



OFFICE OF THE TAHASILDAR, MUNIGUDA, DIST-RAYAGADA
(email id- tah.muni-od@od.gov.in)

No.36/II-23/2026 (Nizarat)

Dated.05.01.2026

QUOTATION/TENDER CALL NOTICE

Sealed quotations/tenders are invited from interested reputed Travel Agencies/Tour Operators or Private individuals for providing **01 no. Bolero Neo N10 (BS-VI) AC Colour-White** Diesel driven vehicle having sitting capacity of not more than 07 including Driver, which shall confirm to the terms and conditions (Annexure-A) for the official use of **Tahasildar, Muniguda** on a 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 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 road worthy condition and shall not be more than 01 year 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.
4. The Driver of the vehicle must have a valid Driving License for Driving light transport passenger 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/- shall be deposited by the intending bidders in shape of Account Payee Bank Draft in favour of the **Tahasildar, Muniguda** and submitting along with the quotation/tender as EMD. After completion of Tender Process, EMD shall be refunded to unsuccessful bidders.
7. The monthly rate of hire charge, excluding GST be quoted separately, excluding fuel.
8. The vehicle must achieve fuel efficiency of **10 km** or more 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 with Driving License No. and period of validity should be carefully provided in the general bid information to be furnished with the Quotation/Tender (**Annexure-B**).

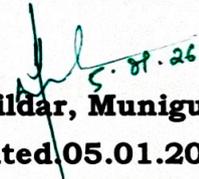
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10. The Quotation completed in all respect should reach to the Tahasildar, Muniguda in a sealed cover super scribed **"QUOTATION FOR PROVIDING VEHICLE ON HIRE BASIS"** by Registered Post/Speed Post only **on or before 20.01.2026 by 01.00 P.M** and shall be opened **on 21.01.2026 at 11.00 A.M.** in the Office Chamber of the Tahasildar, Muniguda in presence of the bidders or their authorised representatives with proper authorisation. Receipt of quotation **after 20.01.2025 by 01.00 P.M** and non-submission of necessary documents will not be entertained and liable for rejection.
11. The application form of quotation/tender containing General Bid Information and Terms and conditions for Hiring of Vehicles etc. will be available with the Tahasildar, Muniguda can be downloaded from Rayagada District Official website <https://rayagada.odisha.gov.in> from **dated.05.01.2026 to 20.01.2026.**
12. The undersigned reserves the right to cancel the above notice and the quotations without assigning any reason thereof.

Memo No.37/2026

Copy to the Notice Board of this Office.


Tahasildar, Muniguda
Dated.05.01.2026

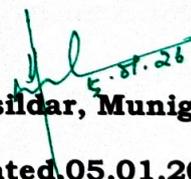
Memo No.38/2026

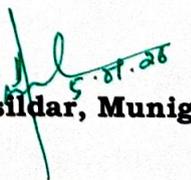
Copy along with a copy of all enclosures forwarded to All Block Development Officers/All Tahasildars/ All CDPOs/Sub-Collector, Gunupur/Collector, Rayagada for favour of kind information and necessary action.


Tahasildar, Muniguda
Dated.05.01.2026

Memo No.39/2026

Copy with its enclosures forwarded to the DIO, NIC, Rayagada to upload the Quotation Call Notice in the District Portal for wide publication.

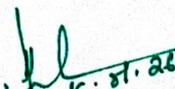

Tahasildar, Muniguda
Dated.05.01.2026


Tahasildar, Muniguda

TERMS & CONDITIONS FOR HIRING OF VEHICLE

The following terms and conditions must be fulfilled by the bidder:

01. 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.
02. The Department/Office 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.
03. 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.
04. 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.
05. 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.
06. In case of the vehicle do not report regularly, the authority will be at liberty to terminate the agreement without prior notice.
07. The vehicles shall report for duty for minimum of 25 days in a month.
08. In case of emergency, the driver will have to report for duty as per the Requirement. No extra payment shall be made.
09. 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. The Service Provider will ensure that the vehicle is kept under optimum running condition and avoid accidents attributable to lack of maintenance/upkeep. The hired vehicle cannot be used by the Service Provider for any private/commercial purpose beyond office hours or during holidays.
12. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
13. In case the service provide 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.
14. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.


Tahasildar, Muniguda
Quotation/Tender Calling Authority

GENERAL INFORMATION

Sl. No.	Particulars	
1	Name of the Service Provider	
2	Complete Address	
3	GST Number	
4	GeM Registration Number	
5	Bank Account No. and IFS Code	
6	Registration No. of Vehicle	
7	Year of Manufacture	
8	Make and Model	
9	Date of Registration	
10	Name & Complete Address of the Owner of the 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 the Driver	
19	Proposed hire charge of the Vehicle per month excluding per 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