

**OFFICE OF THE DISTRICT AUDIT OFFICER,
LOCAL FUND AUDIT, RAYAGADA.
Ph. 06856-299947 E-Mail - daolfarayagada@gmail.com**

No. 19 / Date . 07.01.2026

Quotation / Tender Call Notice

Ref:- FD OM No. 15836 Dt. 27.05.2025

Sealed quotations/tenders are invited from interested reputed Travel Agencies / Tour Operators / Individuals for providing **01** No of vehicles having sitting capacity not more than 5 including driver, which shall conform to the Terms and conditions (Appendix-A) for official use in District Audit office, Local Fund Audit, Rayagada on monthly rent basis.

Sl. No	Type of Vehicle Required	No. of Vehicle Required	Maximum Hire Charges of Vehicle per Month (Excluding Taxes)	Minimum Average Mileage in KM per Litre
1	Tiago/Bolt/Celerio(Petrol)	01	24000/-	17

1. The service provider shall have a valid GST registration to participate in the tendering.
2. The vehicle must be in Road worthy 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 under control certificate valid Contract Carriage Permit, proof of up to the date tax payment etc. which are mandatory for plying of vehicle.
3. The Driver of the vehicle must have a valid Driving Licence for driving light transport passengers 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. **5000/-** shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the **District Audit office, Local Fund Audit, Rayagada** and submitted along with the tender as EMD. After completion of tender process, EMD shall be refunded to unsuccessful bidders.
6. The monthly rate of hire charge, excluding GST be quoted separately, excluding fuel.
7. The vehicle must achieve a fuel efficiency of **17 (Seventeen)** Kms 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 Licence No. and period of validity should be specifically provided in the general bid information to be furnished with the Quotation / Tender (Annexure – III)
9. All the required documents as mentioned in point (1) should be self attested.
10. The Quotation completed in all respect should reach to the District Audit Office, Local Fund Audit, Rayagada in a sealed cover super scribed **“QUOTATION FOR PROVIDING VEHICLE ON HIRE BASIS”** by Regd Post / Speed Post on or before Dt. 19.01.2026 by **2.00 PM** and shall be opened on the same day at **4.00 PM** 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 vehicle etc will be available at District Audit Office, Local Fund Audit, **Rayagada** from 07.01.2026 to 19.01.2026 during working hours or can be download from Odisha Govt. website <http://rayagada.odisha.gov.in> from 07.01.2026 to 19.01.2026 .

Seal & Signature of

Quotation / Tender Calling Authority

Memo No. 20 / Date. 07.01.2026

Copy submitted to DeGM, Collectorate Rayagada with a request to display the tender call notice and tender document in website.

Yours faithfully,

Seal
District Audit Officer,
LFA, Rayagada

Memo No. 21 / Date. 07.01.2026

Copy along with Annexure-II & Annexure-III submitted to Collector and District Magistrate, Rayagada / CDO-cum-EO, ZP Rayagada/P.A., I.T.D.A., Rayagada/Superintendent of police, Rayagada/Sub-Collector, Rayagada /Tahasildar, Rayagada/Block Development Officer, Rayagada/CDPO, Rayagada/ Treasury Officer, Rayagada/ R.T.O., Rayagada/ Executive Engineer P.W.D(R&B), Rayagada/Executive Engineer, M.I. Division, Rayagada/Executive Officer, Municipality, Rayagada for information with a request to publish the tender notice on their office notice board for information and general public.

Yours faithfully,

Seal
District Audit Officer,
LFA, Rayagada

TERMS & CONDITIONS FOR HIRING OF VEHICLES

The following terms and conditions must be fulfilled by the successful bidder for providing a vehicle on hire on monthly basis.

1. The hired vehicle, during a period of contract, shall have all 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 / 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.
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 basing on actual consumption and lubricants as per existing Government norms. All the expenditure of the vehicle towards repair, *replacement of spare parts, Lubricating oil of Engine, Gear Box and differential Coolant, Tyres and 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 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 to report for duty as per the requirement of hirer. No extra payment shall be demanded.
9. Monthly hire charges and reimbursement towards cost of diesel (as per actual) and lubricants (as per Govt. norms) of selected bidder 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 bidders violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.


Seal & Signature of
Quotation / Tender Calling Authority

SI No	Particulars	
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 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