

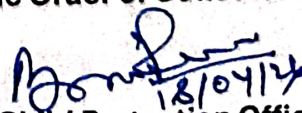
**Standard Bidding Document**  
**Government of Odisha, Women & Child Development Department**  
**DISTRICT CHILD PROTECTION UNIT, BALANGIR**  
**Quotation/Tender Call Notice**

**NOTICE NO: 451/ Acct./DCPU/BLGR/2026, Date 18/04/2026**

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 Max/Tata Sumo/ Bolera 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.10,000/- 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 excluding GST be quoted separately in the general bid information (excluding fuel and lubricants).
- 6) The Vehicle must achieve a fuel efficiency of maximum average 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 **30/04/2026 by 12.30 PM** and shall be opened on **dt-05/05/2026 at 11.00 AM** at Collectorate ,Balangir 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.500/- in shape of Demand draft from **20/04/2026 to 28/04/2026** in office hour or can be downloaded from Balangir district website [www.balangir.nic.in](http://www.balangir.nic.in) from **20/04/2026 to 28/04/2026** In case the application form is downloaded from the above website, the applicant shall furnish a Demand Draft amounting to Rs.500/- in favour of the Collector & Chairperson, DCPU, Balangir towards the cost of application form along with the application which is non-returnable.

**By the Order of Collector**

  
**District Child Protection Officer,**  
**DCPU, Balangir.**

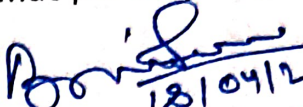
Memo No.452 /Acct./DCPU/BLGR/2026, Dt.18/04/2026

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.

  
**District Child Protection Officer,**  
**DCPU, Balangir**

Memo No. **453** /Acct./DCPU/BLGR/2026, Dt.18/04/2026

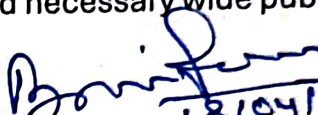
Copy forwarded to the District e-Governance Manager (D.e-G.M), Collectorate, Balangir for information and necessary action. It is requested to Upload the quotation notice,documents in the District website from Dt 20/04/2026 to Dt 28/04/2026 for wide publicity.

  
18/04/26

**District Child Protection Officer,  
DCPU,Balangir**

Memo No. **454** /Acct./DCPU/BLGR/2026, Dt.18/04/2026

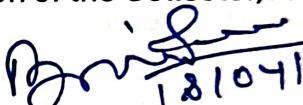
Copy forwarded to the DI & P.R.O, Balangir for kind information and necessary wide publicity.

  
18/04/26

**District Child Protection Officer,  
DCPU,Balangir**

Memo No. **455** /Acct./DCPU/BLGR/2026, Dt.18/04/2026

Copy Submitted PA to the Collector, Balangir for kind information of the Collector,Balangir.


  
18/04/26

**District Child Protection Officer,  
DCPU,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.
2. The Department/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.
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 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.
4. It shall be the responsibility of the bidder to provide a good Driver, and the salary of the Driver shall be borne by the service provider/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. The service provider may arrange vehicle from other source.
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 reimbursement towards cost of fuel (as per actual) of selected bidder will be paid in every succeeding month, as per as possible within fifteen days of the submission of the 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 in good running condition during the period of contract.
11. If the services are 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 services and termination of agreement.
13. If, the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.
14. The maximum hire charges per month of the vehicle excluding taxes and petrol /diesel used for the DCPU, Balangir will be Rs.37,200/- (Rupees Thirty-seven Thousand two hundred only and maximum Average millage 10 KM/Lit as per the Office Memorandum No-15836/F, Dt-27/5/2025 of Finance Department, Govt. of Odisha.

  
18/04/26

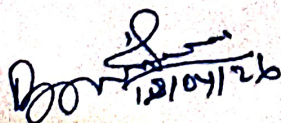
**District Child Protection Officer,  
DCPU, Balangir**

## GENERAL INFORMATION FOR HIRING VEHICLE

Sl No	Particulars	Filled information
1	Name & complete address of the Service Provider of vehicle	
2	Registration No of Vehicle	
3	Valid GST Number with Certificate	
4	GeM Registration Number	
5	Bank Account No & IFSC Code	
6	Registration Number of the vehicle	
7	Year of Manufacture	
8	Make & model	
9	Date of Registration	
10	Type of Vehicle (AC/Non-AC)	
11	Name & complete address of the owner of vehicle	
12	Fitness Certificate validity	
13	Permit validity	
14	Valid Pollution under (PUC) Control Certificate	
15	Insurance validity	
16	Name/ Address of the Drive	
17	D.L No & Validity of the DL of the Driver	
18	Contact Number of the service provider Mobile Number	
19	Contact Number of Driver (Mobile No)	
20	Proposed hire charge of the vehicle per month excluding fuel cost	
21	Rate of fuel consumption/Mileage per litre	

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

Dt.

  
12/09/26

Seal & Signature of the Quotationer