

**COLLECTORATE: KORAPUT**  
**(Social Welfare Section)**

No. 2412 /XX-25/2024

Dated: 14.07.2025

**QUOTATION CALL NOTICE FOR HIRING OF VEHICLE**

Sealed quotations/tenders are invited from interested reputed Travel Agencies/Tour Operators/Private Individuals for providing 01(one) No.of vehicle having sitting capacity not more than five including driver, which shall conform to the Terms and conditions (Annexure-A) for use in Hub for Empowerment of Women for District Protect Officer Cell of D.S.W.O,Koraput on monthly rent basis.

1. The service provider shall have a valid GST registration to participant 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. which are 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. A sum of Rs. 5000/- shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the DSWO, KORAPUT and submitted along with the tender as EMD. After completion of tender process, the amount will be refunded to unsuccessful bidders.
7. The monthly rate of hire charges not more than Rs.24,000/-excluding GST be quoted separately ,excluding fuel.
8. The vehicle must achieve a fuel efficiency of 17Kms. per liter.
9. The details of the make and year of manufacture of the vehicle, registration number, 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-B)
10. The Quotation completed in all respect should reach the DSWO,Koraput on or before 22 . .07.2025 by 4.00 P.M and shall be opened on the same day at 5.00 P.M 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 on 14.07.2025 in the website www.koraput.odisha.gov.in.
12. The authority reserves the rights to modify/cancel the Tender at any point of time, same will be published in the website:www.koraput.odisha.gov.in.

  
District Social Welfare Officer,  
Koraput.

Memo No. 2413 /2025

Date: 14.07.2025

Copy to all District Office, Notice Board.

Copy forwarded to the DEGM, Koraput for web-hosting of the Tender documents in the District portal for wide publication.

  
District Social Welfare Officer,  
Koraput.

TERMS & CONDITIONS FOR HIRING OF VEHICLES

The following terms and conditions must be fulfilled by the successful 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 Certificate, fitness Certificate, Pollution 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 whatsoever. 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 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 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 salary 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 reject the agreement and may engage vehicle from other source.
7. The vehicle 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 of hirer. No extra payment shall be demanded.
9. Monthly hire charges 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. The performance will be given to new vehicle.
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 withdrawn the services of his vehicle and terminate the agreement, it shall be mandatory upon him to grant on month notice before such withdrawal of service and termination of agreement.
13. If the bidder violates any of the terms contract, Government shall forfeit the entire amount of security deposit.

  
District Social Welfare Officer,  
Koraput.

**GENERAL INFORMATION FOR HIRING VEHICLES**

1. Name of the Service Provider :
2. Complete Address :
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 :
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. Contact Number of the Service provider :
18. Contact Number of Driver :
19. Proposed hire Charge of the vehicle  
per month excluding fuel cost :
20. Rate of fuel consumption/Mileage per litre :

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

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