



ଜିଲ୍ଲା ଦକ୍ଷତା ବିକାଶ  
ଡିଆ ନିୟୋଜନ କାର୍ଯ୍ୟାଳୟ, ରାୟଗଡ଼ା  
DISTRICT SKILL DEVELOPMENT  
& EMPLOYMENT OFFICE,  
RAYAGADA

At- Collectorate Campus, Rayagada-765001  
E-mail: [deex\\_rayagada@yahoo.in](mailto:deex_rayagada@yahoo.in)

No. 1452 /DSDEO,Rayagada

Date. 31 / 12 / 2024

**SEALED QUOTATION/ SHORT TERM TENDER CALL NOTICE**

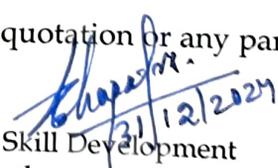
Sealed quotations are invited from interested Farms/Travel Agencies or private individuals for providing the following type of vehicle on monthly hiring basis for official use at the District Skill Development-cum--Employment Office, Rayagada towards supervision and monitoring of the Skill Development Training Programme & other related activities in the district.

| Sl. No   | Vehicle Make & Model (Will be used by District Level Officer) | Hiring Charges per month | Minimum Average Fuel Mileage | Unit Required |
|--|---|--------------------------|------------------------------|---------------|
| As per Finance Department O.M. No.22924/F Date 14.08.2023(Attached at Annexure-IV) |   |                          |                              |               |

The detail Terms and Conditions (Annexure-I) of the Tender along with Application Form (Annexure-II) are available in the district website <https://www.rayagada.nic.in> which may be downloaded by the interested parties. It can be obtained in person from office of District Employment Exchange, Rayagada also.

The Tender Papers along with all required documents from the interested Farms/Travel Agencies or private individuals should be filed in the office of the District Skill Development-cum-Employment Officer, Rayagada on or before **02.01.2025** by 1 P.M or it may sent through registered post/speed post in the address of District Skill Development-cum-Employment Officer, Rayagada At- Under the campus of District Collectorate, Rayagada Pin-765001 in a sealed cover super scribed "Short term Tender/Quotation for providing vehicle on hire basis". The Short term Tender/Quotation received after scheduled date & time or in incomplete manner shall be summarily rejected. The Tender/quotation shall be opened on the same day i.e. **02.01.2025** by 3P.M in presence of the committee members and bidders or their nominated representatives in the office chamber of the District Skill Development-cum-Employment Officer, Rayagada.

The undersigned reserves the every right to cancel/reject the quotation or any part without assigning any reason thereof.

  
District Skill Development  
cum Employment Officer,  
Rayagada

Date. 31 / 12 / 2024

Memo No. 1453 /DSDEO,Rayagada

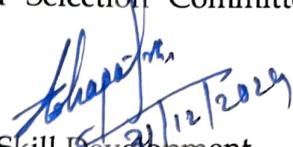
Copy along with copy of the enclosure(ATC) submitted to the Notice Board of Collectorate, Rayagada/Zilla Parisada, Rayagada/DIPRO, Rayagada/Sub-Collectorate, Rayagada/Gunupur/Office Notice Board, Rayagada/Gunupur/DIO, NIC to upload at the district website <https://www.rayagada.nic.in> for information and necessary wide publicity.

  
District Skill Development  
cum Employment Officer,  
Rayagada

Memo No. 1454 /DSDEO,Rayagada

Date. 31 / 12 / 2024

Copy submitted to the members Vehicle Tender opening and Selection Committee, Rayagada for kind information and necessary action.

  
District Skill Development  
cum Employment Officer,  
Rayagada

Memo No. 1455 /DSDEO,Rayagada

Date. 31 / 12 / 2024

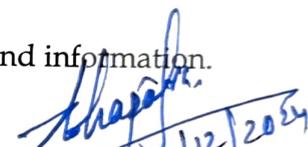
Copy submitted to the Director of Skill Development-cum-Employment cum CEO, OSDA, Odisha, Bhubaneswar for favour of kind information.

  
District Skill Development  
cum Employment Officer,  
Rayagada

Memo No. 1456 /DSDEO,Rayagada

Date. 31 / 12 / 2024

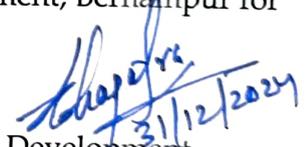
Copy submitted to the PA to the Collector, Rayagada for favour of kind information.

