



OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, BALANGIR
(SOCIAL WELFARE SECTION)

NO. 3159 / DSWO. DATE: 16/09/2025

TENDER CALL NOTICE FOR HIRING OF VEHICLE FOR USE OF
"HUB FOR WOMEN EMPOWERMENT
O/o DISTRICT SOCIAL WELFARE OFFICE, BALANGIR "

Sealed Quotations are invited from intending reputed travel agency/tour operator/ service provider having valid GST Registration for providing 01 (One) nos. of AC vehicle preferably BS-VI compliant petrol vehicle which shall confirm to the terms and condition (Given in Annexure-I) for official use of "HUB FOR WOMEN EMPOWERMENT O/o DISTRICT SOCIAL WELFARE OFFICE, BALANGIR" on monthly rental basis. As per Finance Department O.M. No.15836 / F Dt. 27.05.2025. The intending participants must apply in the prescribed format attached herewith as Annexure-II. The bid documents complete in all respect should reach to the undersigned on or before 23/09/2025 by 5:30 P.M. AM / PM through speed/register post, courier shall be opened on 24/09/2025 at 11.00 AM / PM in the office chamber of the undersigned in presence of the bidders or their authorized representatives. The authority reserves the right to cancel the tender at any time without assigning any reason thereof. The type of vehicles required are as detailed below.

Sl. No.	Office use for	Type of Vehicles Permissible to be hired	Nos. of vehicle required	Maximum Hire Charges per month (excluding taxes)	Minigum average Mileage (in KMS per litre)
01	DSWO, Balangir	Tiago / Bolt / Celerio (Petrol) etc.	01	24,000/-	17
Total					

Sushanta
16/09/2025
District Social Welfare Officer,
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 vehicle must be in roadworthy conditions, shall not be more than 03(Three) year old from the date of initial registration and must have valid Commercial Registration Certificate, Insurance certificate, PUC, Fitness certificate, Valid Contract Carriage Permit, proof up to date GST Regd. certificate.
2. The driver of the vehicle must have valid Driving License for driving light transport passenger vehicle.
3. The Driver should be well behaved, gentle, and obedient in nature.
4. The monthly rate of hire charge along with percentage of GST be quoted separately in the general bid information (excluding fuel and lubricant).
5. The vehicle must achieve fuel efficiency of 17 Kms per liter,
6. The details of the make and year of manufacture of the vehicle, registration no, mileage(Kms covered per liter) and name of the driver with Driving License No- , period of validity and OGST registration certificate should be specifically provided in the general bid information to be furnished with the quotation/Tender.
7. The hired vehicles, during period of contract shall have all necessary valid MV documents such as:- valid registration certificate, Insurance certificate, PUC certificate, Fitness certificate, valid contract carriage permit, proof of up to date tax payment etc. and DL of the driver available all the times. The departments/office hiring vehicle shall not be responsible for any damage/loss caused to hired vehicles or loss of the life/injury made to any person damage to any property on account of use hired vehicle any manner whatsoever. The hirer shall not be responsible for all such litigation.
8. The hired charges to be paid on 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 exiting Government norms. All the expenditure of the vehicle towards repair replacement of spare parts, Lubricating oil of Engine, Gear Box and differential coolant, tyres and tubes, Battery etc. will be borne by the bidder.
9. It shall be the responsibility of the bidder to provide a good driver and the salary of the driver shall be borne by the bidder.
10. In case of breakdown for the reasons whatsoever the replacement of a vehicle of the same or the better model shall be provided by the bidder.
11. In case of the vehicle do not report regularly, the authority will be at liberty to cancel the agreement and may engage vehicle from other sources
12. The vehicle shall report for duty for minimum of 25 days in a month.

13. In case of emergency, the driver will have to report for duty as per the requirement of hirer. No extra payment shall be demanded.

14. Monthly hire charges of selected bidders will be paid within 15 days of the submission of bill by the service provider and no advance payment will be made. The cost of the fuel is not included in the hire charges which will be beared by the hirer separately.

15. The vehicle shall not be more than 03(Three) year old from the initial date of registration and also in good running condition during the period of contract.

16. The intending bidders shall have to deposit E.M.D of Rs.2000/- and Tender Paper Cost Rs.590/- (including 18% GST) in shape of DD in favour of District Social Welfare Officer, Balangir.

17. If services are found unsatisfactory, the client shall give 01 months notice and terminate the agreement.

18. 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 three months notice before such withdrawal of service and termination of agreement,

19. If the bidder violates any of the terms of the contract, Government shall forfeit the entire amount of security deposit.

20. The quoted rent price of vehicle shall valid for 1 year from the date of agreement.

21. Any legal aspect arises on the agreement and execution shall be resolved under jurisdiction of Balangir only.

22. The bidder must have a valid GST registration & submit a copy of the GST registration certificate before the selection committee.

Sachapat
16/09/2025
District Social Welfare Officer,
Balangir.

Memo No...3155..... / SW Dt.....16/09/2025.....

Copy forwarded to DeGM, Collectorate, Balangir for publication of tender in the Balangir district web site.

Sachapat
16/09/2025
District Social Welfare Officer,
Balangir.

Memo No...3156..... / SWDt.....16/09/2025.....

Copy to Notice Board of DSWO, Balangir/ Collectorate, Balangir.

Copy forwarded to Sub-Collectors, Balangir/ Patnagarh/ Titilagarh/ All BDOs and All CDPOS of Balangir District with a request to publish the tender call notice in their notice board for wide publicity.

Sachapat
16/09/2025
District Social Welfare Officer,
Balangir.