



**COLLECTORATE, MALKANGIRI**  
**(SOCIAL WELFARE SECTION)**

Letter No. 1915/2026

Date: 19/6 /2026

To,

**The DeGM,**  
**Collectorate, Malkangiri**

Sub:- Submission of the documents of Tender/Quotation Notice for published for uploading in the Malkangiri District Portal to (DeGM Collectorate, Malkangiri email ID degm.Malkangiri@odisha.gov.in)

Sir,

With reference subject cited above, I am sending the documents of a tender/ Quotation notice may kind be published for engagement of vehicle for District Social Welfare Officer, Malkangiri. Therefore I am to request you kind uploading in District Portal to (DeGM Collectorate, Malkangiri email ID degm. Malka ngiri @odisha.gov.in)

Yours faithfully,

*[Signature]*  
19/6/26  
District Social Welfare Officer  
Malkangiri

**COLLECTORATE: MALKANGIRI**  
**(Social Welfare Section)**

Letter No: 1911 VII-03/26

Dated . 19 / 06 / 2026

**TENDER CALL NOTICE**

Sealed tender in prescribed form are invited by the reputed travel agencies/Tour Operators or Private individuals for providing 01 no of AC Diesel/Petrol driven vehicle having sitting capacity not more than 05 including driver, which shall conform to the terms and conditions for office use in District Social Welfare Officer on monthly rent basis.

The details of Tender Paper/Tender schedule can be obtained on payment of Rs.500/-(Rupees Five Hundred) Only in shape of D.D/Bankers cheque in favour of the DSWO, Malkangiri during the office hour from dt. 19.06.2026 to 07.07.2026 on any working days 10.00 AM to 5 PM. The cost of tender paper is not refundable and the sealed tender paper duly filled up along with all required documents must be sent through Speed Post/ Regd. Post to District Social Welfare Officer, Collectorate, Malkangiri during the office hour of any working day from 19.06.2026 to 07.07.2026 the last day of receiving the Tender is 07.07.2026 The sealed Tender will be opened on Dt. 08.07.26 at 5.00 P.M by the tender Committee & in presence of the Tenders or their authorized agents. No Telegraphic/Courier tender will be accepted. The Tender paper and more information regarding tender can also be down load from the District website [www.malkangiri.nic.in](http://www.malkangiri.nic.in)

However, the undersigned reserves the right to reject/cancel any or all the tenders at any time without assigning any reason thereof.

  
COLLECTOR, MALKANGIRI.

Memo No. 1912/2026SW

Dated 19 / 06 / 2026

Copy forwarded to the Additional District Magistrate, Malkangiri/Project Director, D.R.D.A, Malkangiri/Sub- Collector, Malkangiri/D.P.C, Malkangiri/District Welfare Officer, Malkangiri/General Manager, D.I.C, Malkangiri/Project Administrator, I.T.D.A, Malkangiri/Block Development Officers, /All CDPO's/ All Tahasildar's/ D.I.P.R.O, Malkangiri/R.T.O, Malkangiri/ Executive Officers of N.A.C, Malkangiri & Balimela for information and necessary action with a request to display the tender call notice in their notice Board for the information of the public/Copy forwarded to the D.I.O, NIC, Malkangiri to transmit the message in the website.

Copy submitted to the joint Secretary to Govt. W& CD Department, (O) BBSR for information and necessary action.

  
COLLECTOR, MALKANGIRI.

## Annexure-I

### 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.
14. An EMD of Rs.5000/- (Rupees five thousand) only in shape in DD in favour of DSWO, Malkangiri payable at Malkangiri is to be submitted with the tender paper. The EMD of the unsuccessful bidder will be returned without interested of finalization of the bid. EMD of successful bidder will turn in to Security deposit.
15. The monthly rate of hire charge be quoted separately in the general bid information maximum charges up to Rs.24,000/- (Twenty four thousand) only (excluding taxes, fuel & lubricant)
16. The bidder should submit a separate envelop for financial bid.

*Handwritten signature and date: 19/6/26*  
**District Social Welfare Officer  
Malkangiri**

**Annexure-II**

**General Information For Hiring vehicle.**

Sl No.	Particulars	
1	Registration No. of Vehicle	
2	Type of vehicle(AC/Non-AC)	
3	Year of Manufacture	
4	Make & Model	
5	Date of registration	
6	Name & complete address of the owner of vehicle	
7	Fitness Certificate validity	
8	Permit validity	
9	Pollution Certificate 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 excluding fuel cost	
14	Rate of fuel consumption/ Mileage per litre	
15	Contact number of the Driver	

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

**Signature of the  
Quotationer/ Tenderer**

Annexure-III

**TENDER FORM FOR HIRING OF VEHICLE FOR OFFICE OF THE DSWO, MALKANGIRI**

**Part-I  
(Technical Bid)**

SI No.	Particulars	
1	Name of the owner of the vehicle	
2	Address & Contact number of the owner of the Vehicle	
3	Model/Year of Manufacture	
4	Registration No. (Copy of Certificate to be enclosed)	
5	Valid insurance certificate(Copy to be enclosed)	
6	Proof of up to date tax Payment(Copy to be enclosed)	
7	Fitness certificate of the vehicle(Copy to be enclosed)	
8	Valid population certificate(Copy to be enclosed)	
9	Demand draft of Rs.500/- (Rupees five hundred) only in favour of DSWO, Malkangiri of payable at SBI, Malkangiri towards cost of tender paper submitted or not.	
10	Demand draft of Rs.5000/- (Rupees five thousand) only in favour of DSWO, Malkangiri towards Earnest Money deposit submitted or not.	
11	Copy of valid Driving License(Copy to be enclosed)	
12	Whether all documents submitted signed by the authorized signatory of the organization(Yes/No)	
13	Whether Term and condition submitted signed by the bidder as agreed to abide by all terms and conditions of the Tender(Yes/No)	

DECLARATION

I/We hereby certify that the terms and conditions etc.given with the tender notice have been read carefully and acceptable to that and me/us the information furnished above is complete and correct to the best of my/our knowledge. I/We understand that in case of my deviation in the above statement at any state, the renderer shall be blacklisted and will not have any dealing with in future.

Place:

Date:

(Signature and seal of the authorized signatory)