

Office of the District Magistrate & Collector, Subarnapur
(Social Welfare Section)

Notice No. 2446

Date : 07/07 / 2025.

Tender Call Notice

Sealed Tenders are invited from Individuals / travel agencies for providing hired vehicle (innova/ Ertiga/ XL-6/ Triber , Same of Higher model vehicle having sitting capacity of 7 to 8 person including driver) in DHEW (District Hub for Empowerment of Women) DSWO office for - District Social Welfare Officer, Subarnapur. The details of Tender Document including General information may be referred from the district Website – **WWW.subarnapur.nic.in** from Dt-07.07.2025 to Dt-14.07.2025. The Tender document completed in all respect shall be deposited along with EMD (Refundable) of Rs.5000/- in shape of account payee demand draft in favor of DSWO and payable at Sonepur In the office of DSWO, Subarnapur by (The DSWO, Collectorate, Subarnapur – 767017) on or before 14.07.2025 by 11 A.M. through Register Post/ Speed Post/Courier only, by mentioning as vehicle tender in the outside part of the envelope. The Tenders will be opened on 15.07.2025 at 11.00 AM. The authority reserves the right to modify/cancel the Tender at any point of time; same will be published in the Website-**WWW.subarnapur.nic.in**.



**District Social Welfare Officer,
Subarnapur**

Memo No. 2447 Dt. 07/07 / 2025.

Copy forwarded to the Notice Board of the Collector/ PD DRDA, all Sub-Collectors, all BDOs and all CDPOs in Subarnapur district for wide publication.



**District Social Welfare Officer,
Subarnapur**

Memo No. 2448 Dt. 07/07 / 2025.

Copy forwarded to the DIO, NIC for information with a request to publication in the Subarnapur district portal.



**District Social Welfare Officer,
Subarnapur**

Format for Hiring of Vehicles for DHEW, Subarnapur

Name Of the Travel Agency/Individual/Firm/Society with Address :

Contact No :

Last Date of Receipt of bid document :

Opening of bid document :

Sl No.	Type of vehicle	Vehicle Registration Number	Fuel (Petrol/Diesel)	Fuel consumption per Ltr.(Min. 12 Km per Ltr	Monthly Hiring charges (Max. Rs.29,000/-) in INR	Remarks
1						
2						
3						

Enclosure (Required Documents)

1. Copy of vehicle Registration Certificate.
2. Copy of up to date Road Tax Payment Receipt
3. Copy of up to date Vehicle Insurance Certificate
4. Copy of Driving License of driver along with contact number.
5. Copy of PAN card.
6. Copy of GST (if available)
7. EMD of Rs.5,000 (Refundable) per vehicle in favor of DSWO, Subarnapur payable at Sonepur would be submitted along with the bid.
8. Copy of Commercial Certificate.

Place:

Date:

Signatures of Agency/Individual

Terms & Conditions

1. The contract of engagement must be entered into with the travel agency/individual and the DSWO, Subarnapur.
2. All major and minor repairs, maintenance of vehicle and payment of road tax will be borne by the owner.
3. Salary of the driver will be paid by the owner.
4. The vehicle quoted should be less than 3 (Three) years old from the date of advertisement and mileage should not be less than 12 Kms per liter.
5. The vehicle will remain in the Collectorate, Subarnapur on all working days and on holidays as desired by Office for office purpose only and it should not be spared for private use of any officials/Agency.
6. The Department/Office hiring the vehicle shall not be responsible for any damage/loss cause to hired vehicles or loss of life/injury made to any person or damages to any property on account of use of hired vehicle any manner whatsoever. The hirer shall be responsible for all such litigation.
7. The contract shall be initially for a period of one year which may be extended up to three years' subject to satisfaction performance assessed by appropriate authority.
8. Any private individual/ Tour operators/Transport Agency/Society/Firm can have participated in the tender process.
9. The small Vehicle like Innova / Ertiga / XL-6 / Triber same or higher model vehicle having seating capacity of five person including driver.
10. The agency interested will quote the financial bid keeping in account the road tax, insurance premium, GST, parking fee, toll tax etc. All expenditure should be borne by the vehicle owner.
11. The cost of hiring charges will be paid on monthly basis as finalized in the tender process and cost of diesel/petrol as per actual consumption & lubricants as per Govt. norm or as finalized in tender process will be paid separately.
12. 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.
13. In case of emergency, the driver will have to report for duty as per the requirement of hirer. No extra payment shall be demanded.
14. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.
15. If the services are found to be unsatisfactory, the client shall give one-month notice and terminate the agreement. The contract will also be terminated in case of following reasons:
 - a. If the behavior of the driver is not proper.
 - b. Any attempt to tamper the log book.
 - c. In case of the vehicle do not report regularly.
 - d. In case the driver of the vehicle is found to be convicted.
 - e. Non-availability of Funds.

16. 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 terminate of agreement.
17. Tenders shall have to deposit EMD of Rs.5,000.00 (Rupees Five thousand) only per vehicle offered in the form of crossed Demand Draft/Pay order in favor of DSWO, Subarnapur payable at Sonepur. Tenders received without EMD will not be entertained/ considered at all and will be rejected summarily. Tenders received along with EMD in the form of cheque/cash will not be accepted/ considered and rejected. No interest would be paid on the EMD.
18. Forfeiture: The EMD will be forfeited if the vendor withdraws or amends impairs and derogates from the tender or fails to execute duties on time as per ToR in any respect within the period of validity of tender.
19. Refund: (i) EMD will be refunded to the unsuccessful tender within thirty days from the date of issue of work order to the successful tender and no interest would be paid thereon and (ii) EMD of the successful tender will be converted into security deposit. No interest will be paid on the EMD/Security deposit.
20. Extension of EMD: In case the contract signed with service provider (successful bidder) is extended beyond on year, on mutual consent, the service provider will have to submit fresh EMD for the extended period.
21. A log book has to be maintained on daily basis by the agency/individual and to be signed by the concerned officials of DSWO, Subarnapur who ever uses the vehicle on that particular day.
22. The travel agency/individual must have its office in Subarnapur District.
23. The application must include the following documents.
 - a. Copy of vehicle registration certificate.
 - b. Copy of up to date road tax payment receipt.
 - c. Copy of up to date vehicle insurance certificate.
 - d. Copy of Pollution control board clearance.
 - e. Copy Driving license of driver along with contact number.
 - f. Copy of PAN Card.
 - g. Copy of GST (if available)
 - h. Copy of Commercial certificate.
24. The rate will be fixed for all vehicles as per L1 rate of each cell.
25. The vehicle which is hired to the use for concerned cell should be branded as per Govt guideline and only used for that Cell/wings purpose.
26. The intending vehicle owner/ travel agency should quote the rate of hiring charges on monthly basis excluding fuel. The maximum hire charge of the vehicle is limited to Rs. 29,000/- per month.

Place:
Date:


7/7/25
Signatures of DSWO