



**AGRICULTURE TECHNOLOGY MANAGEMENT AGENCY RAYAGADA
DIST-RAYAGADA - 765001.**

E-mail- ddaraya.dag@nic.in, Ph.No-06856-299928

Letter No : 97 / ATMA

Dated : 29.01.2025

QUOTATION CALL NOTICE

Sealed quotations/tenders are invited from interested reputed Travel Agencies/Tour Operators/ Private individuals for providing One number of AC -Diesel driven vehicle (TUV-300/ Bolero -Neo / SLX) having sitting capacity not more than ten (10) including Driver, which shall confirm to the Terms and Conditions (Annexure-II) for official use in Chief District Agriculture Officer-cum-Project Director , ATMA ,Rayagada on monthly hire basis.

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 than 03 (three) years** old from the date of initial registration and must have valid Registration Certificate, insurance Certificate, Fitness certificate, Pollution certificate , proof of up to date tax payment etc. which are mandatory for plying of vehicle.
3. 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.
4. The Driver should be well behaved, gentle and obedient in nature.
5. A sum of Rs. 5000/- shall be deposited by the intending bidders in shape of Account payee Bank Draft drawn in favour of the **PROJECT DIRECTOR,ATMA , RAYAGADA** payable at **SBI(ADB) RAYAGADA** and submitted along with the tender as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders.
6. The monthly rate of hire charge be quoted separately in the general bid information (excluding fuel and lubricants).
7. The vehicle must achieve a fuel efficiency of 10 KMs per liter
8. The details of the make and year of manufacture of the vehicle. Registration no., mileage (KMs covered per liter) and name of the Driver with Driving License No. and period of validity should be specially provided in the general bid information to be furnished with the Quotation/ Tender (Annexure-III).
9. The quotation completed in all respect should reach the undersigned on or before 07.02.2025 by 03.00 PM by **Speed Post or Register Post** and shall be opened on the same day at 04.30 PM in presence of the bidders or their authorized representatives.

Cont.....

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10. The application form of quotations/ tender containing General Bid information & Terms and conditions for Hiring of Vehicles etc. will be available with Chief District Agriculture Officer-cum-Project Director, ATMA , Rayagada on payment of Rs. 100/- (Rupees One hundred) only from dated 30.01.2025 to 06.02.2025 by 05.30 PM during working hours or can be downloaded from Rayagada Dist website : www.rayagada.nic.in in case application is downloaded from Govt. website, the applicant shall furnish a Demand Draft for an amount of Rs. 100/- (Rupees One hundred) only in favour of **PROJECT DIRECTOR ATMA RAYAGADA** payable at **SBI(ADB), Rayagada** towards the cost of application along with the duly filled in application.

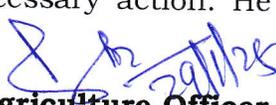
11. The authority reserves the right to cancel the quotation without assigning any.


Chief District Agriculture Officer
-cum -P.D.ATMA, Rayagada

Memo No : 98 /ATMA

Date: 29-01-2025

Copy forwarded to the District e-Governance Manager, National Information Centre(NIC), Rayagada for Information and necessary action. He is request to publish the notice in the District website .


Chief District Agriculture Officer
-cum -P.D.ATMA, Rayagada

Memo No : 99 /ATMA

Date: 29-01-2025

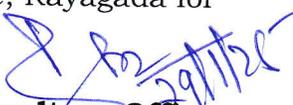
Copy forwarded to the Chief District Veterinary Officer Rayagada / Dy. Director of Horticulture Rayagada / District Fishery Officer, Rayagada / P. D. Watershed, Rayagada/Agriculture District Officer (all) for information and necessary action. They are requested to display the notice on the Office notice board for wide publicity.


Chief District Agriculture Officer
-cum -P.D.ATMA, Rayagada

Memo No: 100 /ATMA

Date: 29-01-2025

Copy submitted to the Collector & District Magistrate, Rayagada for favour of kind information.


Chief District Agriculture Officer
-cum -P.D.ATMA, Rayagada

Memo No: 101 /ATMA

Date: 29-01-2025

Copy to Office Notice Board/Account Section.

