



## COLLECTORATE: MALKANGIRI

### District Child Protection Unit (Child Welfare Section)

No: 949...../DCPU/MKG/2025

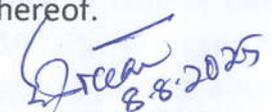
Date: 08.08.2025

#### QUOTATION CALL NOTICE

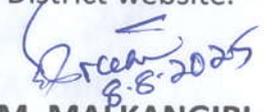
Quotations are invited from interested Travel Agencies/Tour Operators or Private Individuals for providing one Diesel driven commercial vehicles having sitting capacity not less than 7 including driver, which shall conform to the Terms and conditions (Annexure-I, II & III) for official use in District Child Protection Unit (DCPU), 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 at the office of the District Child Protection Officer, Mission Shakti Building (Old Collectorate), Malkangiri on or before 21<sup>st</sup> Aug. 2025(5 PM). The Quotations **shall be opened on the same day at 5.00 PM** in the presence of the bidders or their authorized representatives. Quotation received after the scheduled date and time shall not be accepted. For details, refer <https://malkangiri.odisha.gov.in> and Notice Board of the DCPO, Malkangiri.

The application form of quotation containing General Bid Information & Terms and conditions for Hiring of Vehicles will be available at District Child Protection Unit (DCPU), Malkangiri on payment of Rs. 500/- (including VAT) from 11/08/2025 to 21/08/2025 or can be downloaded from Malkangiri District Website <https://malkangiri.odisha.gov.in> from 11/08/2025 to 21/08/2025. In case the application form is downloaded from District website, the applicant shall furnish a Demand Draft in favor of District Child Protection Officer, Malkangiri for an amount Rs. 500/- (Rupees Five Hundred only) including VAT towards the cost of application along with the tender papers. The undersigned reserves the right to reject all or any of the quotation without assigning any reason thereof.

Memo No. 950...../DCPU/CW/25

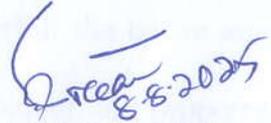
  
ADM, MALKANGIRI  
Date: 08...../08/2025

Copy to Dy. Collector, Nizarat, Collectorate, Malkangiri / CDP-cum-EO, DRDA, Malkangiri / RTO, Malkangiri/ Sub-Collector, Malkangiri with request to affix the quotation call notice in their notice board / Manager, Dist. E-Governance Malkangiri for kind information with the request to web host the quotation call notice in the District website.

  
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**TERMS & CONDITIONS**

1. The vehicle must be on 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, 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 and no history of addition .
4. A sum of Rs, 5000/- shall be deposited by the intending bidders in shape of Account Payee Bank draft drawn in favor of the District Child Protection Officer, Malkangiri payable at UBI, Malkangiri and submitted along with the quotation as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders.
5. The monthly rate of hiring charges to be quoted separately in the financial/price bid information (including Driver's monthly salary, excluding fuel). As per finance dept. office memorandum No.15836/F-FIN-COD-MV-0004-2018, Dated.27.05.2025.
6. The Bolero /TUV Vehicle (A/C) must achieve a fuel efficiency of at least 10 Kms. per litter.
7. Details of the year of manufacture of the vehicle, registration number, mileage (Kms covered per litter ) 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 21<sup>st</sup> Aug. 2025 and shall be opened on the same day at 05.00 P.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 District Child Protection Officer, Malkangiri from 11/08/2025 to 21/08/2025 or can be downloaded from District Website <https://malkangiri.odisha.gov.in> within above dates. The applicant shall furnish a Demand Draft in favor of District Child Protection Officer, Malkangiri for an amount Rs. 500/- (Rupees Five Hundred only) including VAT towards the cost of application along with the tender paper'
10. The eligible bidder shall commence the services from the date of agreement and shall continue to provide the services for one year (as per the agreement made)'

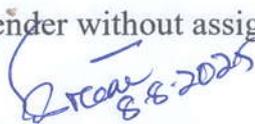
  
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**Annexure-II**

**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 litigation.
2. The hiring charges to be paid without deduction of income tax or any other tax as applicable by law for monthly basis is final but does not include cost of diesel, which is to be paid separately basing on actual consumption 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, Tyre & 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. In case of emergency. The driver will have to report for duty as per the requirement of the office. No extra payment shall be demanded.
7. Monthly hiring charges and reimbursement towards cost of diesel (as per actual basing on 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.
8. 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
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 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.
11. The vehicle owner/bidder should apply in one form for District and as well as for blocks or may specify the District / blocks for which he may apply and also he can quote the rates separately for each block and District.
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 property sealed and also attached with alt 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.

  
**ADM, 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. Date of registration
6. Name & complete address of the owner of vehicle
7. Fitness Certificate validity
8. Permit validity
9. Insurance validity
10. Name / Address of the Driver
11. D.L. No. & Validity of the D.L. of the Driver
12. Proposed hire Charge of the vehicle per month including Driver Salary & excluding fuel cost.
13. Rate of fuel consumption / Mileage per liter
14. Contact Number of the Service provider (Tender /Quotation )

Mobile.....Telephone.....

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

**Full Signature of the Vehicle Owner**

FORMAT FOR PRICE BID

Sl.No	District	Hire Charges (including Driver Monthly Salary & excluding Fuel) in INR	Fuel (Kms per Ltr)	Remarks if an

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

Full Signature of the Vehicle Owner