  
District Skill Development  
cum Employment Officer,  
Rayagada

Memo No. 1457 /DSDEO,Rayagada

Date. 31 / 12 / 2024

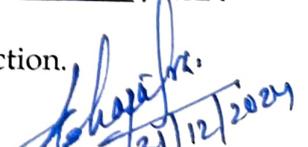
Copy submitted to the Dy. Director of Skill Development-cum-Employment, Berhampur for favour of kind information.

  
District Skill Development  
cum Employment Officer,  
Rayagada

Memo No. 1458 /DSDEO,Rayagada

Date. 31 / 12 / 2024

Copy to the Estt. Section/ vehicle file for information and necessary action.

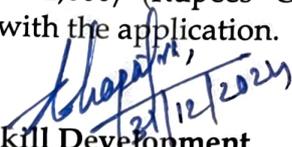
  
District Skill Development  
cum Employment Officer,  
Rayagada

**TERMS AND CONDITIONS:-**

- (i) The vehicle must be on road worthy condition and should have a valid R.C, Insurance, fitness, pollution clearance & valid contract carriage permit. The driver of the vehicle should have a valid driving license for transport passenger vehicle & should be experienced one.
- (ii) The remuneration of the driver along with repair / maintenance charges and other operating costs including road taxes will be borne by the Farm/Travel Agency.
- (iii) The driver of the vehicle should have specific Mobile number and attend the call round the clock if required. No separate payment would be made for the same.
- (iv) The cost of fuel and hiring charges will be paid by the undersigned time to time on receipt of funds released by the Director of Skill Development-cum-Employment, Odisha, Bhubaneswar for the purpose.
- (v) The bidder should give willingness in writing that the agency is ready to send the vehicle to interior pockets of the district if required.
- (vi) The contract shall be valid for an initial period of one year starting from the date of issue of work order and the department may be extend the contract for one year more on the same term and conditions with subject to the services are found satisfactory.
- (vii) The legible & clear photo copies of all the documents should accompany the bid. The bid accompanied with illegible documents shall be summarily rejected.
- (viii) The vehicle to be deployed should be preferable not more than 3 years old and must have commercial license/registration. Preference will be given to bidders deploying new/latest vehicles.
- (ix) Zero based mileage i.e. mileage starting and ending at/from duty or drop off location shall be adopted for the purpose of calculating kilometers.
- (x) The disengagement of vehicle during the contract period, two months prior notice is required for both the office & service provider.
- (xi) The vehicle provided/deployed under the agreement should not used for any other purpose.
- (xii) The tender shall ensure that the vehicle is always fully insured including insurance claim of the driver and all other passengers and all statutory dues/taxes are paid in time and shall also comply with Motor Vehicle Acts/Rules/ Other statutory requirement. This office shall not be responsible for any of the aforesaid claims/ dues.
- (xiii) Monthly hire charges and reimbursements towards cost of POL (as per actual) of selected bidder will be paid in every succeeding month, as possible within fifteen days of the submission of bills by the service provider and Petrol Pump.
- (xiv) The tender quoting lowest rate will be declared as successful bidder.
- (xv) The District Skill Development-cum-Employment Officer, Rayagada reserves the right to reject all or any of the offers without assigning any reason thereof and the decision of this office shall be final and bidding.
- (xvi) The office hiring the vehicle shall not be responsible for any person damages to any property on account of use of hired vehicle any manner whatsoever.
- (xvii) The hirer shall be responsible for any vehicle bank finance issues. If such issues arise during engagement of the vehicle, the hirer will replace the same model or higher model to the District Skill Development cum Employment Officer, Rayagada at an earliest without any delay.



- (xviii) A sum of Rs. 5,000/- (Five Thousand) only shall be deposited by the intending bidders in shape of Bank Draft drawn in favour of the District Skill Development cum Employment Officer, Rayagada and submitted along with the tender as security deposit. After completion of tender process, the amount will be refunded to the unsuccessful bidders.
- (xix) If the bidder violates any of the terms of the contract. Government shall forfeit the entire amount of security deposit and pending hiring charges of the vehicle.
- (xx) In case the application form is downloaded from Govt. website, the applicant shall furnish a Demand Draft for an amount Rs. 1,000/- (Rupees One Thousand) only towards the cost of application along with the application.

