

**COLLECTORATE: RAYAGADA**  
**(Social Welfare Section)**  
**Email ID- dsworayagada@nlc.in**

L. No. 376 /2025

Date: 11.02.2025

**Quotation Call Notice**

Sealed quotation/ short tender are invited from interested reputed Travels Agencies/ Tour Operators or private individuals for providing one no TUV300/ Bolero/ Sumo/ Gold/ Ertiga having seating capacity not more than seven including Driver, which shall confirm to the Terms and conditions (Annexure-II) for official use in One Stop Centre, Rayagada meant for One Stop Centre, Rayagada for the period of six months on monthly hire basis.

1. The Vehicle must be in road worthy condition and shall not be more than 3 years old from the date of initial registration and must have valid Registration Certificate, Insurance Certificate, Fitness Certificate and valid contract Carriage Permit, valid OGST registration, proof of up to date tax payment, etc. which are mandatory for plying of vehicle.
2. 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.
3. The Driver should be well behaved, gentle and obedient in nature.
4. A sum of Rs.5,000/- shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the **District Social Welfare Officer, Rayagada** submitted along with the quotation / tender as security deposit. After completion of tender process, the Bank Draft will be refunded to unsuccessful bidders.
5. The monthly rate of maximum hire charges is limited to Rs. 25,000/- (Rupees Twenty Five Thousand) only (excluding fuel and including all taxes)
6. The Vehicle must achieve a fuel efficiency of 10 Km per litre.
7. The details of the make and year of manufacture of the vehicle, registration no., mileage (K.Ms covered per liter) 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-III)
8. The Quotation completed in all respect should reach the District Social Welfare Office, Rayagada in a sealed cover super scribed "**Quotation for providing vehicle on hire basis**" by **Registered post/Speed Post/Courier** on or before **27.02.2025 by 5:30 P.M** and shall be opened on **28.02.2025. at 11:00 A.M** . in presence of the bidders or their authorized representatives of District Social Welfare Office, Rayagada.

9. The application for of quotation / tender containing General Bid Information and terms and Condition for Hiring of Vehicle etc will be available with the District Social Welfare Office, Collectorate, Rayagada on Payment of Rs. 100/- (non-refundable) from 11.02.2025 to 27.02.2025 or can be downloaded from District Official website (www.rayagada.nic.in) from 11.02.2025 to 27.02.2025. In case the application form is downloaded from the district website, the applicant shall furnish a Demand Draft in favour of District Social Welfare Officer, Rayagada for an amount of Rs. 100/- (Rupees One hundred) only towards the cost of application along with the application.
10. The undersigned reserves the rights to cancel the above notice and the quotations without assigning any reason thereof.



Addl District Magistrate,

Rayagada

Memo No. 377 /2025

Date: 11 .02.2025

Copy to notice Board of Collectorate, Rayagada.

Copy along with Annexure-II and Annexure-III forwarded to Regional Transport Officer, Rayagada / All Block Development Officers / All Tahasildars / All CDPOs / All Sub-Collectors / P.A., ITDA, Rayagada / CDO-cum- EO, Zilla Parishad, Rayagada/ DIPRO, Rayagada for information and necessary action with a request to publish the tender/ quotation notice in their office notice board for information of general public.



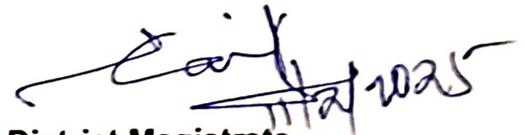
Addl District Magistrate,

Rayagada

Memo No. 378 /2025

Date: 11 .02.2025

Copy to all Members of the District Level Tender Committee for information and necessary action.



Addl District Magistrate,

Rayagada

16337/2024/DSWO SECTION

I/4975/2025

Memo No. 379 /2025

Date: 4 .02.2025

Copy along with copy of standard bidding document, terms conditions & other information for hiring of vehicle Annexure-I, II & III forwarded to the Informatics' Officer, NIC, Rayagada for favour of information with a request to publish this in the District website (www.rayagada.nic.in) for information of the general public.

