



OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, NUAPADA  
(Social Welfare Section)

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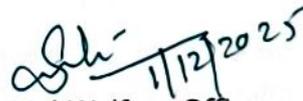
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Letter No- 2685 /Date- 01.12.2025

**SHORT QUOTATION/ TENDER CALL NOTICE**

Sealed quotations/ Tenders are invited from interested reputed Travel Agencies/ Tour Operators/ Private individuals for providing (01) One of AC petrol/ Diesel driven vehicles **Bolero Plus/TUV 300/Ertiga/Kia Carens/Swift Dezire/Amaze**, having sitting capacity four and above including driver like which shall conform to the Terms and conditions (Annexure - I), (Annexure A & B) for official use in **DISTRICT SOCIAL WELFARE OFFICE, NUAPADA** Department/ Office on monthly rent basis. The sealed quotation should be super-scribed "Quotation for providing vehicle on hire basis" on the cover and sealed quotation should reach to the undersigned through Registered Post/ Speed Post on or before 08.12.2025 by 5:00 PM and said quotation shall be opened on Dt. 09.12.2025 at 11:00 AM in the presence of the bidders or their authorized representatives. The undersigned shall not be held responsible for non-receipt/ late receipt of the tender / quotation documents sent by post beyond the scheduled date and time. Tender/quotation received after the scheduled date and time or incomplete tender /quotation shall not be accepted. The above entire quotation/tender process is abiding with provisions contained in Finance Department Office Memorandum No 15836/F Dated 27.05.2025 & No 22924/F Dt. 14.08.2023. The undersigned reserves the rights to accept or reject any or all the quotation/tender without assigning any reason thereof.

The application form of quotation/tender containing general information for hiring vehicle and terms and conditions etc. can be downloaded from the district website [www.nuapada.odisha.gov.in](http://www.nuapada.odisha.gov.in)

  
District Social Welfare Officer,  
Nuapada

Memo No 2686 Date: 01.12.2025

Copy to Notice Board of this office for general publication.

Copy forwarded to all BDOs/all Tahasildar /all CDPOs/ all EOs, NAC in this district with a request to publish the notice in their office notice board for wide publication.

  
District Social Welfare Officer,  
Nuapada

Memo No 2682 Date: 01.12.2025

Copy submitted to the Additional District Magistrate, Nuapada for favour kind information and necessary action.

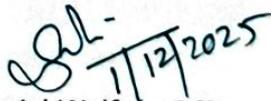
Copy submitted to the Sub- Collector, Nuapada for favour of kind information and necessary action.

Copy forwarded to DeGM, Collectorate, Nuapada with a request to upload the notice in the District website for wide publication.

*Sd/-*  
11/2/2025  
District Social Welfare Officer,  
Nuapada

## **Annexure-I**

1. The service provider shall have a valid GST registration to participate in the tendering.
2. The service provider, participating in the bidding process under the jurisdiction of Municipal Corporations, shall be registered on GeM platform.
3. 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, Pollution Certificate, valid Contract Carriage Permit, Proof of up-to- date tax payment etc. mandatory for plying of vehicle.
4. The Driver of the vehicle must have 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. 5000/- shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favor of the District Social Welfare Officer, Nuapada and submitted along with the tender as security deposit (EMD). After completion of tender process, the amount will be refunded to unsuccessful bidders.
7. The monthly rate of hire charge Rs. 37,500/-, including GST, fuel and lubricants.
8. The vehicle must achieve a fuel efficiency of 17 KM per liter.
9. The details of the make and year of manufacture of the vehicle, registration no, mileage (KM covered per liter) and name of the Driver, Driving License No. and period of validity should be specifically provided in the general bid information to be furnished with Quotation/ Tender (Appendix-B).
10. The Quotation completed in all respect should reach the undersigned on or before 08.12.2025 by 05:00 P.M. **Regd. Post/ Speed Post** Super scribed QUTATION FOR HIRING OF VEHICLE ON THE envelope and shall be opened on the next day at 11:00 AM in presence of the bidders or their authorized representatives.
11. The application form of quotation/ tender containing General Bid Information & Terms and conditions for Hiring of Vehicles etc. will be available with DISTRICT SOCIAL WELFARE OFFICER, NUAPADA of the Department/ Heads of Department/ Office on payment of Rs. 1000/- from 02.12.2025 to 06.12.2025 or can be downloaded from Odisha Govt. Website [www.nuapada.odisha.gov.in](http://www.nuapada.odisha.gov.in) from Dt. 02.12.2025 to Dt 06.12.2025 In case the application form is downloaded from Govt. website, the applicant shall furnish a Demand Draft for an amount Rs. 1000/- (Rupees One Thousand) only towards the cost of application along with the application.

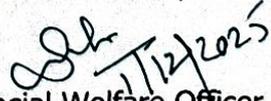
  
District Social Welfare Officer,  
Nuapada

## TERMS & CONDITIONS

Annexure -A

The following terms and condition must be fulfilled by the bidder for providing a vehicle on hire on monthly rent basis.

1. The hired vehicles, during period of contract, shall have all necessary valid MV documents such as valid Registration Certificate, Insurance Copy, pollution 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 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 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 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 remuneration of the driver shall be borne by the 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.
7. The vehicles 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 reimbursements towards cost of fuel (as per actual) and lubricants (as per Govt. norms) of selected bidder will be paid in every succeeding month, as per as possible within fifteen days of the submission of 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 also 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 service 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 hired vehicle cannot be used for any private/commercial purpose beyond office hours or during holidays.

  
District Social Welfare Officer,  
Nuapada

**Annexure- B**

**General Information**

Sl No	Particulars	:
1	Name of the Service Provider	:
2	Complete Address	:
3	OGST Number	:
4	GeM Registration Number	:
5	Bank Account No and IFSC Code	:
6	Registration No. of Vehicle	:
7	Year of Manufacture	:
8	Make & Model	:
9	Date of registration	:
10	Name & Complete address of the owner of vehicle	:
11	Fitness Certificate validity	:
12	Pollution Certificate validity	:
13	Permit validity	:
14	Insurance validity	:
15	Name/ Address of the Driver	:
16	D.L. No. & Validity of the D.L. of the Driver	:
17	Proposed hire Charger of the vehicle per month excluding fuel cost	:
18	Rate of fuel consumption/ Mileage per liter	:
19	Contract Number of the Service Provider (Tenderer/ Quotationer)	:
20	Contract number of Driver	:

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

  
11/12/2023

Seal & Signature of  
Quotation/ Tenderer