

COLLECTORATE: RAYAGADA
(NIZARAT SECTION)

No. 1030 / II-6/25.Nizarat.

Dated:- 04.10.2025.

Quotation /Tender Call Notice

Sealed quotations are invited from interested reputed Travel Agencies / Tour Operators or private individuals for providing 01 (One) no. of **Scorpio-S or Scorpio-N** AC Diesel driven vehicle having sitting capacity of not more than ten including driver, which shall confirm to the Terms and Conditions (**Annexure-I**) for official use of **Addl. District Magistrate-General, Collectorate, Rayagada** on monthly hire basis including all taxes and excluding POL for maximum of **Rs.37,200/- (Rupees Thirty Seven Thousand Two Hundred)only** per month for a period of eleven months and may to be extended thereafter with full satisfaction.

- 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, Pollution Certificate and 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) 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 **Collector, Rayagada** and submitted along with the quotation / tender as EMD. After completion of tender process, EMD will be refunded to unsuccessful bidders.
- 5) The monthly rate of hire charge, excluding GST be quoted separately, excluding fuel.
- 6) The Vehicle must achieve a fuel efficiency of **10 Km** or more per litre.
- 7) The details of the make and year of manufacture of the vehicle, registration no., mileage (Kms covered per litre) 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-B**)
- 8) The Quotation completed in all respect should reach to the **Asst. Collector, Nizarat, Collectorate, Rayagada** in a sealed cover super scribed "**Quotation for providing vehicle on hire basis**" by Registered post/ Speed post only on or before **13.10.2025** by **1.00 P.M** and shall be opened on **14.10.2025** at **11.00 A.M** in presence of the bidders or their authorized representatives with proper authorization. Receipt of quotation after **14/10/2025** by **1.00 PM** and non submission of necessary documents will not be entertained and liable for rejection.

P.T.O.

- 9) The application form of quotation / tender containing General Bid Information and Terms and conditions for Hiring of Vehicles etc. will be available with the Asst. Collector, Nizarat, Collectorate, Rayagada can be downloaded from Rayagada District Official Website <https://rayagada.odisa.gov.in> from date 04.10.2025 to 14.10.2025
- 10) The undersigned reserves the right to cancel the above notice and the quotations without assigning any reason thereof.


Addl. District Magistrate,
Rayagada

Quotation / Tender Calling Authority

Dated: 04.10.2025.

Memo No. 1031 /Nizarat.

Copy to notice Board of Collector, Rayagada.


Addl. District Magistrate,
Rayagada

Dated: 04.10.2025.

Memo No. 1032 /Nizarat

Copy along with Annexure-I and Annexure-II forwarded to Regional Transport Officer, Rayagada / All Block Development Officers / All Tahasildars / All CDPOs / All Sub-Collectors / P.A., ITDA, Rayagada / P.D., DRDA, 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

Dated: 04.10.2025.

Memo No. 1033 /Nizarat.

Copy with its enclosures in soft copy sent to the DIO, NIC to upload the Quotation Call Notice in the District Website.


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 vehicle, during period of contract, shall have all necessary valid MV documents such as :- valid Registration Certificate, Insurance Certificate, Pollution 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.
2. 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.
3. The hire charges to be paid for monthly basis is final but does not include cost of (fuel) diesel/ petrol, which is to be paid separately 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, Tyres & Tubes and Battery etc. will be borne by the bidder.
4. It shall be the responsibility of the bidder to provide a good driver and the remuneration of the driver shall be borne by the owner.
5. 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.
6. In case of the vehicle do not report regularly, the authority will be at liberty to terminate the agreement without prior notice.
7. The vehicle shall report for duty for all times in a month.
8. In case of emergency, the driver will have report for duty as per the requirement. No extra payment shall be made.
9. Monthly hire charges and reimbursements towards cost of fuel(as per norm) will be paid in every succeeding month, as per as possible within fifteen days of the submission of bills by the owner/bidder and no advance payment will be made.
10. 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.

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 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/EMD.
14. The bidder should sign in each page of the tender/quotation paper in Annexure-I and II as token of agreement of the conditions. The incomplete quotation papers without signature in each page or submission after due date and time will be rejected.
15. The Driver of the vehicle must have a valid commercial driving license for driving light transport passenger vehicle. Driver should be properly dressed in neat and clean attire.
16. In case, absence of driver or whatsoever reasons the owner shall arrange substitute for the vehicle.
17. An agreement will be made with the vehicle owner after finalization of tender and before engagement of his vehicle.
18. As and when required the vehicle will ply throughout the state.
19. 2% of TDS will be deducted from the hire charge bill in every month.



**Addl. District Magistrate, Rayagada
Quotation / Tender Calling Authority**

GENERAL INFORMATION FOR HIRING VEHICLES

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 and Model.	
9	Date of Registration.	
10	Name and 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. and Validity of the D.L. of the Driver.	
17	Contact Number of the Service Provider/	
18	Contact Number of Driver.	
19.	Proposed hire charge of the Vehicle per month excluding fuel cost.	
20	Rate of fuel consumption/Mileage per liter.	

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

Seal & Signature of the Quotationer / Tenderer