



ସମଗ୍ର ଶିକ୍ଷା  
समग्र शिक्षा  
Samagra Shiksha

## DISTRICT PROJECT OFFICE, SAMAGRA SHIKSHA, MALKANGIRI



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Letter No 304 /25

Dated 17/01/2025

### TENDER CALL NOTICE

Scaled tenders are invited from interested reputed Travel Agencies/Tour Operators of private individuals for providing 03(three) numbers of AC Diesel driven vehicle having sitting capacity not more than Eight or new /latest model vehicle including driver as per Finance Deptt. O.M No-30464/F dated. 06.09.2019 and No-33326 dated. 27.09.2019, which shall confirm to the Terms and conditions (Annexure-I, II & III) for official use of District Project Coordinator, Samagra Shiksha, Malkangiri on monthly hire basis. The tender should be super scribed "Quotation for Providing vehicle on hire basis" on the cover and sealed tender should reach to the undersigned on or before **31.01.2025 by 5.00 P.M by Speed Post /Registered Post only and shall be opened on 01.02.2025 at 11.00 A.M** in the presence of the bidder or their authorized representative at Collectorate, Malkangiri. The Quotation received after the scheduled date and time shall not be accepted.

The application form of tender containing General Bid Information & Terms and Conditions for Hiring of Vehicle will be available at Malkangiri District Website <http://malkangiri.odisha.gov.in> from **17.01.2025 to 31.01.2025**, which can be downloaded from dt. **17.01.2025 to 31.01.2025**.

The undersigned reserve the right to reject all or any of the tender without assigning any reason thereof.

By the Orders of Collector-cum-Chairman,

District Project Coordinator,  
Samagra Shiksha, Malkangiri

Dated. 17/01/2025

Memo 305 /2025

Copy submitted to the Additional District Magistrate, (Collectorate), Malkangiri, Sub-Collector, Malkangiri/P.A, ITDA, Malkangiri/All BDOs/Tahsildars/E.O, Malkangiri Municipality & E.O, Balimela N.A.C of this District with a request to affix the tender call notice in their notice board/DIO, NIC, Malkangiri for information with a request to web host the tender call notice in the District website.

District Project Coordinator,  
Samagra Shiksha, Malkangiri

Memo No. 306...../

Dated...17.../ 01 /2025

Copy alongwith hard copy and soft copy of Tender Call Notice alongwith Terms and Condition (Annexure-I & II) and General Bid Information for hiring of vehicle (Annexure-III) forwarded to the DeGM, Collectorate, Malkangiri for information and necessary action. He is requested to upload the same in the district website for wide circulation.

  
District Project Coordinator  
Samagra Shiksha, Malkangiri

Dated...17.../ 01 /2025

Memo No. 307...../

Copy submitted to the Deputy Director (Adv), Inf.& PR Department, Odisha, Bhubaneswar for information and necessary action. He is requested to take necessary steps for publication of Tender Call Notice in Two daily Odia News Paper (one day in all Editions) as per Govt. rate.

  
District Project Coordinator  
Samagra Shiksha, Malkangiri

**TERMS AND CONDITION**

1. Diesel vehicles are preferable to hire BS-IV compliant Vehicles.
2. The hiring charges do not include fuel cost (Diesel) which is to be paid separately basing on actual consumption and lubricants as per existing Government norms.
3. The local vehicle and New/Latest Model Diesel vehicle will be given priority during open of tender by the Tender Committee. The decision of the Tender Committee is final decision for finalization of vehicle.
4. The vehicle must be in Road Worthy condition, shall not be more then 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 engagement of vehicle.
5. It will be ensured through Service Providers of hired vehicles that the vehicles are kept under optimum running condition and avoid accidents attributable to lack of maintenance/upkeep the hired vehicle cannot be used for any private/commercial purpose beyond office hours or during holidays.
6. GST Registration is compulsory for any Service Provider to provide hired vehicle to Government offices through open bidding, Log books shall be maintained for the hired vehicles as in the case of Government vehicles, Kilometer reading and POL drawn shall be necessarily recorded in relevant columns and verified regularly by an authorized officer before making payment. The hiring may be discontinued immediately when the vehicles are no longer required for officers.
7. A sum of Rs. 2000/- shall be deposited by the intending bidders in shape of Account Payee Bank draft drawn in favour of the District Project Coordinator, Samagra Shiksha, Malkangiri payable at SBI, Malkangiri and submitted along with the tender as security deposit, After completion of tender along with the tenders as security deposit after completion of tender process, the amount will be refunded to unsuccessful bidders.
8. The monthly rate of hire charges be quoted separately in the General bid information (excluding fuel and lubricants).
9. The vehicle must achieve a fuel efficiency of at least 10Kms per liter.
10. 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 Quotations/Tender (Annexure-III).
11. The Quotation completed in all respect should reach the undersigned on or before **31.01.2025** by **5.00 P.M** by **Speed Post /Regd. Post** and shall be opened on **01.02.2025** at **11.00 A.M** in presence of the bidders or their authorized representatives at Collectorate, Malkangiri.
12. The application form of quotation containing General Bid information & Terms and conditions for Hiring of Vehicles etc. will be available at District Website <http://malkangiri.odisha.gov.in> from **17.01.2025** to **31.01.2025** by **5.00 P.M** which can be downloaded from dated **17.01.2025** to **31.01.2025**. The eligible bidder shall commence the service from the date of agreement and shall continue to provide the services for one year (as per the agreement made)
13. An agreement will be made with L-I bidder and District Project Coordinator, Samagra Shiksha, Malkangiri.

