

Government of Odisha
OFFICE OF THE TREASURY OFFICER, DISTRICT TREASURY, RAYAGADA

No. 1139, Dated 22.12.2025

QUOTATION / TENDER CALL NOTICE

Sealed quotations/tenders are invited from interested reputed Travel Agencies / Tour Operators / individuals for providing **one no.** of AC Petrol/Diesel driven vehicles having sitting capacity not more than **five** including driver, which shall confirm to the Terms and Conditions (Annexure-A) for official use in **District Treasury, Rayagada** on monthly rent basis as per FD OM No.15836/F dated 27.05.2025:

1. The service provider shall have a valid GST registration to participate in 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 Road worthy condition, BS-VI emission compliant, shall not be more than three 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 **Treasury Officer, District Treasury, Rayagada** and submitted along with the tender as EMD. After completion of tender process, the EMD shall be refunded to unsuccessful bidders.
7. The monthly rate of hire charge, excluding GST be quoted separately excluding fuel in the general bid information.
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 (KMs covered per litre) and name of the Driver, Driving License No. and period of validity should be specifically provided in the General Bid Information (Annexure-B) to be furnished with the Quotation/Tender.
10. The Quotation completed in all respect should reach the undersigned on or before **16.01.2026 by 1 P.M.** and shall be opened on the same day **at 4.00 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 the **Addl. Treasury Officer, District Treasury, Rayagada** from **23.12.2025 to 07.01.2026** during working hours or can be downloaded from Odish Govt. website "<http://rayagada.nic.in>" from 23.12.2025 to 07.01.2026.


Treasury Officer
District Treasury, Rayagada

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Terms & Conditions

The following terms and conditions must be fulfilled by bidder:

1. The hired vehicles, 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 permit etc. and D.L. of the driver available all the times.

2. The Department / Office hiring the vehicles 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, which is to be paid separately as per existing Government norms. All the expenditure of the vehicle towards repair, replacement of spare parts, Lubricating oil of Engine, Gear Box & differential Coolant, Tyres & Tubes, 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 service provider.

5. In case of breakdown for reasons whatsoever the replacement of a vehicle of the same or better model shall be provided by the service provider.

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 vehicles 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. 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 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 condition 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 intends to withdraw the services of his 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.

Seal & Signature of

Quotation / Tender calling Authority with Designation

22/12

22.12.25

**Application for participating in the bidding process of the
Quotation/Tender Call Notice No. _____, Dt. _____ of
the Treasury Officer, District Treasury, Rayagada**

From:

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To,

The Treasury Officer,
District Treasury, Rayagada

Sir/Madam,

I am submitting herewith the price quotations for supplying the following types of vehicles for engagement in your office on monthly rent basis. The required General Bid Information has been furnished in the Annexure-B as enclosed.

SI. No.	Description of vehicle	Monthly Fixed Charges (Rs.)	Consumption of POL (KM/Ltr.)	Remarks
1				
2				
3				

This is for favour of kind information and necessary action.

Place:

Date:

Seal & Signature of the Quotationer / Tenderer

GENERAL BID INFORMATION

Sl. No.	Particulars	Information
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 D.L. of the Driver	
17	Contact No. of the Service Provider (Quotationer / Tenderer)	
18	Contact No. of the Driver	
19	Proposed hire charges of the vehicle per month excluding fuel cost	
20	Rate of fuel consumption / Mileage per litre	

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

Seal & Signature of the Quotationer /Tenderer