

GOVERNMENT OF ODISHA
INTEGRATED CHILD DEVELOPMENT SERVICES PROJECT, PATNAGARH DIST.BALANGIR



BID DOCUMENT
TENDER DOCUMENT FOR
HIRING OF VEHICLE
FOR USE IN
ICDSPROJECT,
PATNAGARH

Notification No.474 dt.05.05.2026

Child Development Project Officer, Patnagarh.

Last date for filing of tender:20.05.2026

Date of opening of tender:20.05.2026

Place of opening of tender: ICDS project Office, Patnagarh.

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INTEGRATED CHILD DEVELOPMENT SERVICE PROJECT, PATNAGARH

Quotation Call Notice

Notice No. 474..... Date 05-05-2026

Sealed Quotation are invited from interested reputed Travel Agencies /Tour operators or private individuals for providing one nos. of Non-Ac/AC Diesel driven vehicle having sitting capacity not more than Nine including driver. Which shall conform to the Terms and conditions (Annexure-II) for official use in ICDS Project, Patnagarh on monthly rent basic.

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 and Fitness Certificate Valid Contract Carriage Permit, Proof of up to date tax Payment etc. which are mandatory for playing 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 **Child Development Project Officer, patnagarh** and submitted along with the tender as security deposit. After completion of the tender process, the amount will be refunded to the unsuccessful bidders.
5. The monthly rate of hire charge be quoted separately in general bid information (Excluding fuel and lubricants)
6. The vehicle must achieve a fuel efficiency of 10 kms. Per litter.
7. The details of the make and year of manufacture of the vehicle registration no. , mileage (Kms covered per litter) and name of the Driver with Driving License No. and period of validity should be specifically provide in the general bid information to be furnished with the tender in the Quotation (Annexure-III).
8. The Quotation Completed in all respect should reach the undersigned on or before 20.05.2026 by 10 AM and shall be opened on the same day at 11 AM in presence of the bidders of their authorized representative.
9. The application form of quotation containing General Bid Information & Terms and conditions for Hiring Vehicle etc. will be available with **ICDS Project, Patnagarh** on payment of Rs. 100/- from 06.05.2026 to 20.06.2026 or can be downloaded from District. Web Site www.balangir.nic.in from Dt. 06.05.2026 to 20.05.2026 In case the application form is downloaded from website, the applicant shall furnish a Demand Draft for and amount Rs. 100/- (Rupees One Hundred) only towards the cost of application along with the application.
10. The CDPO reserves the right to cancel Quotation without assigning any reason thereof.


Child Development Project Officer
Patnagarh
Project Officer
Patnagarh

Memo No. 475 Date. 05.05.2026

Copy submitted to the Sub-Collector, Patnagarh/ District Social Welfare Officer, Balangir for favour of kind information and wide publicity.

[Signature]
05.05.2026
Child Development Project Officer
Patnagarh
Patnagarh

Memo No. 476 Date. 05.05.2026

Copy submitted to the Tahasildar, patnagarh/Block Development Officer, patnagarh /M.O. CHC, Ghasian/All CDPOs of Bolangir Dist for favour of kind information and requested to publish the notice in their notice board.

[Signature]
05.05.2026
Child Development Project Officer
Patnagarh
Patnagarh

Memo No. 477 Date. 05.05.2026

Copy submitted to the DIO, NIC, Balangir for favour of kind information and requested to upload the notice in the official website of the district for wide circulation.

[Signature]
05.05.2026
Child Development Project Officer
Patnagarh
Patnagarh

Terms and Conditions

The following terms and conditions must be fulfilled by the successful bidders 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 Registration Certificate, Insurance Certificate, Pollution Certificate, Fitness Certificate, Contact Carriage Permit, proof of up-to-date tax payment etc. and D.L. of the driver available all the times.
2. The office 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 (owner of the vehicle) shall be responsible for all such litigation.
3. The hire charges to be paid for monthly basis does not include cost of fuel, which is to be paid separately basing on actual consumption and as per existing Government norms.
4. 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 owner.
5. It shall be responsibility of the bidder to provide a good and well behaved driver and the remuneration of the driver shall be borne by the owner.
6. Vehicles should report to the Office of CDPO, Patnagarh, each day, including holidays as and when required. In case of break down or for other reasons the vehicle is unavailable, the owner should arrange another vehicle of the same or better model, and this office will not provide any extra amount for such alternative arrangements.
7. A single dedicated mobile number must be maintained by the vehicle owner / driver to contact smoothly. The vehicle logbook should be properly maintained by the driver.
8. In case of the vehicle do not report regularly, the authority will be at liberty to terminate the agreement without prior notice.
9. Monthly hire charges and reimbursement towards cost of fuel (as per actual) and lubricants (as per Govt. Norms) will be paid in every succeeding month, as per as possible after verification of bills and log book of vehicle submitted by the owner / 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 contact.
11. The contract agreement must be signed on the day of engagement of the vehicle.
12. If the services are found to be unsatisfactory, The authority shall give one month notice and terminate the agreement.
13. In case the owner / service provider intends to withdraw 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.
14. If the bidder violets any of the terms of contact, Government shall forfeit the entire amount of security deposit.


Child Development Project Officer
Patnagarh
Patnagarh

ANNEXURE-I

BID APPLICATION FORM

Tender No.: dt.

To

The Child Development Project Officer, Patnagarh, District- Balangir

Dear Madam,

1. Having read the conditions of contract and services to be provided, the receipt of which is hereby duly acknowledged, I/We, understand, and offer to provide commercial vehicle in conformity with the conditions of contract for the sum shown in the price schedule attached herewith and made part of this Bid.