  
District Project Coordinator,  
Samagra Shiksha, Malkangiri

## TERMS AND CONDITIONS FOR HIRING OF VEHICLES

The following terms and conditions must be fulfilled by the successful bidder for providing a vehicle on hire on monthly rent basis.

1. The hired vehicle during the period of contract shall have all necessary valid M.V documents such as Valid Registration Certificate, Insurance Certificate, Fitness Certificate, Valid Contract Carriage Permit, Proof of up to date Tax Payment etc. which are mandatory, should be available all the time for plying of vehicle. The 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 in any manner what so ever, the owner of the vehicle shall be responsible for all such litigations.
2. The hire charges to be paid after deduction of income Tax or any other tax as applicable by law for monthly basis is final, but does not include cost of fuel, 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 & different coolant tyres and tubes, battery etc, will be borne by the bidder.
3. In case of breakdown for reasons whatsoever the replacement of the vehicle of the same or better model shall be provided by the owner of the vehicle/bidder.
4. In case of the vehicle don't report regularly, the authority will be liberty to reject the agreement and may engage vehicle from other source.
5. The vehicle shall report for duty for minimum of 25 days in a month.
6. Monthly hire charges and re-imburement towards cost of fuel (as per actual) and lubricants (as per Govt. norms) of selected bidder will be paid in every succeed month, as for as possible within 15 days of the submission of bills by the service provided and no advance payment will be made.
7. The vehicle shall not be more than 3 years old from the date of initial registration and also in good running condition during the period of contract.
8. In view of pollution being high through use of Diesel vehicles, it is preferable to hire BS VI or with latest models compliant Diesel Vehicles.
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 intend 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.
11. If the bidder violates any term of the contract, he shall forfeit the entire amount of Security deposit.
12. The L-1 bidder will be prepared on the basis of the quotations received and final selection will be made by the District Level Committee of Samagra Shiksha, Malkangiri, for the latest new model vehicle.
13. The application form must be signed by the vehicle owner or bidder and properly sealed and also attached with all relevant documents including drafts as per the terms and conditions.
14. Log Books shall be maintained for the hired vehicle as in the case of Government vehicles, Kilometer reading and POL drawn shall be necessarily recorded in relevant columns and verified regularly by an authorized officer before making payment.
15. A sum of Rs. 2000/- shall be deposited by the intending bidders in shape of Bank STDR pledged in favour of the District Project Coordinator, Samagra Shiksha, Malkangiri and submitted along with the tender as security deposit. After completion of tender along with the

tender as security deposit after completion of tender process, the amount will be refunded to unsuccessful bidders.

16. The vehicle must achieve a fuel efficiency of at least 11 Kms per liter.
17. 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 Quotations/Tender (Annexure-III).
18. The decision of the District Level Committee is final decision for finalization of vehicle and the Committee reserve the right to accept/reject/cancel of any application/tender without assigning any reason thereof at any time.

  
**District Project Coordinator,  
Samagra Shiksha, Malkangiri**

**GENERAL INFORMATION FOR HIRING VEHICLES**

1. Registration no of Vehicle :
2. Type of Vehicle (AC/Non-AC) :
3. Year of Manufacture :
4. Model :
5. Colour of vehicle :
6. Date of Registration :
7. Name & Complete address of the owner of Vehicle :
8. Fitness Certificate Validity :
9. Permit Validity :
10. Insurance Validity :
11. PAN NO :
12. Proposed Hire charge of the vehicle :  
Per month including Driver salary &  
Excluding fuel costs. :
13. Rate of fuel consumption/Mileage per liter :
14. Name of Driver & D.L No/Aadhaar No :
15. Contact Number of the Service Provided :  
(Tenderer / Quotationer) :

**FORMAT FOR PRICE BID**

Sl No	District /Block	Hire Charges per month excluding Fuel in INR	Fuel (Kms per 01 liter)	Remarks of any
1	2	3	4	5

NB: Hire Charges: Monthly Hire Charges (in INR) Fuel Minimum 10 Kms per liter.

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

**FULL Signature of the Vehicle Owner**