



**DISTRICT PLANNING & MONITORING UNIT, RAYAGADA  
(STATISTICAL WING)**

**Email-dpmustatistics.rayagada@gmail.com**

No. 691

Date. 19.09.25

**QUOTATION TENDER CALL NOTICE**

Sealed quotations are invited from interested reputed Travel Agencies / Tour Operators or Private Individuals for providing One No. TUV 300 / Bolero / Sumo / Gold/ Ertiga having sitting capacity no more than ten including driver, which shall conform to the terms and conditions (Annexure –II) for official use in DPMU Office on monthly rent basis.

1. The service provider must have a valid GST registration to participate in the tendering.
2. The vehicle must be in road worthy condition, shall not be more than 3 years old from the date of initial registration and must have a valid registration certificate, Insurance certificate, Fitness Certificate, pollution certificate, valid Contract Carriage Permit, proof of up-to-date tax payment etc. 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 in favour of the Deputy Director (P&S), District Planning & Monitoring Unit, Rayagada and submitted along with the quotation/tender as security deposit (EMD). After completion of the tender process, the amount will be refunded to unsuccessful bidders/ quotationers. The successful bidder/ quotationer shall deposit the fixed deposit of Rs.5000/- pledged in favour of DD(P&S), DPMU, Rayagada.
6. The monthly rate of hire charge excluding GST be quoted separately in general bid information (excluding fuel & lubricants).
7. The vehicle must be BS-VI emission compliant and it must achieve the fuel efficiency of 10 kms per liter.
8. The details of the make and year of manufacture of vehicle, registration no. /mileage (10km covered per liter) and name of the Driver, the Driver License No. and period of validity should be specifically provided in 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 **09.10.2025 by 11 AM** and shall be opened on the same day by **12.30 AM** in presence of the bidders or their authorized representatives.
10. The application form of quotation/ tender containing General information & terms condition for hiring of vehicles etc. will be available with the office of the DPMU, Rayagada during **11AM to 3 PM** on every working day from **19.08.2025 to 08.09.2025** and the same can be downloaded from the website [www.Rayagada.odisha.gov.in](http://www.Rayagada.odisha.gov.in) from **19.08.2025 to 08.10.2025**.
11. The authority has reserved the right to cancel the quotation without assigning any reason thereof.

19.09.25  
Seal & Signature of Quotation/Tender calling Authority,  
**Deputy Director (P&S)**  
Dist.Planning & Monitoring Unit  
Rayagada

✓  
Memo No. 692

Date. 19.09.25

Copy to the Joint Director (IT)&DIO, NIC, Rayagada for information and He is requested to hoist the quotation tender call notice in the district website for wide circulation of the same to the interested bidders/quotationers.

Hoy  
19/09/25

Deputy Director (P & S),  
DPMU, Rayagada.

Memo No. 693

Date. 19.09.25

Copy forwarded to the Additional Commercial Tax Officer, Rayagada for information.

Hoy  
19/09/25

Deputy Director (P & S),  
DPMU, Rayagada.

Memo No. 694

Date. 19.09.25

Copy to all the District level Officers of Rayagada District for wide circulation of the quotation call notice.

Hoy  
19/09/25

Deputy Director (P & S),  
DPMU, Rayagada.

Memo No. 695

Date. 19.09.25

Copy to the Notice Board of collector / Notice Board of DPMU Office / Notice Board of Zilla Parishad ,Rayagada for wide circulation of the quotation call notice.

Hoy  
19/09/25

Deputy Director (P & S),  
DPMU, Rayagada.

**TERMS AND CONDITIONS FOR HIRING VEHICLES**

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

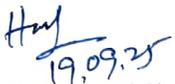
1. The hired vehicle during the period of contract, shall have all necessary valid MV documents such as valid registration certificate, Insurance Certificate, Fitness Certificate, Valid contract carriage permit, proof of up to date tax payment etc. and DL of the driver available all the time.
2. The Department/ Office hiring the vehicles shall not be responsible for any damage / loss caused to the hired vehicle or loss of life / injury made to any person for damage to any account of use of hired vehicle any manner whatsoever. The Hirer shall not be responsible for all such litigations.
3. The hire charges to be paid on monthly basis is final but does not include cost of diesel, which is to be paid separately basis on actual consumption and lubricants as per existing Government norms. All the expenditure of the vehicle towards repair, replacement of spare parts, lubricating oil of Engine, Gear Box & different Coolant, Tyres & Tubes, Battery etc. will be borne by the bidder/ Quotationer.
4. It shall be responsibility of the quotationer to provide a good driver and the salary of the driver shall be borne by the owner of the vehicle service provider.
5. In case for breakdown for reasons whatsoever the replacement of the vehicle of the same or better model shall be provided by the owner of the vehicle service provider.
6. In case of vehicle do not report do not report regularly, the authority will be at any liberty to reject the agreement and may engage vehicle from other source.
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 the Hirer/Authority. No extra payment shall be demanded.
9. Monthly hire charge and reimbursements towards cost of diesels (as per actual) and lubricants (as per Govt. Norms) of selected bidder will be paid in every succeeding month, as far as possible within fifteen days of submission of bills by the service provider and no advance payment will be made.
10. The vehicle shall not be more than 3years old from the initial registration and also in good running condition during 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 services of his vehicles 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 terms of the contract, Government shall forfeit the entire amount of security deposit.

  
19.09.25  
**Seal & Signature of Quotationer / Tender**  
Supply Officer (CS)  
Dist.Planning & Monitoring Unit  
Rayagada

**GENERAL INFORMATION FOR HIRING VEHICLES**

1. Registration No. of Vehicle :-
2. Type of Vehicle (AC/Non-AC) :-
3. Year of Manufacture :-
4. Make & Model :-
5. Date of registration :-
6. Name & complete address  
of the owner of vehicle: -
7. Bank Account No & IFSC Code:-
8. GST Number:-
9. GeM Registration Number:-
10. Fitness Certificate validity :-
11. Pollution Certificate:-
12. Permit validity :-
13. Insurance validity :-
14. Name / Address of the Driver :-
15. D.L. No. & Validity of the D.L of the Driver :-
16. Contact Number of Driver:-
17. Proposed hire Charge of the vehicle per month  
excluding fuel cost :-
18. Rate of fuel consumption / Mileage per liter :-
19. Contact Number of the Service provider (Tender/Quatationer) -  
Mobile \_\_\_\_\_ Telephone \_\_\_\_\_.

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

  
 19.09.25  
 Seal & Signator (P&S)  
 Dist. Quotation/Tenders Unit  
 Rayagada