

COLLECTORATE: RAYAGADA

(Special Land Acquisition Cell)
Standard Bidding Document
Government of Odisha

No. 1208 /1-25/2025

Dated:- 28-10-2025

Quotation /Tender Call Notice

Sealed quotations are invited from interested reputed Travel Agencies / Tour Operators or private individuals for providing 01 (One) no. of **TUV 300/ Sumo Gold/ Ertiga, XUV-500/ Scorpio/ Scorpio S-9 / Scorpio-S-10** AC Diesel driven vehicle having sitting capacity of not more than ten including driver, which shall confirm to the Terms and Conditions (**Annexure-II**) for official use for **Addl. District Magistrate (Revenue), Collectorate, Rayagada** on monthly hire basis including all taxes and excluding POL for maximum of Rs.37,200/- (Rupees Thirty Seven Thousand Two Hundred) for a period of eleven months and likely to be extended thereafter with full satisfaction.

- 1) The service provider shall have a valid GST registration, to participate in the tendering.
- 2) 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 and valid contract Carriage Permit, proof of up to date tax payment, etc. which are 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.5,000/- shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the **Special Land Acquisition Officer, Rayagada** and submitted along with the quotation / tender as security deposit. After completion of tender process, the Bank Draft will be refunded to unsuccessful bidders.
- 6) The monthly rate of hire charge be quoted separately in the general bid information (excluding fuel and lubricants)
- 7) The Vehicle must achieve a fuel efficiency of **10 Km** or more per litre.
- 8) 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-A**)

- 9) The Quotation completed in all respect should reach the **Special Land Acquisition Officer, Special Land Acquisition cell, Collectorate; Rayagada** in a sealed cover super scribed "**Tender for providing vehicle on hire basis**" by Registered post/ Speed post on or before 12/11/2025 by 5:30 PM and shall be opened on 13/11/2025 at 11:00 AM in presence of the bidders or their authorized representatives with proper authorization in the Office chamber of the Additional District Magistrate, Rayagada. Receipt of quotation after 12/11/2025 5:30 PM and non submission of necessary documents will not be entertained and liable for rejection.
- 10) The application form of quotation / tender containing General Bid Information and Terms and conditions for Hiring of Vehicles etc. will be available with the Special Land Acquisition Officer, Special LA Cell, Collectorate, Rayagada on payment of Rs.100/- from 08/10/2025 to 12/11/2025 or can be downloaded from Rayagada District Official Website <https://rayagada.odisha.gov.in> from date from 08/10/2025 to 12/11/2025. In case the application form is downloaded from the website, the applicant shall furnish a Demand Draft drawn in favour of Special Land Acquisition Officer, Rayagada for an amount of Rs.100/- (Rupees One Hundred) only towards the cost of application along with the application..
- 11) The undersigned reserves the rights to cancel the above notice and the quotations without assigning any reason thereof.


COLLECTOR, RAYAGADA
Quotation / Tender Calling Authority

Copy to

i. The notice Board of Collector, Rayagada/ Copy along with Annexure-A and Annexure-B forwarded to Regional Transport Officer, Rayagada / All Block Development Officers / All Tahasildars / All CDPOs / All Sub-Collectors / P.A., ITDA, Rayagada / EO-cum-CDO, Zilla Parishad, Rayagada/ DIPRO, 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.

ii. Copy with its enclosures in soft copy sent to the District E-Governance Manager, Rayagada to upload the Quotation Call Notice in the District Website.

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 vehicles, during period of contract, shall have 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.
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 diesel/ petrol, which is to be paid separately basing on actual-consumption as per existing Government norm. All the expenditure of the vehicle towards repair, replacement of spare parts, Lubricant oil of Engine, Gear Box & different Coolant, Tires & 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 salary 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 minimum of 25 days 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 reimbursement 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 service provider 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 them to give one month notice for such withdrawal of services 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 bidder should sign in each page of the tender/quotation paper in Annexure-I, II, III 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. Sealed cover envelop should be super scribed with "**Tender for providing vehicle on hire basis**".



COLLECTOR, RAYAGADA
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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	Fitness Certificate validity:-	
8	Permit Validity:	
9	Insurance validity:-	
10	Name / Address of the Driver:-	
11	D.L. No. & validity of the D.L. of the Driver:-	
12	Proposed hire charges of the vehicle per month including all taxes & excluding POL:-	
13	Rate of fuel consumption/ mileage per litre:-	
14	Contact Number of the Service provider (Bidder):-	Mobile No..... Telephone No..... Email ID:-.....
15	GST No.	
16	Xerox copy of the documents enclosed:- (1) Valid Registration Certificate (2) Insurance Certificate (3) Fitness Certificate (4) proof of up to date tax payment etc. of the vehicle.	
17	Security deposit amount :- Rs. 5,000/-	Bank Draft No..... Date..... Name of the Bank
18	Rs. 100/- deposited towards Cost of tender paper	Money receipt No. Date..... Or DD/BD No..... Dt..... Name of the bank.....

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

Seal & Signature of the Quotationer / Tenderer