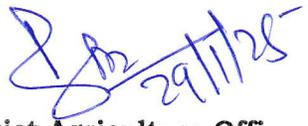

Chief District Agriculture Officer
-cum -P.D.ATMA, Rayagada

TERMS & CONDITIONS FOR HIRING OF VEHICLES(Annexure-II)

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

1. Type of vehicles permissible to be hired is TUV300/Bolero-(Neo/SLX) .
2. In view of pollution being high through use of diesel vehicle, it is preferable to hire BS-IV compliant petrol Vehicle.
3. Minimum average mileage is 10 KMs per liter for TUV-300 / Bolero-(Neo/SLX) and the maximum limit of hiring charge of the vehicle is Rs 30,000/- (Rupees Thirty thousand only), including all Taxes per month.
4. The vehicle hired shall be in good condition and shall not be older than 03(three) years at the time of engagement.
5. The hired vehicles, during period of contract, shall have all necessary valid MV documents such as :- valid Registration certificate, Insurance Certificate, Fitness Certificate, Pollution control , proof of up to date tax payment etc. and Driving License of the driver available all the times. 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 hired vehicle any manner whatsoever. The vehicle owner shall be responsible for all such litigation.
6. 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. All the expenditure of the vehicle towards major or minor repair, replacement of spare parts, Lubricating oil of Engine, Gear Box & differential Coolant, Tyre & Tubes, Battery etc. will be borne by the bidder.
7. It shall be the responsibility of the bidder to provide a good driver who should be well behaved, gentle and obedient in nature and the salary of the driver shall be borne by the owner.
8. 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.
9. 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. The driver should wear a uniform & budge license, he should be a non-alcoholic and should be regular with timely present as and when required.
10. In case, absence of driver for whatsoever reasons the owner shall arrange substitute for the vehicle.
11. In case of the vehicle do not report regularly, the authority will be at liberty to reject the agreement without assigning any reason thereof and may engage vehicle from other source.
12. In case of emergency, the driver will have to report for duty as per the requirement of hirer. No extra payment shall be demanded.
13. Monthly hire charges and reimbursements towards cost of diesel (as per actual consumption) of selected bidder will be paid in every succeeding month within fifteen days submission of bills by the bidder and no advance payment will be made.
14. If the services are found to be unsatisfactory, the Chief District Agriculture Officer-cum-Project Director, ATMA Rayagada will give one month notice and terminate the agreement without assigning any reason thereof.
15. In case the provider intends to withdraw the services of his vehicle and terminate the agreement, it shall be mandatory upon him to grant Two month notice before such withdrawal of service and termination of agreement.
16. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit and pending hiring charges of the vehicle.

17. The vehicle should be kept clean and tidy and should have name boards & stickering as specified in the contract on the vehicle.
18. Vehicle should be regularly serviced and maintained so as to avoid any break down. In case of break down an alternative vehicle should be arranged for without compromising the services of Mobile Agriculture Unit Pouring of lubricant must be borne by the Service Provider.
19. The hired vehicles cannot be used for any private /commercial purpose beyond the official hours.
20. The fuel cost for movement of vehicle to and from owner house to Officer will be borne by vehicle owner. Such movement must be record in the Logbook.
21. No extra charges will be paid for night halts at out station and the lodging/boarding charges of the driver will be borne by the owner of the vehicle.
22. The vehicle is to be preferably of **WHITE COLOUR**.
23. An agreement will be made with the vehicle owner before engagement of his vehicle.
24. A sum of Rs.5000/- shall be deposited by the intending bidders in shape of Bank Draft drawn in favour of the **PROJECT DIRECTOR ATMA, RAYAGADA** and submitted along with the tender as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders. No Account payee cheque will be accepted and the application will be rejected.
25. The monthly rate of hire charge be quoted separately in the general bid information (excluding fuel and lubricants).
26. Fixing of **FASTag** in the Vehicle.


