

**OFFICE OF THE SUB- COLLECTOR: RAYAGADA  
(NIZARAT SECTION)**

**E- mail ID : - [subcol.raya-od@od.gov.in](mailto:subcol.raya-od@od.gov.in)**

No. 3734 /XXX-07/25

Date: 07.07.2025

**QUOTATION CALL NOTICE**

Sealed quotations/tenders are invited from interested reputed Travel Agencies/Tour Operators or Private individuals for providing one number of A/C Petrol/Diesel Driven vehicle "TUV300"/"BOLERO"/"SUMO GOLD"/"ERTIGA"/"SCORPIO" having sitting capacity not more than seven including driver, which shall conform to the Terms and conditions (Anexure-II) for official use in O/o. Sub- Collector, Rayagada on monthly rent basis.

Type of Vehicles	Maximum hire charges per month excluding taxes(*)	Maximum Average Mileage in Kms per litre
AC/Non- AC Petrol/Diesel driven Vehicle "TUV300"/"BOLERO"/"SUMO GOLD"/"ERTIGA"/"SCORPIO"	Rs.37200/-	10 Km per Ltr (Negotiable)

1. The vehicle must be in Road Worthy condition., shall not be more than 1 year old or Brand new from the date of initial registration and must have valid Registration Certificate, Insurance Certificate, Fitness Certificate, valid Contract Carriage Permit, 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. The bidders are required to execute a Bid Security Declaration (Annexure-I) in lieu of Bid security (also known as EMD) with stipulation that if they withdraw or modify their Bids during period of validity etc. they will be suspended for one year.
5. The successful Bidders will have to deposit as Security amount of Rs. 5000/- (Rupees Five Thousand) only in shape of demand draft drawn in favour of Sub- Collector, Rayagada from any scheduled Bank as security deposit.
6. The monthly rate of hire charge will be quoted separately in the general bid information (excluding fuel and lubricants).
7. The Fuel efficiency per liter will be negotiable.
8. The hired vehicles cannot be used for any private/commercial purpose beyond office hours or during holidays.
9. The service provider shall have a valid OGST registration to participate in the tendering. No vehicle of any service provider without GST shall be engaged for official use.
10. The mileage count will start from the location of pickup and no extra kilometers from the garage to the pickup point will be provided. The mileage count will also terminate at the dropping point and not up to the garage.



11. Log book shall be maintained as per the format (copy enclosed) which is provided in FDOM mentioned above.
12. 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 specifically provided in the general bid information to be furnished with the Quotation/Tender (Annexure-III).
13. The quotation completed in all respect must be received by this office through Registered/ Speed Post/Courier service or may be dropped at the Tender Box at Sub Collector's Office, Rayagada on or before 25.07.2025 by 5.00 PM and will be opened on 28.07.2025 at 4.00 PM in presence of the Bidders or their authorized representatives who wish to be present.
14. The application form of quotation/tender containing General bid information & Terms and condition for hiring of vehicles etc. will be available with O/o. Sub-Collector, Rayagada on payment of Rs. 1000/- from 11.07.2025 to 25.07.2025 during office hour of the working day or can be downloaded from District Website <https://rayagada.odisha.gov.in> In case the application form is downloaded from District Website the applicant shall furnished a Demand Draft for an amount of Rs. 1000/- (Rupees One Thousand) only drawn in favour of Sub-Collector, Rayagada Payable at Rayagada from any Scheduled Bank towards the cost of application along with the application.

Memo No. 3735.2025

  
Sub-Collector, Rayagada.

dated. 10/7/2025

Copy to PA to Collector, for kind information of Collector, Rayagada.

Memo No. 3736.2025

  
Sub-Collector, Rayagada

dated. 1/10/2025

Copy to RTO, Rayagada/All BDOs/ALL Tahasildars/CDPOs of Rayagada Sub-Division for information and wide publicity in their Notice Board.

