



OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, ANGUL

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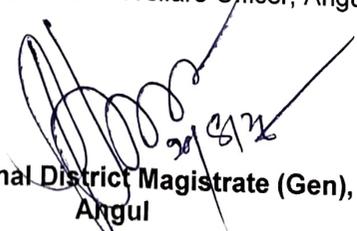
(Social Welfare Section)

Letter No. 2919 / Dt. 20.08.2025

SHORT TENDER CALL NOTICE

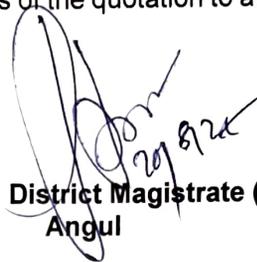
Sealed tender/quotations are invited from interested reputed Travel Agencies/Tour Operator or Private individuals for providing 1 (one) No. of AC/Non AC petrol driven Swift Dzire/Honda Amaze/ Hyundai Aura or similar type of vehicle having sitting capacity not more than Five including driver, which shall conform to the Terms and conditions (Annexure- A) for official use in One Stop Center, Angul on monthly rent basis for the financial year 2025-2026.

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 District Social Welfare Officer.
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 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. Owner of the vehicle provide undertaking that she/he is agreed to make sticking /Branding over the total outside body parts of vehicle (As per norms of Govt. and instruction of Hirer/Renter like).
7. A Sum of **Rs. 5000/- (Five Thousand)** only shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the District Social Welfare Office, Angul and submitted along with the tender as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders.
8. The monthly rate of hire charge be quoted separately in the general bid information excluding fuel.
9. The vehicles must achieve a fuel efficiency of Minimum **17 KMs** per liter.
10. As per (SOP) at One Stop Center, Angul it is mandatory to deploy branded vehicles.
11. The details of the make and year of manufacture of the vehicle, registration no. mileage (KMs covered per liter) 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/ Tender (Annexure- II)
12. The Quotation completed in all respect should reach at the office of DSWO, Angul on or before **30.08.2025 by 05:00 P.M** through registered post or directly and shall be opened on **02.09.2025 at 12:00 PM** in the office chamber of Additional District Magistrate (General), Angul in presence of the bidders or their authorized representatives.
13. The application form along with other supporting document received after due date and time will not be considering for selection of tender process and it will be automatically cancelled for which authority will not be responsible for any type of delay.
14. The application form of quotation /tender containing General Bid Information & Terms and conditions for Hiring of Vehicles etc. This will be available from the office of the D.S.W.O, Angul on a **nonrefundable payment of Rs 1000/- from 20.08.2025 to 30.08.2025 till 05:00 PM** or can be downloaded from Website www.angul.odisha.gov.in from **20.08.2025 to 30.08.2025** In case the application form is downloaded from website www.angul.odisha.gov.in , the applicant shall furnish a **nonrefundable Demand Draft for an amount of Rs. 1000/- (Rupees One Thousand)** only in favour of District Social Welfare Officer, Angul towards cost of application along with the application.


Additional District Magistrate (Gen),
Angul

Memo No. 2920 /SW Dt. 20.08.2025

Copy forwarded to the District Informatics Officers, Angul for information and necessary action with a request to upload the above tender/Quotation notice & Terms and Conditions of the quotation to available in the official District Website , Angul for wide publicity.



**Additional District Magistrate (Gen),
Angul**

Memo No. 2920 A /SW Dt. 20.08.2025

Copy forwarded to the Notice Board of the Collectorate, Angul/CDO-EO, Zilla Parishad, Angul /All Sub-Collectors, Angul District / DIPRO, Angul for information and necessary action with a request to display the quotation notice in the Notice Board of their respective offices for wide publicity.



**Additional District Magistrate (Gen),
Angul**

Memo No. 2920 B /SW Dt. 20.08.2025

Copy forwarded to all the Block Development Officers, All Tahasildars Angul District/All Child Development Project Officers, of Angul/District Executive Officer, Angul Municipality, Talcher Municipality, Athamallik NAC/District e-Governance Manager, Angul for information and necessary action with a request to display the Quotation Notice in Notice Board of their Offices for wide publicity.



**Additional District Magistrate (Gen),
Angul**

Memo No. 2920 C /SW Dt. 20.08.2025

Copy forwarded to the Under Secretary to Govt. in Women & Child Development Department, Odisha, Bhubaneswar for information and necessary action with reference to his letter No-114624/WCD, Dt. 16.06.2025.



**Additional District Magistrate (Gen),
Angul**

TERMS & CONDITIONS FOR HIRING OF VEHICLES

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

- 1) Owner of the vehicle provide undertaking that she/he is agreed to make stickering of the total parts of vehicle (As per norms of Govt. and instruction of Hirer).
- 2) The hired vehicle , during period of contract, shall have all necessary valid MV documents such as valid Registration Certificate, Insurance Certificate , Fitness Certificate, Pollution Certificate, valid Contract Carriage Permit, proof of up-to-date tax payment etc. and DL of the driver available all the times.
- 3) The 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 whatsoever. The hirer shall be responsible for all such litigation.
- 4) 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, Types & Tubes, Battery etc. we'll be borne by the bidder.
- 5) 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.
- 6) 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.
- 7) In case of the vehicle do not report regularly, the authority will be at liberty to terminate the agreement without prior notice.
- 8) The vehicle shall report for duty for 24x7 in a month.
- 9) In case of emergency, the driver will have to report for duty as per the requirement. If the vehicle not available attributable to any reason the bidder shall deploy another same or better model vehicle without any extra payment.
- 10) Monthly hire charges and reimbursements towards cost of fuel (as per actual) (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 and TDS of 2% of the rental amount will be deducted from each monthly bill.
- 11) The selected service provider will sign an agreement with the undersigned on engagement of his/her vehicle as per finance Department memorandum no-22924/F,dated.14.8.2023.
- 12) 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.
- 13) If the service are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
- 14) 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.
- 15) If the bidder violates any of the terms of contract, the undersigned shall forfeit the entire amount of security deposit.

Signature of the Tenderer


**Additional District Magistrate (Gen),
Angul**

GENERAL INFORMATION FOR HIRING VEHICLES

Sl. No	Particular	Information
1	Name of service provider	
2	Type of Vehicle (AC/Non-AC)	
3	GST 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 with email id (if any)	
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 Charge of the vehicle per month excluding fuel cost	
18	Rate of fuel consumption / Mileage per liter:-	
19	Contact Number of the Service Provider (Tenderer)	
20	Contact Number of the Driver	
21	No of Money receipt/DD for an amount Rs. 1000/-towards cost of application	
22	No of DD for an amount of Rs.5000/- towards Security deposit	
23	Provide undertaking to make stickering of the total parts of the vehicle	

Certified that the information submitted above is true to the best of my knowledge and belief. I have read the Terms and Conditions for Hiring of Vehicles and agree to act as per the Terms and Condition of the quotation.

Seal & Signature of the
Tenderer