

**Government of Odisha**  
**Department of Women & Child Development**

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**QUOTATION CALL NOTICE**

No. WCD-WW-MISC-0062-2021/ 19944 /WCD, Date. 28-12-2024

Sealed quotations/ tenders are invited in the prescribed format ( **Annexure-II**) from interested reputed Travel Agencies/Tour Operators or private individuals having valid GSTIN (GST registration Number) for providing 01 (one) number of Zest/Tigor, Swift Dzire/Xcent/ Etios (petrol) vehicle for official use in the Department of Women & Child Development, which must confirm to the Terms and Conditions (**Annexure-I**) on monthly rent basis.

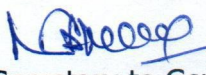
- 1) The vehicle must be in Road Worthy condition, shall not be more than 3 years old from the date of initial registration and must have valid Registration Certificate, Fitness Certificate, valid Contract Carriage Permit, proof of up-to date road tax payment etc. which are mandatory to apply for providing of vehicle.
- 2) The Driver of the vehicle must have a valid Commercial Driving License for driving light transport passenger vehicle and should be sufficiently experienced in driving transport passenger vehicle.
- 3) The Driver should be well behaved, gentle and obedient in nature.
- 4) A sum of Rs.5000/- shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the DDO-cum-Under Secretary to Govt. Deptt. of Women & Child Development and submitted along with the tender as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders.
- 5) The monthly rate of hire charges be quoted separately in the general bid information (excluding fuel and lubricants).
- 6) The Vehicle must achieve a fuel efficiency of 17(Seventeen) Kms per litre with maximum hiring charges of Rs.26,000/- per month.
- 7) The details of the make and year of manufacture of the vehicle, registration number, mileage (Kms covered per litre) and name of the Driver with Driving

License number and period of validity should be specifically provided in the general bid information to be furnished with the Quotation/Tender (**Annexure-II**)

8) The Quotation completed in all respect should reach the undersigned on or before 07.01.2022 by 3.00 P.M.

9) The application form of quotation/tender containing General Bid Information & Terms and conditions for Hiring of Vehicles will be available in the Women Development Section, W&CD Deptt. on payment of Rs.100/- or it can be downloaded from Govt. of Odisha website [www.odisha.gov.in](http://www.odisha.gov.in) & Department website [www.wcdodisha.gov.in](http://www.wcdodisha.gov.in) from 28.12.2021 to 07.01.2022.

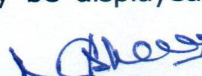
10) The authority reserves the right to reject any or all quotations without assigning any reasons thereof. The Quotations received incomplete or after the scheduled date and time shall be summarily rejected. The quotation should be superscribed "Quotations for hiring of Vehicle".

  
27/12/21  
Under Secretary to Government

Memo No. 19945 /WCD, Date. 28-12-2021

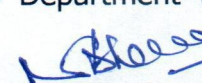
Copy along with copy of enclosures forwarded to all Departments of Govt. for information and necessary action.

It is requested that the tender call notice may kindly be displayed in the Notice Board of concerned Department for wide publicity.

  
27/12/21  
Under Secretary to Government

Memo No. 19946 /WCD, Date. 28-12-2021

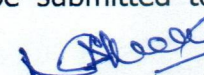
Copy along with copy of enclosures(both hard and soft) forwarded to the Head, State Portal Group, IT Centre, Lok Seva Bhawan, Bhubaneswar/ IT Section, W&CD Department with a request to both of them to take immediate steps to transmit this notice in Govt. of Odisha portal and W&CD Department website respectively.

  
27/12/21  
Under Secretary to Government

Memo No. 19947 /WCD, Date. 28-12-2021

Copy forwarded to Accounts Section for information and necessary action.

They are requested to receive Rs.100/- from the bidders who want to take the tender application form with proper money receipt towards cost of the application form. The money receipt towards cost of application form may be deposited Govt. Treasury through Treasury Challan in the proper head of account after 07.01.2022. A copy of the Treasury Challan may be submitted to Women Development Section for record.

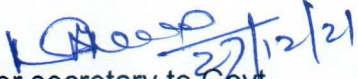
  
27/12/21  
Under Secretary to Government

**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 vehicle, during the period of contract, shall have all necessary valid MV documents such as – validity registration certificate, insurance certificate, fitness certificate, valid contract carriage permit, proof of upto date tax payment etc. and DL of the driver available all the times. The department/office hiring the vehicles 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.
2. 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 govt. norms. All the expenditure of the vehicle towards repair, replacement of the spare parts, lubricating oil of engine, gear box and differential coolant, tires and tubes, battery etc. will be borne by the bidder.
3. 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.
4. In case of break down for reasons whatsoever, the replacement of a vehicle of the same or better model shall be provided by the owner of the vehicle/ bidder.
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 sources.
6. The vehicle shall report for duty for minimum of 25days in a month.
7. In case of emergency and during the period of holidays, the driver will have to report for duty as per the requirement of the hirer. No extra payment shall be demanded.
8. Monthly hire charges and reimbursement towards cost of diesel/ petrol (as per actual) and lubricants (as per govt. norms) of selected bidder will be paid in every succeeding month, as far as possible within 15days of the submission of the bills by the service provider and no advance payment will be made.
9. The vehicle shall not be more than 3years 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 client 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 one month notice before such withdrawal of service and termination of agreement.
12. If the bidder violates any of the terms of the contract, Govt. shall forfeit the entire amount of security deposit.

  
Under secretary to Govt.

**GENERAL INFORMATION FOR HIRING VEHICLES**

1. Registration number of the vehicle.
2. Type of the vehicle (AC/Non-AC)
3. Year of manufacture
4. Model
5. Date of registration
6. Name & complete address of the owner of the vehicle
7. Fitness certificate validity
8. Permit validity
9. Insurance validity
10. Name & address of the driver
11. DL number & validity of the DL of the driver
12. Proposed hire charges of the vehicle per month excluding fuel cost
13. Rate of fuel consumption/ mileage per litre
14. Contact number of the service provider (Tenderer/ Quotationer)

Mobile No.

Tel No.

15. Name and address of the Service Provider
16. Has the service provider provided vehicles to any Govt. Department / office (Yes/No). If yes, please mention the name of the Department / office and number of vehicles provided.

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

Seal & Signature of the Quotationer/Tenderer