

Standard Bidding Document

Government of Odisha, Women & Child Development Department

DISTRICT CHILD PROTECTION UNIT, BALANGIR

Quotation/ Tender Call NoticeNOTICE NO :- 802 /DCPU/BALANGIR, 15/07/2025 DATE :- 15/07/25

Sealed quotations are invited from interested reputed *Travel Agencies/Tour operators or Private* Individuals for providing one No. of Non-A.C diesel driven Marshall/Mahindra Maz/Lata Sumo/Bolero having sitting capacity not more than ten including driver, conforming to the terms and conditions at Annexure-II for Official-use in District Child Protection Unit, Balangir on Monthly rent basis.

- 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 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.
- 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 Collector & Chairperson, D.C.P.U., Balangir and submitted along with the quotation as security deposit. After completion of quotation 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 (excluding fuel and lubricants).
- 6) The Vehicle must achieve a fuel efficiency of 10 Kms. Per Litre.
- 7) The details of the make and year of manufacture of the Vehicle, registration no, 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 (Annexure-III).
- 8) The quotation completed in all respect should reach the undersigned on Or before **30/07/2025** by 5pm and shall be opened on dt-**31/07/2025** at 4.30 pm 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 Vehicle etc. will be available with District Protection Child Officer, DCPU, Balangir on payment of Rs.100/- from **14/07/2025** to **30/07/2025** or can be downloaded from Balangir district website www.balangir.nic.in from **14/07/2025** to **30/07/2025**. In case the application form is downloaded from the above website, the applicant shall furnish a Demand Draft amounting to Rs.100/- in favour of the Collector & Chairperson, DCPU, Balangir towards the cost of application form along with the application.

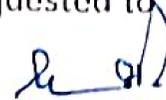


Chairperson & Collector

District Child Protection Unit, Balangir.

Memo No. 803 /DCPU, Dt. 15/07/2025

Copy forwarded to the DSWO, Balangir / Dy.Collector, Nizarat, Collectorate, Balangir/ all Sub-Collector of the district for information and necessary action. It is requested to exhibit the notice in the office Board for wide publicity.



Chairperson & Collector,

District Child Protection Unit, Balangir.

Memo No. 804 /DCPU, Dt. 15/07/2025

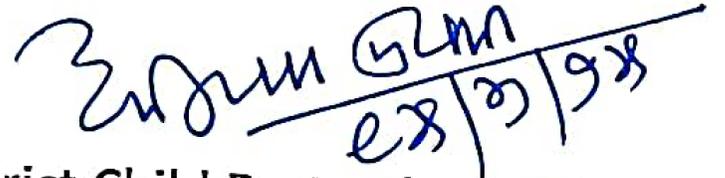
Copy forwarded to the D.e.G.M,Collectorate, Balangir for information and necessary action. It is requested to upload the notice in our District website from Dt-14/07/2025 to Dt-30/07/2025.for widespread publicity .



Chairperson & Collector,
District Child Protection Unit, Balangir.

Memo No- 805 /DCPU,Balangir,Date- 15/07/25

Copy forwarded to the D.I & P.R.O,Balangir for kind information and necessary publicity .



District Child Protection Officer,
D.C.P.U,Balangir.

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 vehicles, during the 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 etc. and D. L of the driver available all the times. The office hiring the vehicle shall not be responsible for any damage/loss caused to hired vehicle 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.
2. The hire charges to be paid for monthly basis is final but does not include cost of diesel, which is to be paid separately basing on actual consumption and lubricant 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.
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 vehicle 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 diesel (as per actual) and lubricants (as per Govt. norms) of selected bidder will be paid in every succeeding months, as per as possible with in 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 services and termination of agreement.
12. If, the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.
13. The maximum hire charges per month of the vehicle excluding taxes and petrol /diesel used for the DCPU,Balangir will be Rs.31,000/-(Rupees Thirtyone Thousand only)as per the Office Memorandum No-22924/F,Dt-14/08/2023 of Finance Department,Govt. of Odisha.



**Chairperson & Collector,
District Child Protection Unit, Balangir**

GENERAL INFORMATION FOR HIRING VEHICLE

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. Valid Pollution under (PUC) Control Certificate :
10. Valid GST Certificate :
11. Insurance validity :-
12. Name/ Address of the Driver :-
13. D.L No & Validity of the DL of Driver :-
14. Proposed hire charge of the vehicle per month excluding fuel cost :-
15. Mileage per litre:-
16. Contact Number of the service provider (Tenderer / Quotationer):-
Mobile Number

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

Seal & Signature of the Quotationer