



ପଞ୍ଚାୟତ ସମିତି, ରାମନାଗୁଡ଼ା

PANCHAYAT SAMITI, RAMANAGUDA

DISTRICT: RAYAGADA, ODISHA, PIN-765029,

Email: ori-ramanguda@nic.in

No. 3875/2025

Dated 31 / 12 / 2025

TENDER CALL NOTICE

Sealed Tenders are invited from the interested reputed travel Agencies/Tours Operators of private individuals for providing one number of **Scorpio** driven vehicle having sitting capacity not more than ten including driver, which shall confirm to the terms and conditions as stipulated at Annexure-II .

For official use in Block Office, Ramnaguda under RH Scheme on monthly rent basis:

- 1) 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, valid Contract Carriage Permit, proof of up to date tax payment etc. which are mandatory for plying of vehicle.
- 2) 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.
- 3) The Driver should be well behaved, gentle and obedient in nature.
- 4) A sum of **Rs. 5000/-** shall be deposited by the intending bidders in shape of Account Payee Demand Draft drawn in favour of the **Block Development Officer Ramnaguda** and submitted along with the tender as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders.
- 5) The monthly rate of hire charge is to be quoted separately in the general bid information (excluding fuel and lubricants).
- 6) The vehicle must achieve a fuel efficiency of 10 KMs per liter.
- 7) The details of the make and year of manufacture of the vehicle, Registration No. , Mileage (KMS covered per liter) 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 Tender (Annexure-III).

- 8) The sealed Tender papers complete in all respect along with all other required forms in closed cover mentioning in the top of cover APPLICATION FOR VEHICLE TENDER should reach to the undersigned on or before **15.01.2026** by **04:00 PM** by **Registered post only**. The forms and covers will not be received by hand in the office. The tenders received after the due date and time will not accepted by this office and will be rejected without assigning any reason thereof. The quotations received by this office shall be **opened on 16.01.2026 at 11:00 AM** in presence of Committee Members. The bidders or their authorized representatives may attend the tender opening committee at the scheduled date, time and venue.
- 9) The application form of tender containing General Bid Information & Terms and conditions for Hiring of Vehicles etc. will be available with cash section of this office on payment of Rs. **100/-** (Rupees One Hundred) only from 10:00 am to 01:30 pm and 02:00 pm to 05:30 pm. It is also available in Odisha Govt. website www.rayagada.nic.in. In case the application form is downloaded from Govt. website, the applicant shall furnish a Demand Draft for an amount Rs. **100/-** (Rupees One Hundred) only towards the cost of application along with the application.
- 10) The authority reserves the right to accept or reject any or all quotations without assigning any reason thereof.

P. Manda
Block Development Officer,
Ramanaguda

Memo No. 3876 /2025

Dated 31 / 12 /2025

Copy along with Annexure-II & III submitted to the DIO, NIC, Rayagada for favour of kind information and necessary action with a request to upload the tender Notice in the District website (www.rayagada.nic.in) for information of General Public.
(<https://rayagada.odisha.gov.in>)

P. Manda
Block Development Officer,
Ramanaguda

Memo No. 3877/2025

Dated 31 / 12 /2025

Copy submitted to the Collector Rayagada/CDO-cum-E.O, Zilla Parishad, Rayagada/ Sub-Collector, Gunupur/Rayagada, All the Tahasildars of Rayagada District, All the Block Development Officers of Rayagada District, RMC, Gunupur/Regional Transport Officer, Rayagada for information and necessary action. They are requested to display this notice on their notice board for wide publication.

Copy to Office Notice board.

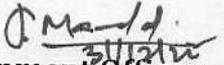
P. Manda
Block Development Officer,
Ramanaguda