  
District Skill Development  
cum Employment Officer,  
Rayagada

SEALED QUOTATION SUBMISSION FORMART

Name of the Quotationer/ Tenderer-

Performa-

| Sl. No | Vehicle Make & Model (Will be used by District Level Officer) | Hiring Charges per month | Minimum Average Fuel Mileage Per K.M. |
|--------|---|--------------------------|---------------------------------------|
| 1      | 2   | 3                        | 4                                     |
|        |   |                          |                                       |

Seal & Signature of the  
Quotationer/ Tenderer with date

**APPLICATION FORM FOR PROVIDING VEHICLE ON HIRE BASIS DURING  
ENGAGEMENT AT DSDE, OFFICE, RAYAGADA**

|     |  |            |           |
|-----|--|------------|-----------|
| 1   | Registration No. of the vehicle (Enclose copy of the RC of vehicle)                                      |            |           |
| 2   | Type of Vehicle(AC/Non-AC)   |            |           |
| 3   | Year of Manufacture  |            |           |
| 4   | Model  |            |           |
| 5   | Date of Registration   |            |           |
| 6   | Name & complete address of the owner of vehicle (Enclose copies of the documents of I.D & Address proof) |            |           |
| 7   | Fitness Certificate validity (Enclose documentary proof)   |            |           |
| 8   | Permit validity (Enclose documentary proof)  |            |           |
| 9   | Insurance validity (Enclose documentary proof)   |            |           |
| 10  | Name/Address of the Driver (Enclose copies of document of I.D. & Address proof)                          |            |           |
| 11. | D.L. No. & Validity of the D.L. of the Driver (Enclose Photo copy of the D.L.)                           |            |           |
| 12  | Proposed Hire charges of the vehicle per month excluding fuel cost in rupees.                            |            |           |
| 13  | Rate of fuel consumption/ Mileage per liter  |            |           |
| 14  | GST/PAN Number of the Quotationer (Enclose documentary proof)  |            |           |
| 15  | Contact Number of the Service Provider (Tenderer/ Quotationer )  | Mobile No. | Tele. No. |
|     |  |            |           |

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

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

**GOVERNMENT OF ODISHA  
FINANCE DEPARTMENT**

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No. 32143 /F., Date 14.08.2023  
FIN-COD-MV-0004-2018

**OFFICE MEMORANDUM**

Sub.: **Comprehensive instructions regarding hiring of Private petrol/  
diesel vehicles for official use by State Government Offices....  
...Regarding**

As a matter of policy, the State Government has decided that only a selected categories of functionaries such as Hon'ble Minister, Secretaries of Departments, District Magistrate, District Judges etc. would be provided with Government vehicles and other officers / offices would be authorized to hire vehicles for performing official business and for undertaking tours.

2. The norms and modalities of hiring of private vehicles for official use were fixed vide FDOM No. 34085/F Dated 29.9.2012, FDOM No. 27037/F Dated 8.10.2015, FDOM No 30464/F dated 06.09.2019 and FDOM No 33326/F dated 27.09.2019.

3. In the meantime, some instructions have become outdated. Therefore, the existing provisions have been reviewed comprehensively. Now, by consolidation and supersession the provisions of FDOM No. 34085/F Dated 29.9.2012, FDOM No. 27037/F Dated 8.10.2015, FDOM No 30464/F dated 06.09.2019 and FDOM No 33326/F dated 27.09.2019, the following provisions are made. The provisions of this Office Memorandum shall be followed scrupulously by all concerned for hiring of private petrol / diesel vehicles for official use.

4. The maximum hiring charges in respect of different kinds of hired vehicles are re-fixed with mileage as tabled below:

| Sl.No | Category of offices  | vehicles  | Maximum hire charges per month excluding taxes<br>(in Rs) | Minimum Average Mileage<br>(in KM/Lit) |
|-------|--|---|---|--|
| 1     | 2  | 3   | 4   | 5                                      |
| 1.    | Blocks/Tahasils and other field offices  | TUV300 /Bolero /Sumo Gold / Ertiga etc            | Rs 31,000/-   | 10                                     |
| 2.    | District/Range level Offices   | Tiago/ Bolt/ Celerio (Petrol) etc                 | Rs 20,000/-   | 17                                     |
| 3     | Collectors /Superintendent of Police /and other equivalent Officers (For their own use)        | Scorpio/Creta/Mahindra Marazzo etc                | Rs 37,000/-   | 10                                     |
| 4     | Heads of Department /Secretariat (Pool vehicles)   | Tiago/ Bolt/ Celerio ets                          | Rs 20,000/-   | 17                                     |
| 5     | Special Secretaries / Additional Secretaries /Heads of Department (For their own official use) | Zest/Tigor/Swift Dzire/ Xcent/ Etios (Petrol) ets | Rs.26,000/-   | 17                                     |