  
Addl District Magistrate,

Rayagada

Memo No. 380 /2025

Dated: 11 .02.2025

Copy to Under Secretary to Govt. W&CD Department, Odisha for information and necessary action with reference to letter No. 22844 dated

  
Addl District Magistrate,

Rayagada

(Annexure-I)

**Attested copies of Documents to be submitted along with Tender.**

1. Account payee Bank Draft of Rs. Rs. 5000/- (Rupees Five thousand) only drawn in favour of District Social Welfare Officer, Rayagada towards EMD/ Security Deposit.
2. MR for Rs. 100/- towards cost Tender / Quotation paper or DD for the amount if the Application form is downloaded from the website.
3. Valid Registration Certificate.
4. Insurance Certificates.
5. Fitness Certificates.
6. Valid contract carriage permits.
7. Proof of up to date tax payment.
8. DL of the Driver.



**Addl District Magistrate,  
Rayagada**

### TERMS & CONDITION FOR HIRING OF VEHICLES

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

1. The hired vehicles, during period of contract, shall have necessary valid MV documents such as :- valid Registration Certificate, Insurance Certificate, Fitness Certificate, valid Contract Carriage permit, valid OGST registration, proof of up to date tax payment etc. and D.L. of the driver available all the times. The Department / Officer 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 hirer shall be responsible for all such litigation.

2. The hire charges to be paid for monthly basis is final but does not include cost of diesel, which is to be paid separately @ 10 K.M per litre basing on coverage of mileage during the month. All the expenditure of the vehicle towards repair, replacement of spare parts, Lubricant oil of Engine, Gear Box & different Coolant, Tires & Tubes and Battery etc. will be borne by the bidder.

3. It shall be the responsibility of the bidder to provide a good driver and the salary of the driver shall be borne by the owner.

4. 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.

5. In case of the vehicle do not report regularly in time, the authority will be at liberty to reject the agreement and may engage vehicle from other source.

6. In case of emergency, the driver will have report for duty as per the requirement of hirer. So the Vehicle & driver should normally be stationed within Rayagada town. No extra payment shall be demanded.

7. The cost of diesel to be consumed throughout the month will be borne by the bidder / owner of the vehicle which will be reimbursed in subsequent month @10 K.M per liter subject to availability of funds.

8. Monthly hire charges and reimbursement towards cost of diesel as per actual will be paid to the selected bidder in every succeeding month, as per as possible within fifteen days of the submission of bills by the service provider subject to availability of funds and no advance payment will be made.

9. The vehicle shall not be more than 3 years old from the initial registration and also in good running conditions during the period of contract.

10. The maximum rate of hire charge should not exceed to the amount of Rs.25,000/- (Rupees Twenty Five Thousand) only per month. Necessary TDs will be deducted as applicable.

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 or hirer intends to withdraw the services of the vehicle and terminate the agreement, it shall be mandatory upon them to give one month notice for such withdrawal of services and termination of agreement.

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

14. The bidder should sign in each page of the tender/quotation paper in Annexure-I, II, III as token of agreement of the conditions.

15. The bidder shall submit the Annexure-I, II, III duly signed and filled in. The incomplete quotation papers without signature in each page and submission after due date and time will be rejected.

  
Addl District Magistrate,  
Rayagada

**GENERAL INFORMATION FOR HIRING VEHICLES**

1. Registration No. 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:-	
7. Fitness Certificate validity:-	
8. Permit Validity:	
9. Insurance validity:-	
10. Name / Address of the Driver:-	
11. D.L. No. & validity of the D.L. of the Driver:-	
12. Proposed hire charges of the vehicle per month including all taxes & excluding POL:-	
13 Rate of fuel consumption/ mileage per litre:-	
14 Contact Number of the Service provider (Bidder):-	Mobile No..... Telephone No..... Email ID:-.....
15 GST No.	
16 Bank account No and IFSC Code of the vehicle Owner	
17 Xerox copy of the documents enclosed:-  (1) Valid Registration Certificate (2) Insurance Certificate (3) Fitness Certificate (4) proof of up to date tax payment etc. of the vehicle.	