**Chief District Agriculture Officer-
cum-Project Director, ATMA,
Rayagada**

GENERAL INFORMATION FOR HIRING VEHICLES(Annexure-III)

1	Registration No. of Vehicle:-	
2	Type of Vehicle (Ac/ Non-AC):-	
3	Year of Manufacture:-	
4	MAKE, Model of the Vehicle & Colour	
5	Date of registration:-	
6	Name & complete address Of the owner of vehicle:-	
7	Adhar Card Number:-	
8	PAN Card Number:-	
9	Fitness Certificate validity:	
10	Permit validity:-	
11	Insurance validity:-	
12	Name/ Address of the Driver:-	
13	D.L. No. & Validity of the D.L. of the Driver:-	
15	Proposed hire Charge of the vehicle per month	
16	Rate of fuel consumption/ Mileage per liter:-	
17	Contact Number of the service provider (Tenderer)	Mobile..... Telephone..... E. Mail id.....
18	GST Registration No :	
19	XEROX Copy with self signed of the documents i.e (i) valid Registration certificate, (ii) Insurance Certificate, (iii) Fitness Certificate, (iv) valid Contract Carriage Permit, (v) proof of up to date tax payment, etc. of vehicle, D.L. of the driver & under taking regarding fitting of device in the MVU Vehicle if selected are enclosed.	
20	Security deposit amount of Rs.5000/- (in the name of PROJECT DIRECTOR ATMA , RAYAGADA and payable at Rayagada only).	Bank Draft No.....Date..... Name of the
21	Cost of tender paper Rs.100/- deposited.	Money Receipt No. Book No..... Date OR DD/BD No.....Dt..... Name of the Bank.....
22	Agreed to fixing of FASTag & made stickering to the vehicle.	Yes No

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

Seal & Signature of the Tenderer

CHECK LIST OF DOCUMENTS TO BE SUBMITTED IN THE TENDER (Sequentially)

SL. No.	Name of The Document	Submitted Yes/No	Page No.
1	Duly filled Tender application form with authentic full signature of the bidder and seal (Optional).		
2	Full Signature in every page of all documents with page serial number or not.		
3	Copy of ADHAR Card		
4	Copy of PAN card		
5	Copy of GST registration certificate ✓		
6	Bank Draft (Security Deposit) in the name of Project Director, ATMA, Rayagada, Payable at Rayagada only : Transaction No.: Date: Amount:		
7	Xerox copy of Valid Registration Certificate		
8	Xerox copy of Valid Insurance Certificate		
9	Xerox copy of Valid Fitness Certificate		
10	Xerox copy of Valid Contract Carriage Permit Certificate		
11	Xerox copy of proof of up to date Tax Payment etc of the Vehicle.		
12	Xerox copy of the DL of the Driver		
13	fixing of FASTag		

CERTIFICATE OF UNDERTAKING

- Certified that I agree to the above terms and conditions of the tender for providing hired vehicle as per the Government norms and conditions.
- Certified that the information furnished above are true and correct to the best of my knowledge and belief. In case any information given above is or are found to be incorrect at any time, I under take the liability to be proceeded with in any manner.
- Certified that I shall not claim for any compensation for submission of Tender.

Date :

Official Seal

Signature of the bidder/ Authorized signatory

To

The Chief District Agriculture Officer-
cum-Project Director , ATMA, Rayagada.

Sub:- Application for proving Vehicle on hired basis under Tender Process.

Sir,

With a kind reference to the above tender notification number, I Sri.....
S/o..... At/Po:-Dist:-.....
is hereby applying in the above tender for providing my TUV300/Bolero/Sumo Gold/Ertiga
Vehicle on monthly hire basis to a monthly hiring charge of Rs :..... /-
(Rupees.....) inclusive of all Taxes and GST. I have clearly
read and understood all the terms and conditions of the above tender as per Annexure-II and
I agree to all the terms and conditions of noticed in the tender. I am herewith provided all the
general information along with the related necessary documents prescribed in Annexure-III
and Check list.

Therefore my tender application may kindly consider for selection in the tender
process and and I shall not claim any compensation for submission of Tender.

Yours faithfully,

Full Signature of the Tenderer with seal(optional)

Mobile No:-

Adhar Number:-

Permanent Address:-