



**GANJAM COLLECTORATE, CHATRAPUR.**  
**(ST & SC DEVELOPMENT SECTION.) ☎:06811-263977**  
**Email id: [dwoganjam@gmail.com](mailto:dwoganjam@gmail.com)**

Letter No. 3139 /SSD

Dt. 24/07/2023

**TENDER CALL NOTICE**

Sealed tenders are invited from interested reputed Travel Agencies / Tour Operators or Private individuals for providing one number of Petrol driven Tiago/Bolt/Celerio / similar type of vehicle, which shall conform to the Terms and conditions (Annexure-II) for Official use in Office of DWO, Ganjam on monthly rent basis.

1. The vehicle must be in roadworthy condition, shall not be more than 3 year sold 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 maximum hire charges per month is Rs. 20,000/- (Twenty Thousand) only excluding taxes.
3. The minimum average mileage in Kms in per litre is 17 (Seventeen).
4. 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.
5. The Driver should be well behaved, gentle and obedient in nature.
6. A sum of Rs.5,000/- shall be deposited by the intending bidders in shape of Account Payee Bank Draft in any nationalised bank drawn in favour of the District Welfare Officer, Ganjam at Chatrapur and submitted along with the tender as security deposit. After completion of tender process, the amount will be refunded to unsuccessful tenderers.
7. The monthly rate of hire charge be quoted separately in the general bid information (excluding taxes and fuel).
8. The vehicle must achieve a fuel efficiency of minimum 17 Kms. Per litre.
9. 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 tender (Annexure –III).
10. The tender completed in all respect should reach the office of the undersigned on or before 09/08/2023 by 5.30 P.M and shall be opened on the 10/08/2023 at 4.30 P.M in presence of the Tenderers or their authorized representatives.
11. The application form of tender containing General Bid Information & Terms and conditions for Hiring of Vehicle etc can be downloaded from District Website [www.ganjam.nic.in](http://www.ganjam.nic.in).

*Wadhwa*  
 24.7.23  
 District Welfare Officer  
 Ganjam, Chatrapur

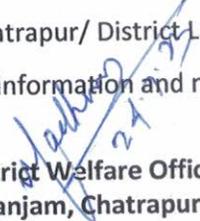
Memo No 3140 / SSD

Dt. 24 / 04 / 2023

Copy submitted to all Sub-Collectors/ all Block Development Officers / all Tahasildars / DSWO, Ganjam, Chatrapur/ DIPRO, Ganjam, Chatrapur for favour of kind information with a request to display in their office notice board for information of general public.

Copy submitted to D.I.O, NIC, Ganjam, Chatrapur for favour of kind information with a request to hoist the tender call notice in the district website for wide publication.

Copy submitted to the District Treasury Officer, Ganjam, Chatrapur/ District Labour Officer, Ganjam, Chatrapur/ District Small Saving Officer, Ganjam, Chatrapur for kind information and necessary action.

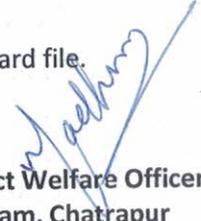
  
District Welfare Officer  
Ganjam, Chatrapur

Memo No 3141 / SSD

Dt. 24 / 04 / 2023

Copy submitted to P.A to Collector, Ganjam for kind information of Collector / Steno to Additional District Magistrate (Rev.)/ Steno to Additional District Magistrate (Gen.) for kind information of A.D.M (Rev/Gen).

Copy to Notice Board of this Office& Collectorate, Ganjam /Guard file.

  
District Welfare Officer  
Ganjam, Chatrapur

**TERMS & CONDITIONS FOR HIRING OF VEHICLE**

The following terms & conditions must be fulfilled by the successful bidder for providing a vehicle on hire on monthly rent basis.

1. The hired vehicle 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 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 whatever. The owner of the vehicle 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 fuel, which is to be paid separately basing on actual consumption as per existing Government norms. All the expenditure of the vehicle towards repair, replacement of spare parts, Lubricating oil of engine, Gear Box and differential coolant. tyres & tubes, battery etc, will be borne by the tenderer.
3. It shall be the responsibility of the tenderer to provide a good driver and the salary of the driver shall be borne by the owner / tenderer.
4. In case of breakdown for reason whatsoever the replacement of a vehicle of the same or better model shall be provided by the owner of the vehicle / tenderer.
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 Vehicles shall report for duty for the whole 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 reimbursements towards cost of petrol (as per actual) and (as per Govt. norms) of selected tenderer will be paid in every succeeding month and no advance payment will be made.
9. The vehicle shall not 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 tenderer 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 two-month notice before such withdrawal of service and termination of agreement.
12. If the tenderer violates any of the terms of contract. The hirer shall forfeit the entire of security deposit.
13. GST Registration is compulsory for any Service Provider to provide hired vehicles to Government offices.

*Jadhav*  
2024-7-23  
District Welfare Officer  
Ganjam, Chatrapur

**TENDER / QUOTATION FORM**

I Sri \_\_\_\_\_ Address: \_\_\_\_\_ is interested to deploy my Tiago/Bolt/Celerio /and similar type of vehicle as per the enclosed term & conditions (Annexure-II) on monthly rent basis. The rate quoted for monthly rental charges for the vehicle is given below.

<b>Sl.No</b>	<b>Type of Vehicle</b>	<b>Monthly Rent quoted (excluding of taxes)</b>	<b>Average Mileage (In Km) Per 1 Litre of PoL</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>

**Signature of the  
Bidder / Quotationer**

**GENERAL BID INFORMATION FOR HIRING VEHICLES**

1. Name of the Service Provider (Individual/Agency) :-
2. GST Registration No :-
3. GeM Registration No (in case of Service Provider) :-
4. Registration No of the Vehicle :-
5. Type of Vehicle (AC/ Non- A/C) :-
6. Year of Manufacture :-
7. Model :-
8. Date of Registration :-
9. Name & complete address of the owner of vehicle :-
10. Fitness certificate validity :-
11. Permit validity :-
12. Insurance validity :-
13. Pollution Certificate Validity :-
14. Name/ address of the Driver :-
15. D.L. No & validity of the D.L of the Driver :-
16. Proposed hire charges of the vehicle per month excluding of taxes :-
17. Mileage per litre :-
18. Contact no of the Service provider (Tenderer / Quotationer )

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

Seal and Signature of the  
Quotationer / Tenderer