



COLLECTORATE' MALKANGIRI  
(SOCIAL WELFARE SECTION)

Letter No. 1558/XV-11/2025

Date: 18/07/2025

**TENDER/ QUATATION NOTICE PUBLISHED**

Sealed Quotations/ Tenders are invited from the intending reputed Travel Agencies/ Tour Operator/ Private individuals for providing 01 nos of AC petrol/ Diesel Bolero/ TUV300/ Sumo Gold etc. vehicles on monthly hire basis having sitting capacity not more than 07 including driver, which shall confirm to Term and conditions (Appendix-A) for official and field activity use in District Hub for Empowerment of Women, Malkangiri under P.O-Cum- Programme Officer under DSWO, Malkangiri on monthly rent basis.

1. The vehicle provider shall have a valid OGST registration to participate in the tendering.
2. The vehicle must be 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 Certificate, Pollution Certificate, Valid Contract Carriage Permit, proof of up to date tax payment etc., mandatory for applying of vehicle.
3. The driver should be well behaved and must have a valid Driving license for driving light transport passenger vehicle and should be sufficiently experienced in driving transport/ passenger vehicle.
4. A sum of Rs. 5000/- shall be deposited by intending bidders in shape of Account Payee bank Draft drawn in favor of DSWO, Malkangiri and submitted along with the tender as security deposit. After completion of tender process, the amount will be refunded to the unsuccessful bidders.
5. The monthly rate of hire charge be quoted separately in the general bid information maximum charges up to Rs. 26,000/- (Twenty six thousand only) (excluding taxes, fuel and lubricants).
6. The vehicle must achieve a fuel efficiency of 10Km per litre.
7. The details of the make and year of manufacture of the vehicle, registration no., mileage (Km covered per litre) 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).
8. The Quotation completed in all respect should reach the undersigned by Registered Post on or before **02.08.2025 by 03:00 PM and then after it will not be considered for acceptance and shall be opened on dt. 04.08.2025 at 4:00 PM** in presence of the bidders or their authorized representatives.
9. The application form of quotation/ tender containing General Bid information & Terms and conditions for Hiring of vehicle etc. will be available at Office of the District Social Welfare Officer, Malkangiri on payment of Rs. 1000/- from **19.07.2025 to 02.08.2025** or can be downloaded

from <https://malkangiri.odisha.gov.in/> from dt. 19.07.2025 to 02.08.2025. In case the application form is downloaded from Govt. website the application shall furnish a Demand Draft for an amount of Rs. 1000/- only towards the cost of application along with the application.

  
**District Social Welfare Officer**  
ମାଳାଙ୍ଗିରୀ **Malkangiri**

**Memo No.** <sup>1559-XV-111</sup> / 2025

**Dated. 18/07/2025**

Copy submitted to the Addl. District Magistrate, Malkangiri/ Sub-Collector, Malkangiri for favor of kind information and necessary action.

  
**District Social Welfare Officer**  
ମାଳାଙ୍ଗିରୀ **Malkangiri**

**Memo No.** <sup>1560-XV-111</sup> / 2025

**Dated. 18/07/2025**

Copy submitted to the DeGM, Collectorate Malkangiri for favor of kind information and requested to upload the tender/ quotation notice in District website.

  
**District Social Welfare Officer**  
ମାଳାଙ୍ଗିରୀ **Malkangiri**

**Memo No.** <sup>1561-XV-111</sup> / 2025

**Dated. 18/07/2025**

Copy to notice board of this office.

Copy submitted to the All Block Development Officers/ All Tahasildars/ All CDPOs/ District Panchayat Officer, Malkangiri/ MVI, Malkangiri/ DSSO, Malkangiri/ DIPRO, Malkangiri/ PAITDA, Malkangiri/ E.O, Malkangiri/ Balimela, Chief Dist. Medical Officer, Malkangiri and Motor vehicle union, Malkangiri for wide publication.

  
**District Social Welfare Officer**  
ମାଳାଙ୍ଗିରୀ **Malkangiri**

**Terms & Condition**

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 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, Adhaar and PAN of vehicle Owner 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 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 basis on actual consumption and as per existing Govt. 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 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 terminate the agreement without prior notice.
7. The vehicle shall report for duty for minimum of 25 days in a month.
8. In case of emergency, the driver will have to report for duty as per the requirement. No extra payment shall be demanded.
9. Monthly hire charges and reimbursements towards cost of fuel (as per actual) and lubricants (as per Govt. norms) of the 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.
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 service is 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 term of contract, Govt. shall forfeit the entire amount of security deposit.

  
18/10/25

**District Social Welfare Officer**  
T.S.V. **Malkangiri**

**General Information**

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

**Seal & Signature of  
Quatationer/ Tendere**