



State Social Welfare Board, Odisha

Malati Choudhury Samaj Kalyan Bhawan
A/64, Nayapalli, Bhubaneswar – 751012

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Letter No. 681

Date. 13/08/2025

QUOTATION / TENDER CALL NOTICE

Letter No

Date:

Sealed quotations/tenders are invited from interested reputed Travel Agencies / Tour Operators / Individuals for providing the following one AC Hybrid/ Petrol / Diesel driven vehicles having sitting capacity as mentioned below, which shall conform to the terms and conditions (**Annexure-A**) for official use in **State Social Welfare Board, A/64, Nayapalli, Bhubaneswar** on monthly rent basis.

No. of vehicle required	Type of vehicle	Maximum hire charges per month excluding taxes	Minimum average mileage per litre	Seating Capacity including Driver
01	Innova	36,000	12	7

1. The service provider shall have a valid GST registration to participate 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. 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 State Social Welfare Board, A/64, Nayapalli, Bhubaneswar and submitted along with the tender as a security deposit. After completion of the tender process, the amount will be refunded to unsuccessful bidders.
7. The monthly rate of hire charge, excluding GST be quoted separately, excluding fuel.
8. The vehicle must achieve a fuel efficiency as mentioned in the table above.
9. The details of the make and year of manufacture of the vehicle, registration no., mileage (Kms covered per litre) and name of the Driver, Driving License No., and period of validity should be specifically provided in the general bid information for each type of vehicle separately to be furnished with the Quotation/Tender (**Annexure-B**).
10. Preference shall be given to vehicles of higher class/latest model over other vehicles irrespective of the difference in quoted price.
11. The Quotation completed in all respects should reach the undersigned on or before **29.08.2025** by **3.00 P.M** and shall be opened on the **next working day i.e. on 30.08.2025 at 4.00 PM** in the presence of the bidders or their authorized representatives.
12. The application form of quotation/tender containing General Bid Information & Terms and Conditions for Hiring of Vehicle, etc., can be downloaded in the Department website, i.e., www.wcd.odisha.gov.in and www.odisha.gov.in from 12.08.2025 to 29.08.2025. 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.
13. The authority reserves the right to cancel any/all quotations/tenders without assigning any reason thereof. The authority also reserves the right to modify the number of vehicles required (may increase or decrease the number) at any time during the period of contract on the same terms and conditions.

Complete Address for submission of Tender

SECRETARY

STATE SOCIAL WELFARE BOARD,

A/64, NAYAPALLI, BHUBANESWAR - 751012.


CHAIRPERSON

Memo No 682 Date 13.08.2025

Copy to Account section State Social Welfare Board, Bhubaneswar for information and necessary action.


CHAIRPERSON

Memo No 683 Date 13.08.2025

Copy to Notice Board, State Social Welfare Board, Bhubaneswar for information and necessary action.


CHAIRPERSON

Memo No. 684 Date: 13.08.2025

Copy along with a copy of the enclosure forwarded to the Head, State Portal Group, IT Centre, Secretariat, Bhubaneswar. It is requested to float the notice in the official website of the Govt. of Odisha.


CHAIRPERSON

Memo No. 685 , Date: 13.08.2025.

Copy along with a copy of the enclosure forwarded to the Additional Secretary, IT, Department of W&CD for information and necessary action. It is requested to take immediate steps to webhost the notice on the official website of this Department.


CHAIRPERSON

Terms & Conditions

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, Pollution 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 damage to any property on account of use of hire vehicle any manner what so ever. 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 fuel, which is to be paid separately basing on actual consumption and 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 remuneration of the driver shall be borne by the owner.
5. In case of breakdown for reasons whatsoever there placement 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 vehicles 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. 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 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 so this 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.

13. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.

Annexure-B**General Information**

Sl No	Particulars	
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 & 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	Proposed hire Charge of the vehicle per month excluding fuel cost	
18	Rate of fuel consumption / Mileage per litre	
19	Contact Number of the Service provider (Tenderer/Quotatfoner)	
20	Contact number of Driver	

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

Seal & Signature of
Quotationer / Tenderer