

Collectorate, Rayagada  
(social welfare section)

Letter no.: 3295

date 22.08.25

Quotation/tender call notice

Sealed quotations/tenders are invited from interested reputed travel agencies/tour operators/including individuals for providing one no's Tiago / Bolt / Celerio (Petrol) vehicle having sitting capacity not more than 4 including driver, which shall conform to the terms and conditions (Appendix-II) for official use in Social Welfare Section, Collectorate, Rayagada on monthly rent basis.

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 roadworthy 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 paying 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. 5,000/- (Rupees Five Thousand only) shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the DSWO, Rayagada and submitted along with the tender as EMD. After completion of the tender process, EMD shall be refunded to unsuccessful bidders.
7. The monthly rate of hire charge, excluding GST, be quoted separately, excluding fuel. (The monthly rate of maximum hire charges is limited to **Rs. 24,000/- (Rupees Twenty-Four Thousand only)**, excluding GST and fuel.)
8. The Vehicle must achieve a fuel efficiency of 17 km per litre.
9. The details of the make and year of manufacture of the vehicle, registration no., mileage (km covered per litre) and name of the Driver, Driving License No. and period of validity should be specifically provided in the general bid information to be furnished with the Quotation/Tender (Appendix-B).
10. The Quotation completed in all respect should reach the undersigned on or before 06.09.25 by 1:30 P.M. and shall be opened on the day at 06.09.25 by 5:00 A.M./P.M. in presence of the bidders or their authorized representatives.
11. The application form of Quotation/Tender containing General Bid Information & Terms and Conditions for Hiring of Vehicles etc. will be available with download from Odisha Govt. Website <https://rayagada.odisha.gov.in> from Date 22.08.25 to Date 06.09.25.

  
Collector, Rayagada

Memo No. 3296

Date: 22.08.25

Copy to Notice Board of Collectorate, Rayagada.

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

  
Collector, Rayagada

Memo No. 3297

Date: 22.08.25

Copy to the Sub-Collector, Rayagada/Sub-Collector, Gunupur, CDO-cum-EO, Zilla Parishad, Rayagada, PA, ITDA Rayagada & Gunupur, all Tahasildars, all Block Development Officers, and all CDPOs of this district for information and necessary action, with a request to publish the tender/quotation notice on their notice boards for information of the general public.

  
Collector, Rayagada

Memo No. 3298

Date: 22.08.25

Copy along with the standard bidding document, terms and conditions, and other information for hiring of vehicle (Annexure-I, II & III) forwarded to the DEGM, Rayagada for favour of information with a request to publish the same on the District Website (<https://rayagada.odisha.gov.in>) for information of the general public.

  
Collector, 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. GST Registration Certificate (To verify that the service provider is registered under GST).
4. GeM Registration Certificate (*if applicable*) (Required for those under Municipal Corporation jurisdiction.)
5. PAN Card (Permanent Account Number) (For tax compliance and identity verification.)
6. Vehicle Registration Certificate (RC Book) (Must match the vehicle details provided in the tender.)
7. Valid Fitness Certificate of the Vehicle.
8. Valid Insurance Certificate of the Vehicle.
9. Valid Pollution Under Control (PUC) Certificate.
10. Valid Contract Carriage Permit.
11. Proof of Up-to-Date Road Tax Payment.
12. Valid Commercial Driving License of the Driver.
13. Police Verification Report of the Driver.
14. Aadhar Card/ID Proof of the Service Provider
15. Bank Account Details with Cancelled Cheque / Bank Passbook copy.
16. Undertaking or Declaration



Collector, Rayagada

**Terms & Conditions**

The following terms and conditions must be fulfilled by the bidder:

1. The hired vehicle, during the period of the contract, shall have all necessary valid Motor Vehicle (MV) documents such as **Registration Certificate, Insurance Certificate, Pollution Certificate, Fitness Certificate, valid Contract Carriage Permit, proof of up-to-date tax payment, and Driving License** of the driver available at all times.
2. The Department/Office hiring the vehicle shall **not be responsible** for any **damage/loss caused to the hired vehicle or loss of life/injury to any person or damage to any property** arising from the use of the hired vehicle in any manner whatsoever. The **hirer (bidder) shall be fully responsible for all such litigation.**
3. The **monthly hire charge** to be paid is final but **does not include the cost of fuel**, which will be reimbursed separately **as per existing Government norms**. All **expenditure towards repair, replacement of spare parts, lubricants, coolant, tyres, tubes, battery, etc.** shall be borne by the bidder.
4. It shall be the responsibility of the bidder to provide a **competent driver**, and **remuneration of the driver shall be borne by the service provider.**
5. In case of **breakdown**, for any reason, the service provider shall **provide a replacement vehicle of the same or better model** without delay.
6. If the vehicle **fails to report regularly**, the authority shall have the liberty to **terminate the agreement without prior notice.**
7. The vehicle must **report for duty at least 25 days in a month.**
8. In case of **emergency**, the driver must report as required. **No extra payment** shall be made for such duty.
9. **Monthly hire charges and fuel reimbursement (as per norms)** will be paid in the **succeeding month**, preferably within **15 days** from submission of bills by the service provider. **No advance payment** will be made.
10. The vehicle **shall not be more than 3 years old** from the date of initial registration and must be **in good running condition** during the contract period.
11. If services are found **unsatisfactory**, the client may **give one month's notice** and terminate the agreement.
12. If the service provider intends to **withdraw the service** and terminate the agreement, **one month's prior notice** is mandatory.
13. If the bidder **violates any of the terms of the contract**, the **entire security deposit shall be forfeited** by the Government.

**General Information**

Sl. No.	Particulars	Details
1	Name of the Service Provider	
2	Complete Address	
3	GST 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 Driver's License	
17	Contact Number of the Service Provider	
18	Contact Number of the Driver	
19	Proposed Hire Charge of the Vehicle per Month (Excl. Fuel)	
20	Rate of Fuel Consumption / Mileage (km per litre)	

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

**Seal & Signature of the Tenderer**