The details of the make and year of manufacture of the vehicle, registration no., mileage ( KMs covered per liter ) and 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 / Tender (Appendix-B)

10. The Quotation completed in all respect should reach the undersigned on or before 18.11.2024 by 5.00 PM and shall be opened on dt.19.11.2024 at 11.00 AM in presence of the bidders or their authorized representatives.

11. The application form of Quotation/ tender containing general bid Information and Term and Conditions for Hiring of Vehicles etc. will be available with DSWO Office on payment of Rs.1000/- from 10.30 AM to 5.00 PM or can be downloaded Mayurbhanj district website <http://mayurbhanj.odisha.gov.in> from dt.01.11.2024 to dt 18.11.2024. In case the application is downloaded from Govt. website, the applicant shall furnished a Demand Draft for an amount of Rs.1000/- (Rupees One thousand) only towards the cost of application along with the application.

12. Mode of submission of application:-

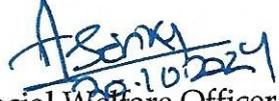
Application and requisites with sealed cover superscripted at top the "Hired vehicle in the office of the District Social Welfare Office" addressed to the District Social Welfare Officer, Mayurbhanj through Regd. post or by hand in the office during Office hour except Govt. holidays.

*A. Sinky*  
*30.10.2024*

Seal & Signature of  
Quotation/ Tender Calling Authority  
Designation  
(District Social Welfare Officer)  
Mayurbhanj

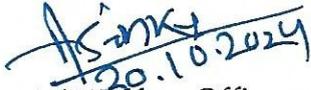
Memo No. 5180 //Dt. 30.10.2024 //

Copy to Notice Board of D.S.W.O. Office, Mayurbhanj / Notice Board of Collector, Mayurbhanj for information and wide publication.

  
District Social Welfare Officer,  
Mayurbhanj.

Memo No. 5181 //Dt. 30.10.24 //

Copy to the P.D. D.R.D.A., Mayurbhanj / All P.A. I.T.D.As / All Sub-Collectors / All Tahasildars / All BDOs / All CDPOs for information and necessary action. They are requested to display in their respective Notice Board for wide publication.

  
District Social Welfare Officer,  
Mayurbhanj.

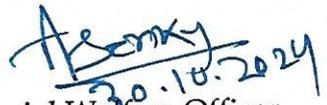
Memo No. 5182 /Dt. 30.10.2024 //

Copy to the District e-Governance Manager (DeGM), Mayurbhanj, Baripada for information and necessary action. She is requested to display the Quotation in the District Website for wide publication.

  
District Social Welfare Officer,  
Mayurbhanj

Memo No. 5183 /Dt. 30.10.2024 //

Copy to Cashier of this office for information and necessary action.

  
District Social Welfare Officer,  
Mayurbhanj

**TERMS AND CONDITIONS FOR HIRING OF VEHICLES**

The following Terms & 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 Registration Certificate, Insurance Certificate, Fitness Certificate, Valid Contract Carriage Permit, Proof of up to date tax payment etc. and DL 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 damaged 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 diesel, which is to be paid separately basing on actual consumption and lubricants as per existing Govt. norms. All the expenditure of the vehicle towards repair, replacement of spare parts, lubricating oil of engine, Gear Box and differential Coolant, Tyres and 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 salary of the driver shall be borne by the owner.
5. 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.
6. In case of the vehicle do not report regularly, the authority will be at liberty to reject/terminate the agreement without prior notice and may engage vehicle from other source.
7. The vehicles must be available to provide services in 24X7 basis.
8. Monthly hire charges and reimbursements towards cost of fuel (as per actual) and lubricants (as per Govt. norms) of selected bidder 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.
9. The vehicle shall not be more than 3 years old from the 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 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, Government shall forfeit the entire amount of security deposit.

*ASANKY*  
30.10.2024

Seal & Signature of  
Quotation/ Tender Calling Authority  
Designation  
(District Social Welfare Officer)  
Mayurbhanj