

## DISTRICT OFFICE: JHARSUGUDA

(Social Welfare Section)

No 1256 /SW dated 29.04.2026

### QUOTATION CALL NOTICE

Sealed quotation is invited from interested reputed Travel Agencies/Tour Operators of private individuals for providing 1(one) available model of commercial vehicle (such as **BOLERO/SUMO GOLD/ERTIGA etc.** vehicle having capacity not more than seven including driver, which shall confirm to the terms and condition (**Annexure-A**) vide Finance office memorandum No-15836/F Dt.27.05.2025 of finance Deptt. Govt of Odisha for official use in the office of District Social Welfare Office, Jharsuguda for **One Stop Centre (OSC)** along with **Women Help Line and Child Help Line.**

#### **Condition: -**

- 1) The service Provider shall have a valid **OGST** registration to participate in the tendering.
- 2) The vehicle must be in Road worthy condition, shall not be more then **3 years** old from the date of initial registration and must have valid Registration Certificate, Insurance certificate, Fitness Certificate, valid carriage permit, proof of up-to-date tax payment etc which are mandatory for vehicle owner to participate in the bidding process.
- 3) The service provider, participating in the bidding process under the jurisdiction of Municipal Corporations, shall be registered on **GEM** platform.
- 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.1,000/- (Rupees One thousand) only** shall be deposited by the intending bidder/Participant in shape of Account Payee **Bank Draft in favor of the District Social Welfare Office, Jharsuguda** and submitted along with the tender as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders.
- 7) The monthly rate of hire charges be quoted separately in the general bid information (excluding fuel and lubricants). It is to be noted here that the maximum monthly rental including all taxes fees shall be limited up to a maximum of **Rs.26,000/- per month (Exclusive of applicable taxes).**

- 8) The vehicle must achieve fuel efficiency of not less than **10 (Ten) KMs per litter.**
- 9) As per Instruction of W&CD Deptt., Govt of Odisha, **Stickers/Branding** of the vehicle is mandatory for official engagement under OSC center. So, the owner concerned are instructed to make **Stickers/Branding** in Their Vehicle after in BID Process, which is mandatory in Nature that should not be dis-obeyed by Owner of the vehicles.
- 10) The detail of the make and year manufacture of the vehicle, registration No. mileage (KMs covered per litter) 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)
- 11) The Sealed Quotation completed in all respect reaches the undersigned on before **19.05.2026, 11:00 A.M by speed post or Hand to the District Social Welfare Officer, Collector Office, OMP Lane, Jharsuguda, Dist.-Jharsuguda, Pin-768204** by mentioning in capital letters **QUOTATION FOR OSC VEHICLE** and **which shall be Opened on the same day at 11:30 A.M.**

The Authority reserves the right to accept/reject any or all quotation without assigning any reason thereof.

*J. Gupta*  
*29-04-2026*  
District Social Welfare Officer  
Jharsuguda

Memo No 1257 /SW Dated 29.04.26

Copy to the ADM, Jharsuguda /CDO-cum-EO,ZP,Jharsuguda/Sub-Collector, Jharsuguda/ All Tahasildars/ All Block Development Officers/ All CDPOs/ All Executive Officers of Municipalities of Jharsuguda District for information with a request to display the Quotation call notice in their respective office Notice Board for wide publicity.

*J. Gupta*  
*29-04-2026*  
District Social Welfare Officer  
Jharsuguda

Memo No 1258 /SW Dated 29.04.26

Copy to DIO/DeGM,NIC,Collectorate, Jharsuguda for information and necessary action. He is requested to get the Tender Call Notice along with Tender documents hoisted in District website, Jharsuguda for wide publicity.

*J. Gupta*  
*29-04-2026*  
District Social Welfare Officer  
Jharsuguda

**ANNEXURE-A**  
**TERMS & CONDITION FOR HIRING OF VEHICLES**

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

1. The hired vehicle, during period of contract, shall have all necessary valid M.V documents such as: - Valid Registration Certificate, Fitness 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 damages to any property on account of use of hired vehicle any manner whatsoever. The hire shall 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 expenditure of the vehicle. All expenditure towards repair, replacement of spare parts, lubricating oil of engine, Gear Box and different coolant, tyre & Tubes, Battery etc will be borne by the bidder. Similarly, all expenses towards driver shall be borne by the bidder and nothing shall be paid separately for this purpose.
4. It shall be responsibly 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 terminate the agreement without Prior notice.
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 hire. No extra payment shall be demanded
9. Monthly hire charges and reimbursements towards cost of diesel (as actual) and lubricants (as per Govt. norms) of selected bidder will be paid in every succeeding month, as far as possible within fifteen (15) 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 contestation during the period of contract.
- 11). If the service is 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 to grant one month notice before such withdrawal 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.

*J. Gupta*  
*29.04.2026*  
**District Social Welfare Officer**  
**Jharsuguda**

**Annexure-B**  
**GENERAL INFORMATION FOR HIRING VEHICLES (OSC)**

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	Year of manufacture	
8	Make of 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 driver	
17	Proposed hire Charge of the Vehicle per month excluding fuel Cost	
18	Rate of fuel consumption/Mileage per Liter	
19	Contract Number of the service Provider/ Tender/ Quotationer)	
20	Contract Number of Driver	

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

Seal & Signature of the Quotation/Tender