

Collectorate: Rayagada
(Social welfare section)

Letter no.: 4891

Dated: 14-11. 2025

Quotation/tender call notice

Sealed quotations/tenders are invited from interested reputed travel agencies/tour operators/including individuals for providing one no. Tiago/Bolt/Celerio vehicle having sitting capacity not more than 4 including driver, which shall conform to the terms and conditions (Appendix-II) for official use in ICDS Cell, 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 plying 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-Five 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 28.11.25 by 5:00 P.M. and shall be opened on the day at Collectorate, Rayagada on 29.11.25 by 4:00 P.M. in presence of the bidders or their authorized representatives.
11. The tender paper will available at District Social Welfare Office, Rayagada during the office hour on payment of Rs. 100 (Cost of Tender Paper in shape of bank draft in favour of District Social Welfare Officer Rayagada payable at Rayagada in any nationalised bank and the cost of tender paper is not refundable).
12. The tender paper containing General Bid Information & Terms and Conditions for Hiring of Vehicles etc. will be available in Website <https://rayagada.odisha.gov.in> from Date 14.11.25 to Date 28.11.25 In case the tender download from the website then they will deposit the same amount in shape of DD and enclose with the tender paper, failing which the tender shall be cancel.

Minati Deo
13.11.2025
District Social Welfare Officer,
Rayagada

Memo No. 4892 /2025

Dated: 14 / 11 / 2025

Copy to Notice Board of Collectorate, Rayagada.

Copy forwarded all Members of the District Level Tender Committee i.e the Chief Civil Supply Officer, Rayagada/ District Social Security Officer, Rayagada /Joint Commissioner of CT & GST/ Regional Transport Officer for information and necessary action.

Copy submitted to the Additional District Magistrate, Rayagada for kind information and necessary action.

Minuti Deo
13.11.2025

District Social Welfare Officer ,
Rayagada

Memo No. 4893 /2025

Dated: 14 / 11 / 2025

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.

Minuti Deo
13.11.2025

District Social Welfare Officer ,
Rayagada

Memo No. 4894 /2025

Dated: 14.11.25

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.

Minuti Deo
13.11.2025

District Social Welfare Officer ,
Rayagada

Memo No. 4895 /2025

Dated: 14.11.25

Copy to P.A. to Collector, Rayagada for kind information of Collector, Rayagada.

Minuti Deo
13.11.2025

District Social Welfare Officer ,
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 with super scribe on envelope **“TENDER PAPER FOR HIRING OF VEHICLE”**
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

M. H. D. D.
13-11-2024
District Social Welfare Officer,
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.

M. Nathe D. Co
13.11.2024
District Social Welfare Officer,
Rayagada

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