

To,

The District e-Governance Manager (DeGM)
Mayurbhanj

Memo No. 3515

Date: 30.6.25

Sub:- Publication on the Mayurbhanj District Website

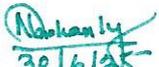
Dear Sir/Madam,

Kindly find enclosed herewith the soft copies of Bilingual contents (in English & Odia), verified, found to be correct and virus/malware free [in PDF files (*.pdf format, maximum size 3 MB)] written in CD ROM and hard copies of the Advertisement no.3538 dt. 30.06.2025 title (In English) for "Hiring of vehicle for Hub for Empowerment of Women" in Mayurbhanj District (In Odia) ମୟୂରଭଞ୍ଜ ଜିଲ୍ଲା Hub for Empowerment (HEW) ପାଇଁ ଭଡା ସୂତ୍ରେ ଗାଡ଼ି ଲଗାଇବା ନିମନ୍ତେ ଅଭ୍ୟୁତ୍ପାଦନା ଶଃଣୀ ଡା ୩୦.୦୬.୨୦୨୫ ରିଖରେ ଆବେଦନ ପତ୍ର ଆହ୍ୱାନ କରାଯାଉଅଛି to be published on the Mayurbhanj District website from dated 01.07.2025 and to be deleted from the website on 15.07.2025.

This information may kindly be displayed in the Mayurbhanj District website under the following section [tick the suggested Section].

- Departments
- Culture
- Tourism
- Tenders/Quotations
- Recruitments/Results
- Documents
- Citizen Services
- Any Other Suitable Sections

With regards


30/6/25
Signature with Seal
District Social Welfare Officer,
Mayurbhanj
Address

DISTRICT OFFICE :: MAYURBHANJ :: BARIPADA

(SOCIAL WELFARE SECTION)

QUOTATION

No. 3538 //DSWO. Dt. 30.06.25 //

As per Finance Department Officer Memorandum No.15836/F dt.27.05.2025 and Govt. W & CD Department Letter No.14624/WCD dt.16.06.2025, the Sealed Quotation / Tenders are invited from the interested reputed 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 conform to the Terms & Conditions (Appendix A) for official use in District Social Welfare Officer, Mayurbhanj for Hub for empowerment of women, on hiring monthly rent basis for a period of one year. 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 5.30 PM on 15.07.2025. 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.16.07.2025 at 11.00 A.M. in the office of the undersigned.

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, 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 alongwith the tender as EMD. After completion of tender process, EMD shall be refunded to unsuccessful bidders.
7. The monthly rate of hire charge, excluding GST be quoted separately, excluding fuel.
8. The vehicle must achieve a fuel efficiency of 10 KMs per litre.
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 15.07.2025 by 5.30 PM and shall be opened on the next day dt.16.07.2025 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 Terms and Conditions for Hiring of Vehicles etc. will be available with DSWO Office on payment of Rs.1000/- from 10.00 AM to 5.30 PM or can be downloaded Mayurbhanj district website <http://mayurbhanj.odisha.gov.in> from dt.01.07.2025 to dt15.07.2025. 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 alongwith the application.

12. Mode of submission of application:-

Application and requisites with sealed cover superscripted at top the "Hired vehicle for Hub for Empowerment of Women 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.

Mayurbhanj
30/6/25

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

Memo No. 3539 //Dt. 30.06.25 //

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

Mayurbhanj
30/6/25

District Social Welfare Officer,
Mayurbhanj.

Memo No. 3540 //Dt. 30.06.25 //

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 forwide publication.

Mayurbhanj
30/6/25

District Social Welfare Officer,
Mayurbhanj

Memo No. 3541 /Dt. 30.6.25 //

Copy forwarded 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.

Mayurbhanj
30/6/25

District Social Welfare Officer,
Mayurbhanj

Memo No. 3542 /Dt. 30.06.25 //

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

Mayurbhanj
30/6/25

District Social Welfare Officer,
Mayurbhanj

Annexure-A

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 damage 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. 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 minimum of 25 days in a month.
- | Sl. No | Name of the Office | 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 25000/- |
8. In case of emergency, the driver will have to report for duty as per the requirement. No extra payment shall be made.
 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 running 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 agreement.

13. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.


Seal & Signature of Quotation / Tender Calling
Authority with Designation
District Social Welfare Officer,
Mayurbhanj

GENERAL INFORMATION FOR HIRING VEHICLES

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 charges of the vehicle per month excluding fuel cost	
20	Rate of fuel consumption /Mileage per liter	

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

Seal & Signature of Tenderer