

# COLLECTORATE: JHARSUGUDA

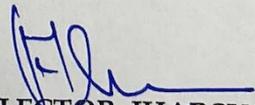
(Social Security Section)

No.SS-ACC-II-20/2024/ 90 /SS Dated. 27/01/2026

## QUOTATION/TENDER CALL NOTICE

Sealed quotations/tenders are invited from the interested reputed Travel Agencies/Tour Operators or Private Individuals for providing a Tiago/Bolt/Celerio/ etc of AC Petrol/Diesel driven vehicles having sitting capacity not more than 05 including driver, which shall conform to the terms and conditions (Annexure-A) for official use in the office of the District Social Security Office, Jharsuguda on monthly rent basis:-

1. The service provider shall have a valid OGST registration to participate in 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 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 Licence for driving 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/- (Rupees Five Thousand) only as EMD shall be deposited by the intending bidder/participant in shape of account payee Bank Draft drawn in favour of the District Social Security Officer, Jharsuguda and submitting along with the tender as security deposit. After completion of tender process, amount will be refunded to the unsuccessful bidders.
7. The monthly rate of hire charge to be quoted separately in the general bid information (excluding fuel and lubricant). It is to be noted here that the maximum rental exclusive of applicable all taxes shall be limited upto a maximum limit Rs.24,000/- (Rupees twenty four thousand ) only per month.
8. The Vehicle must achieve a fuel efficiency of 17 K.Ms per litre.
9. The vehicle details of the make and year of manufacture of the vehicle, Registration No., Mileage (KMs covered per litre) 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 Sealed Quotation completed in all respect should shall be reach at the undersigned on or before dt. 09.02.2026 by 02.00 PM and shall be opened on the same day at 05.00. PM.
11. The application form of Quotation/Tender containing General Bid information and Terms & Conditions for Hiring of Vehicle etc. will be available with the office of the District Social Security Officer, Jharsuguda on payment of Rs.100/- from 10.00 AM to 5.00 PM or can be downloaded from Jharsuguda District website <https://jharsuguda.odisha.gov.in/> from Dt. 28.01.2026 to 08.02.2026 to .In case the application form is downloaded from website, the applicant shall furnish a Demand Draft for an amount of Rs.100/- (Rupees One Hundred) only towards the cost of application along with the application.

  
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Memo No. 91 /SS Dt. 27.04.2026

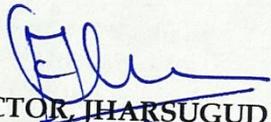
Copy to the DIO, NIC, Jharsuguda for information and necessary action. He is requested to hoist the Quotation call Notice in the Jharsuguda District Website.

Copy to Office Notice Board for information of General Public.

  
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Memo No. 92 /SS Dt. 27.04.2026

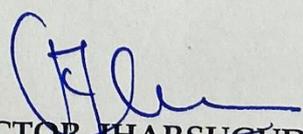
Copy to the CDO-cum-EO, ZP & CEO, DMF, Jharsuguda/ Sub-Collector, Jharsuguda /Deputy Collector (G&M), Jharsuguda/RTO, Jharsuguda/ all Block Development Officers/Executive Officer of ULBs, Jharsuguda for information. They are requested to make publication of the Quotation call Notice in their office Notice Board for wide publication.

  
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**TERMS & CONDITIONS FOR HIRING OF VEHICLES**

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

1. The hired vehicle during period of contract, shall have all necessary valid MV documents such as: valid Registration Certificate, Valid Contract Carriage Permit, Proof of up-to-date tax payment etc. and DL of the Driver available all time.
2. The Department/ Office hiring the vehicle shall not be responsible for any damage/ loss caused to hired vehicle 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 owner shall be responsible for the all such litigation.
3. The 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 spare parts, Lubricating oil of Engine, Gear Box & Differential Coolant, Tyres & Tubes, Battery etc. will be borne by the bidder.
4. It shall be 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 reject the agreement and may engaged vehicle from other source.
7. The vehicle shall report for duty for minimum of 25 days 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(Three) 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 service of his vehicle and terminate the agreement, it shall be mandatory upon him to grant one month notice before such withdraw 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.

  
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**GENERAL INFORMATION FOR HIRING VEHICLES**

- 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) Type of Vehicle(AC/ Non-AC):-
- 8) Year of Manufacture:-
- 9) Make & Model:-
- 10) Date of Registration:-
- 11) Name & complete address of the owner of the vehicle:-
- 12) Pollution Certificate validity:-
- 13) Fitness Certificate validity:-
- 14) Permit validity:-
- 15) Insurance validity:-
- 16) Name/ Address of the Driver:-
- 17) D.L No. & Validity of the D.L of the Driver:-
- 18) Proposed hire charge of the Vehicle per month excluding fuel cost:-
- 19) Rate of fuel consumption/ Mileage per litre:-
- 20) Contact number of the Service provider :-  
(Tenderer/Quotationer)
- 21) Contact No. Of the Driver:-

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

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