|   |   |                                 |             |    |
|---|---|---------------------------------|-------------|----|
| 6 | Principal Secretaries /Secretaries and other equivalent officers (For their own official use) | Ciaz/Honda City (Petrol) etc.   | Rs.30,000/- | 12 |
| 7 | Officers of the Apex Scale  | Innova/ Hexa/Xuv 500            | Rs 42,000/- | 9  |
| 8 | Hon'ble Ministers/Other Dignitaries   | Innova/ Hexa/Xuv 500            | Rs 42,000/- | 9  |
| 9 | Colleges/Universities/Training Institutes/and other equivalent institutions                   | Private Mini Bus (30-32-seater) | Rs 85,000/- | 6  |

**Note-1:** The model of vehicles in column-3 above is only indicative. Vehicles of similar model and segment, having the same mileage and hiring charges, can be engaged.

**Note-2:** Only those HoDs, who do not have an earmarked vehicle and have to perform extensive tours, will also be allowed to hire a vehicle at par with Collectors/Superintendent of Police on case-to-case basis with concurrence of Finance Department.

**Note-3:** The mileage, as prescribed above, shall also be applicable for equivalent model of Government Vehicles.

#### 5. Terms and Conditions for Hiring Vehicles:

- i. Administrative Departments shall hire vehicle for official use in substitution of existing government vehicles after completion of the condemnation and scrapping of the vehicle in terms of guidelines issued by Commerce & Transport (Transport) Department and as amended from time to time.

- ii. **Hiring sought for, without condemnation of existing vehicles and hiring of vehicle for new offices or for entitled officers, will require prior concurrence of Finance Department.**
- iii. The procuring entity shall follow a transparent bidding process for selection of the Service Providers for hiring of vehicles. A standard model bidding document (MBD) is enclosed at **Annexure-I** for use of procuring entities. In view of pollution being high, it is preferable to hire BS-VI emission compliant Vehicles.
- iv. The hiring charges do not include fuel cost (petrol/diesel) which is to be paid separately basing on actual consumption and as per norms.
- v. The vehicles hired shall be in good condition and shall not be older than three years. **Vehicles older than seven years should be replaced by new vehicles by the service provider.**
- vi. The Service Providers will ensure that the vehicle is kept under optimum running condition and avoid accidents attributable to lack of maintenance/upkeep. **The hired vehicles cannot be used for any private/commercial purpose beyond office hours or during holidays.**
- vii. The model Service Provider Agreement is attached at **Annexure-II**.
- viii. Vehicles may also be hired through electronic platform such as GeM etc. by adhering to the aforesaid norms. The maximum hiring charges as indicated in column-3 of the table of para-4 shall not apply for the vehicle to be hired through electronic platform as the hiring charges of electronic platform may be inclusive of fuel cost, lubricant etc.
- ix. Log books shall be maintained as per the format at **Annexure-III**. Kilometre reading and POL drawn shall be necessarily recorded in relevant columns and verified regularly by the authorized officer before releasing payment.
- x. The service provider shall have a valid OGST registration to participate in the tendering.
- xi. The service provider, participating in the bidding process under the jurisdiction of Municipal Corporations, shall be registered on GeM platform.

- xii. The recurring expenditure involved in hiring of vehicles shall be met from the Budget sanctioned for respective Offices under the object head of "Motor Vehicles".
- xiii. The hiring may be discontinued immediately, when the vehicles are no longer required for offices.
- xiv. Sanction for hiring of vehicles for one-time sporadic requirement on case-to-case basis shall be accorded by concerned Administrative Department.

**6. Ceilings of Usage:**

- i. Vehicles used by Officers of the grade of Heads of Department and above up to maximum of 2500 kms in a month.
- ii. Vehicles used by other Officers and for pool duty up to maximum of 2000 kms in a month.
- iii. In case of variation exceeding 20%, the concurrence of Administrative Department shall be taken.

**Note-1:** The ceiling on usage, as prescribed above, shall also be applicable for equivalent model of Government Vehicles.

7. The period of the contract shall be initially for a period of 2 years which can be extended subject to satisfactory performance.

8. EMD / Bid Security and Performance Security shall be as per the provision of Odisha General Financial Rules and as amended from time to time.

These instructions shall be effective from the date of issue of this Office Memorandum.

**By orders of the Governor,**

**Principal Secretary to Government**