



**COLLECTORATE, GANJAM, CHATRAPUR  
(D.S.W.O SECTION)**

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No 3442 /DSWO

Date: 01 /10/2024

**QUOTATION CALL NOTICE**

Sealed quotations in plain paper are invited from the interested vehicle owners/traveling agencies having PAN,GST& IT clearance for engagement of 01(one) **Tiago/Bolt/ Celerio (new)** white colour (Patrol ) on monthly hire basis for the official use of the **DSWO, Ganjam** . The intending bidders may send their quotations in sealed cover with full address along with Rs.1,000 /- (Rupees One Thousand ) only as earnest money in shape of Bank Draft drawn in favour of DSWO , Ganjam payable at SBI, Chatrapur on or before 21/10/24 by Regd. Post/Speed Post / Spl. Messengers . The sealed tenders will be opened on 22/10/24 at 11.00 A.M in presence of bidders or their authorized agents in the office chamber of the ADM (Gen.) ,Ganjam, Chatrapur as prescribed in Finance Department Office Memorandum No.30464/F.,Dtd.06.09.2019.

The details of vehicle required, application format, terms and conditions of hire of vehicle (Annexure-I, II& III) are available in the Ganjam District website [www.ganjam.nic.in](http://www.ganjam.nic.in) as well as in the DSWO Section of Collectorate, Ganjam. However, the undersigned reserves the right to reject / cancel /withdraw any or all the quotations without assigning any reason thereof.

  
Dist. Social Welfare Officer,  
Ganjam.

Memo No 3443 /DSWO Dated: 01 /10/2024

Copy to DIO, NIC, Collectorate, Ganjam for information. He is requested to hoist the above notice in the District web-site for wide publicity.

Copy to Notice Board, DSWO Section, Collectorate, Ganjam ,Chatrapur for wide publication.

Copy to all Sub-Collectors /All Tahasildars for information with a request to affix the notice in their respective office Notice Board for wide publication.

  
Dist. Social Welfare Officer,  
Ganjam.

Memo No 3444 /DSWO Dated: 01 /10/2024

Copy to the ADM (Gen.), Ganjam, Chatrapur , Asst. Collector, Nizarat, DWO , Ganjam, Chatrapur for information. They are requested to attend the meeting on 22/10/24 11.00 A.M in the office Chamber of ADM (Gen), Ganjam at the time of opening the sealed quotations.

  
Dist. Social Welfare Officer,  
Ganjam.

## TERMS AND CONDITIONS

1. The vehicle hired shall be in good condition and shall not be older than three year. Vehicles older than five years should be replaced by new vehicles by the service provider and must have valid registration certificate, insurance certificate, fitness certificates, valid contract carriage permit, proof of up-to-date tax payment etc. the user agencies 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 properties on account of hired vehicle any manner whatsoever.
2. The driver of the vehicle must have a valid driving license to drive Light Motor passenger vehicle and should be sufficiency in driving light motor vehicle.
3. The driver of the vehicle is required to maintain polite and courteous behavior towards public as well as the Departmental Staff should be well behaved, gentle and polite in nature.
4. Rs.1000/- (Rupees One Thousand) only is shape if A/c payee Bank Draft drawn in favour of DSWO , Ganjam shall be enclosed with the quotation as EMD which is refundable. EMD of unsuccessful bidders shall be refunded after finalization of the trader process.
5. Rs.5000/- (Rupees Five Thousand) only to be deposited by successful bidder as security deposit in shape of Account Payee Bank Draft drawn in favour of DSWO , Ganjam. The amount will be refunded after the vehicle disengaged subject to deduction, if any.
6. The monthly hire charges shall be quoted in the Bid information (excluding Fuel).
7. Efficiency of the vehicle per litter shall be indicated.
8. Details of 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 provided in the Bid to be furnished.
9. The contract will remain valid for a period of 2 years and can be extended by one year at the discretion of the user.
10. In the event of any breakdown/ servicing and repairing of vehicles, the service provider at his own cost shall make alternate arrangement by providing similar vehicle.
11. 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 lubricants as per existing Government norms. All the expenditure of the vehicle towards repairs, replacement of spare parts, Lubricating oil of Engine, Gear Box and differential coolant, tyres and tubes, battery etc. will be borne by the bidder.
12. KMPL shall be fixed by the user or its authorized representative on the day of reporting as per the actual POL test report.
13. It shall be the responsibility of the service provider to provider to provide vehicle with driver as and when required.
14. The salary and other legal dues of the drivers shall be borne by the service provider.
15. The service provider will comply the labour law, EPF, GIS, minimum wages act applicable and other statutory compliances.
16. The service provider is responsible to depute suitable substitute driver in case of absence of the driver engaged.
17. The user will maintain record on daily basis kilometer run and time from the point of departure to arrival and it will be signed by the authorized signature of the user as per the GPS kilometers recording.
18. The service provider shall up-date the log book on daily basis.
19. The bidder will submit a checklist as per Annexure-III regarding the documents enclosed in the tender.
20. Each page of this tender document should be signed by the bidder with seal in token of have read, understood and accepted the terms and conditions of this contract.

21. The tenders (also called bids), not submitted in prescribed format, in the prescribed manner or required security deposit etc. shall be rejected by the Tender Committee at the risk responsibility of the bidder.
22. The tender calling authority shall make arrangements in his office for issuing a written acknowledgment under proper seal hand signature of the filled in tenders provided those are submitted on or before the due date.
23. Termination:- Tender Calling Authority shall have the discretion to terminate agreement work order at any time if the service provider fails to comply the statutory rules or the service is found to be unsatisfactory. Whereupon the agency will immediately cease provision of the services and submit a bill for costs incurred to provide the contracted services to the date of termination.
24. The tenders/ bids received in the prescribed time shall be opened by tender committee at the prescribed date time and place. Any bid found incorrect or incomplete in any manner would be summarily rejected by the said committee.
25. Authority reserves the right to cancel any or all the quotation without assigning any reason thereof.

  
Dist. Social Welfare Officer, 11/24  
Ganjam.