Memo No. 3737.2025

  
Sub-Collector, Rayagada

dated. 1/10/2025

Copy to District Informatics Officer, NIC Collectorate, Rayagada/DeGM,Collectorate,Rayagada for information and necessary action with a request to publish the Quotation call notice in District Website.

  
Sub-Collector, Rayagada.

10.7.25

## TERMS AND CONDITION FOR HIRING OF VEHICLES

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

1. The hired vehicles, during period of contract, shall have all necessary valid MV documents such as:- valid Registration Certificate, Insurance 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. The Department/Office hiring the vehicle shall not be responsible for any damage/loss caused to hired vehicle or losses 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, patrol which is to be paid separately basing on actual consumption and lubricants as per existing Government norms. All the expenditure of the vehicle towards repair, replacement of spare parts, Lubricant oil of engine, gear Box & differential coolant, tires and tubes, 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 will 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, the authority will be at liberty to reject the agreement and may engage vehicle from other source.
6. GST Registration is compulsory for any service provider/tour operator/individual to provide hired vehicle to Sub-collector's Office, Rayagada.
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 hirer. No extra payment shall be demanded.
9. Monthly hire charges of selected bidder will be paid in every succeeding month, as far 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 year old or Brand new from the initial registration and also in good 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 of his 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.
14. The undersigned reserves the right to cancel or reject all or any of the offers without assigning any reasons thereof.
15. The 1<sup>st</sup> lowest bidder cannot be claimed to provide the vehicle as the vehicle will be selected by the committee with the latest model.
16. The vehicle will remain at the disposal of the Sub- Collector, Rayagada.

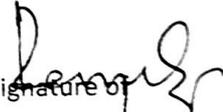


17. The selected Quotationer shall have to execute an agreement with the Sub- Collector, Rayagada indication all terms and conditions specified above.
18. The interested vehicle owners may submit quotations in sealed covers mentioning the monthly rental charges and per liter consumption of fuel in KMS in the prescribed format duly super scribed "Quotation for Hiring of Vehicle".

The quotations along with Xerox copy of PAN/IT Clearance, RC Book, Road Permit, Fitness Certificate, Insurance deposit Certificate of the vehicle must reach the undersigned on or before **25.07.2025 by 5.30 P.M.** The sealed quotations will be opened on 28.07.2025 at 4.00 P.M. in presence of the quotationers or their authorized representatives in the office of the undersigned.

Quotations received after the scheduled date and time shall not be entertained.

The undersigned reserves the right to accept or reject any or all quotations in full in part without assigning any reason hereof.

  
Signature of  
Quotation/Tender Calling Authority  
Sub- Collector, Rayagada

10-7-25

**GENERAL INFORMATION FOR HIRING VEHICLES**

- |       |  |    |
|-------|--|----|
| I.    | Registration No. of the vehicle  | :- |
| II.   | Type of Vehicle(AC/Non-AC)   | :- |
| III.  | Year of manufacture  | :- |
| IV.   | Model  | :- |
| V.    | Date of Registration   | :- |
| VI.   | Name & Complete address of Owner<br>of the Vehicle                           | :- |
| VII.  | Fitness Certificate validity   | :- |
| VIII. | PAN of the Travel/Tour Operators/Private<br>Individuals                      | :- |
| IX.   | GSTIN of the Travel Agencies/Tour Operators/<br>Private Individuals          | :- |
| X.    | Permit Validity  | :- |
| XI.   | Insurance Validity   | :- |
| XII.  | Name/Address of the Driver   | :- |
| XIII. | D.L. No. & Validity of D.L. of the Driver                                    | :- |
| XIV.  | Proposed hire charge of the vehicle per<br>Month excluding fuel cost and GST | :- |
| XV.   | Rate of fuel consumption/mileage per litre                                   | :- |
| XVI.  | Contact No. of the Service Provider<br>(Tender/Quotationer)                  | :- |

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

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

