



COLLECTORATE: MALKANGIRI
(Social Security & EPD Section)

Letter No: 550 /XIX-01/SSEPD/2025

Dated: 30 April 2025

TENDER CALL NOTICE

Sealed tenders are invited from interested reputed Travel Agencies/Tour Operators or private individuals for providing ONE Petrol driven vehicle having sitting capacity not more than 5 including driver, which shall conform to the Terms and conditions (Annexure-I,II & III) for official use in District Social Security and Empowerment of Persons with Disabilities section, Collectorate: Malkangiri, on monthly rent basis. The quotation should be super scribed "Quotation for providing vehicle on hire basis" on the cover and sealed quotation should reach to the undersigned on or before 08.05.2025, till 01.00 PM. by Speed/Registered Post, only which shall be opened on 09.05.2025 at 10.00 A.M in the presence of the bidders or their authorized representatives in the Office chamber of the undersigned. Quotation received after the scheduled date and time shall not be accepted.

The application form of quotation containing General Bid Information & Terms and conditions for Hiring of Vehicles will be available at District Social Security Office, Collectorate: Malkangiri on payment of Rs. 300/- (Rupee Three hundred) only from 30.04.2025 to 08.05.2025 or can be downloaded from Malkangiri District Website <https://malkangiri.odisha.gov.in/> from 30.04.2025 to 08.05.2025. In case the application form is downloaded from District website, the applicant shall furnish a Demand Draft in favour of District Social Security Officer, Malkangiri for an amount Rs. 300/- (Rupees Three Hundred) towards the cost of application along with the tender papers which is not refundable.

However, the undersigned reserves the right to reject all or any of the tender without assigning any reason thereof.

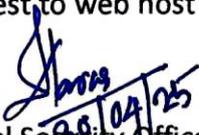

District Social Security Officer
Malkangiri

Memo No: 551/SSEPD

Dated: 30.04.25

Copy submitted to DIPRO, Malkangiri/Deputy Collector, Nizarat, Malkangiri/All BDOs/All CDPOs/ All Tahsildars/ All Dist. Level Officers of this District with the request to affix the tender call notice in their notice board.

Copy submitted to DeGM, Malkangiri for information with a request to web host the tender call notice in the district website.


District Social Security Officer
Malkangiri

TERMS AND CONDITIONS:

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 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 License for driving light transport passenger vehicle and should be sufficiently experienced in driving transport passenger vehicle.
3. The Driver should be well behaved, gentle and obedient in nature.
4. 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 Security Officer, Malkangiri payable at ICICI Bank, Malkangiri 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 (including Driver's monthly salary, excluding fuel)
6. The Vehicle must achieve a fuel efficiency of at least 17 Kms. per litre.
7. The details of the make and year of manufacture of the vehicle, registration number, mileage (Kms. covered per litre) 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 (Annexure-II).
8. The Quotation completed in all respect should reach the undersigned on or before 08.05.2025 and shall be opened on 09.05.2025 at 10.00 A.M. in presence of the bidders or their authorized representatives.
9. The application form of quotation containing General Bid Information & Terms and conditions for Hiring of Vehicles etc. will be available in the Office of the DSSO, Malkangiri on payment of Rs. 300/- from 30.04.2025 to 08.05.2025 during the official hours or can be downloaded from Malkangiri District Website www.malkangiri.odisha.gov.in from Dt. 30.04.2024 to 08.05.2025. In case the application form is downloaded from District website, the applicant shall furnish a Demand Draft in favour of District Social Security Officer, Malkangiri for an amount Rs. 300/- (Rupees Three Hundred) towards the cost of application along with the tender paper.
10. The eligible bidder shall commence the services from the date agreement and shall continue to provide the services for one year (as per the agreement made).


District Social Security Officer
Malkangiri

TERMS & 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 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 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 vehicles or loss of life injury made to any person or damage to any property on account of use of hired vehicle in any manner whatsoever. 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 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.
3. 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 of the vehicle.
4. 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.
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. Monthly hire charges and reimbursement towards cost of fuel (as per actual) and lubricants (as per Govt. norms) of selected bidder will be paid in every succeeding month, as far 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, he shall forfeit the entire amount of security deposit.
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 & conditions.
14. The undersigned reserves the right to reject all or any of the tender without assigning any reason thereof.


District Social Security Officer
Malkangiri

Annexure-III

GENERAL INFORMATION FOR HIRING VEHICLES

1. Registration No. of Vehicle :
2. Type of Vehicle (AC/Non AC) :
3. Fuel type (Petrol/Diesel) :
4. Year of Manufacture :
5. Model :
6. Date of registration :
7. Name & complete address of the owner of vehicle :

8. Fitness Certificate validity :
9. Permit Validity :
10. Insurance Validity :
11. Name/Address of the Driver :
12. D.L No & Validity of the D.L of the Driver :
13. Proposed hire charge of the vehicle per month including Driver salary & excluding fuel cost. :

14. Rate of fuel consumption/Mileage per lite :
15. Contact Number of the Service Provider (Tender/Quotationer)

Mobile/WhatsApp No:.....Telephone.....

FORMAT FOR PRICE BID

SL No	Name of the Vehicle owner and Registration number of the vehicle	Hire Charges (including Driver Monthly Salary & excluding Fuel) in INR	Fuel (Kms per Liter)	Remarks if any

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

Full Signature of the Vehicle Owner