2. I/We undertake, to enter into agreement within one week of being called upon to do so and bear all expenses including charges for stamp etc. and agreement will be binding on us.

3. If my/our bid is accepted, I/we agree to our EMD being converted as performance guarantee/ Performance security for the due performance of the contract.

4. I/We agree to abide by this Bid for a period of 90 days from the date fixed for Bid Opening and it shall remain binding upon me/us and may be accepted at any time before the expiration of that period.

5. Until an agreement is signed and executed, this Bid together with your written acceptance thereof in your notification of award shall constitute a binding contract between us.

6. Bid submitted by me/us is properly sealed and prepared so as to prevent any subsequent replacement.

Dated this Day of20.....

Signature of the authorized person

Name

Address.....

Stamp.....

Annexure-II
BIO DATA OF THE BIDDER

1. Name & Address of Firm/Party: _____

Telephone Number (O): _____

(R): _____

Mobile Number: _____

2. Whether it is Proprietorship or Partnership: _____

3. Full Name(s) of Proprietor or Partners: _____

(Attested copies of partnership deed should invariably be attached along with Authorizations)

4. Permanent Account Number (Income Tax): _____

5. Sales Tax Registration Number of the Firm/Party: _____

6. Reference Number of Tender Offer of the Firm/Party: _____

Signature of the bidder

Annexure-III

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 excluding fuel cost: - _____
13. Rate of fuel consumption / Mileage per litre: - _____
14. Contact Number of the Service Provider (Tenderer / Quotationer)
Mobile
No.....Telephone.....

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

**Seal & Signature of the
Quotationer / Tenderer**

ANNEXURE-IV

**DECLARATION REGARDING BLACKLISTING/DEBARRING FROM
TAKING PART IN GOVT. TENDER BY GOVT. DEPTT**

(To be executed before Public Notary/Executive Magistrate on Stamp paper by the bidder)

I / We Proprietor/ Partner(s)/ Director(s) of M/S. -----
----- hereby declare that the firm/company namely M/S. -----
-----has not been blacklisted or debarred in the past by any
Government organization from taking part in Government tenders.

Or

I / We Proprietor/ Partner(s)/ Director(s) of M/S. -----
----- hereby declare that the firm/company namely M/S. -----
-----was blacklisted or debarred by any Government
Department from taking part in Government tenders for a period of ----- years w.e.f. -----
------. The period is over on ----- and now the firm/company is entitled to take part
in Government tenders.

In case the above information found false I/We are fully aware that the tender/ contract will
be rejected/cancelled by the CDPO, patnagarh and the EMD/SD shall be forfeited.

In addition to the above O/o CDPO, Patnagarh will not be responsible to pay the bills for
any completed/ partially completed work.

Signature -----

Name -----

Capacity in which signed: -----

Name & address of the firm: -----

Seal of the firm

Annexure V

LETTER OF AUTHORISATION FOR ATTENDING BID OPENING

(To reach C.D.P.O, Patnagarh on or before the date of bid opening)

To,

The Child Development Project Officer, Patnagarh, Dist. Balangir

Sub: Authorisation for attending bid opening on ____ (date) in the tender of

_____.

Following person is authorised to attend the bid opening for the tender mentioned above on behalf of _____ (Bidder).

Name of the Representative _____

Specimen Signature

1.

2.

Signature of the Bidder

Maximum one representative will be permitted to attend the bid opening. Permission for entry to the venue of bid opening may be refused in case authorisation as prescribed above is not received.

Annexure-VI

PRE RECEIPT

FOR REFUND OF EARNEST MONEY

Received with thanks from the Child Development Project Officer, Patnagarh, Dist. Balangir
a sum of Rs. 5,000/- (Rupees five thousand) only in shape of D.D.No.....
dt..... towards refund of Earnest Money Deposit paid in respect of Tender for
"TENDER FOR HIRING OF VEHICLES" at I.C.D.S. Project, Patnagarh.

Tender No: _____ Dt: _____

Date:

Place:

Signature of Bidder

(on one rupee revenue stamp)

Name & Address: _____

Note: Earnest Money will be returned to unsuccessful
Bidder only after finalization/completion of the tender.

CHECK LIST FOR BIDDER

Sl. No.	Documents	Yes/No/NA
1	Cost of Tender documents:	
	M.R. No..... Date.....	
2	EMD D.D. No..... Amount Rs.....	
	Date.....	
3	Whether all the pages are sealed and signed and properly tagged with all documents?	
4	Whether Bid form is filled up and signed?	
5	Whether Bidder's profile is filled up?	
6	Whether attested copy of registration of the firm is attached?	
7	Attested copy of Partnership Deed or Proprietorship Deed / Memorandum of Association / Articles as applicable.	
8	Documents of ownership of vehicle.	
9	Self attested copy of registration of the vehicle.	
10	Self attested copy of insurance certificate of the vehicle.	
11	Self attested copy of documents on validity of fitness and permit of the vehicle.	
12	Copy of driving licence of the driver duly attested by the bidder.	
13	Attested copy of latest Income Tax Return.	
14	Self attested copy of PAN Card.	
15	Self attested copy of Service Tax Certificate, if applicable.	
16	Bid application form. (Annexure-II)	
17	General information for hiring of Vehicle. (Annexure-III)	
18	Bio data of Bidder. (Annexure-I)	
19	Declaration on stamp paper about blacklisting/Non blacklisting.	

20	Letter of Authorization for attending tendering process, in original if applicable. (Annexure-V)	
21	Pre Receipt for refund of earnest Money. (Annexure-VI)	

Signature of bidder