TERMS & CONDITIONS FOR HIRING OF VEHICLE

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

1. Types of vehicle permissible to be hired are **Scorpio**
2. The vehicle is to be preferably **WHITE COLOUR**.
3. The hired vehicles, during 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. 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 damages to any property on account of use of hired vehicle any manner whatsoever. The hire shall be responsible for all such litigation.
4. The hire charge to be paid for monthly basis is final but does not include cost of diesel, 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 & differential coolant, Tyres & Tubes, Battery etc. will be borne by the bidder.
5. It shall be the responsibility of the bidder to provide a good driver who should be well behaved, gentle and obedient in nature and the salary of the driver shall be borne by the owner.
6. 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.
7. In case of the vehicle do not report regularly, the authority will be at liberty to reject the agreement and may engage vehicle from other source.
8. The vehicle shall report for duty for minimum of 25 to 30 days in a month.
9. In case of emergency, the driver will have to report for duty as per the requirement of hirer. No extra payment shall be demanded.
10. In case absence of driver for whatsoever reasons the owner shall arrange substitute for the vehicle.
11. Monthly hire charges and reimbursements towards cost of diesel (as per actual) and lubricants (as per Govt. norms) of selected bidder will be paid in every succeeding month, as soon as submission of bills by the service provider and no advance payment will be made.
12. 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.
13. The vehicle must achieve a fuel efficiency of 10 KMs per liter
14. If the services are found to be unsatisfactory, the client shall give two month notice and terminate the agreement.
15. 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 two month notice before such withdrawal of service and termination of agreement.
16. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.
17. An agreement will be made with the vehicle owner before engagement of his vehicle with the undersigned.
18. The hired vehicle cannot be used for any private/commercial purpose beyond the official hours.

19. The vehicle should be kept clean and tidy and should have name boards & stickering as specified in the contract on the vehicle.
20. In view of pollution being high through use of diesel vehicle, it is preferable to hire BS-IV or BS-VI complaint petrol vehicle.
21. The driver of the vehicle must have a valid Driving Licence for driving transport passengers vehicle and should be sufficiently experienced in driving transport passenger vehicle. The driver should wear a uniform & badges; he should be a non-alcoholic and should be available as and when required.
22. Driver must be provided a working mobile phone and contact number be provided to user department.
23. Log Book shall be maintained for the hired vehicle in recording, Kilometre reading and POL drawn shall be necessarily recorded in relevant columns.
24. The vehicle is to be well maintained, cleaned thoroughly both internally and externally.
25. The vehicle shall be equipped with medical kit. The vehicle shall have a mobile charger and ambient freshener.
26. Gossiping with the guests and using mobile phone during driving is not allowed. In case of urgency, the driver should park the vehicle with permission from the user and talk in the mobile to the minimum duration.
27. As soon as the driver is advised to attend any guest by the administration, the driver should call/SMSs the guest giving his mobile and vehicle details. Charges of calls/SMSs will be borne by the owner of the vehicle.
28. The agency shall be personally responsible for any theft, misconduct and or disobedience on the part of drivers so provided by him.
29. The agency to ensure that all maintenance work related to assigned vehicle shall be carried out in off duty hours.
30. In the event of break-down, servicing & repairs of the assigned vehicle the service provider at his own cost shall make alternative arrangement by providing similar or higher class of vehicle for which agreement is entered into.


Block Development Officer,
Ramanaguda

GENERAL INFORMATION FOR HIRING VEHICLES

Sl. No.	Particulars	
1	Registration No of Vehicle	
2	Type of Vehicle (AC/Non- AC)	
3	Year of Manufacture	
4	Model	
5	Date of registration	
6	Name & complete address of the owner of vehicle	
7	Adhar Card Number	
8	PAN Number	
9	Fitness Certificate validity	
10	Permit validity	
11	Insurance validity	
12	Name & Address of the of the Driver	
13	D.L No & Validity of the D.L of the Driver	
14	Proposed hire charge of the vehicle per month excluding fuel cost	
15	Rate of fuel consumption/ Mileage per litre	
16	Contact Number of Service Provider (Tenderer) Mobile No	Mobile No.
17	GST No.	
18	Xerox copy of documents i.e. (1) Valid Registration Certificate (2) Insurance Certificate (3) Fitness Certificate (4) Valid Contract Carriage permit (5) Proof of up to date Tax payment (6) DL of Driver	
19	Security Deposit Amount of Rs. 5000/- payable to Block Development Officer, Ramanaguda	Demand Draft No..... Date..... Name of Bank.....
20	Cost of Tender Paper of Rs. 100/-	Money Receipt No. Date..... OR DD No.Date..... Name of the Bank
21	Agreed to fitting GPS Device & made snickering to the vehicle	YesNo.....

Certified that the information submitted above is true in the best of my Knowledge and behalf. If any false information provided by me I shall be held responsible.

Signature of the Tenderer

CERTIFICATE OF UNDERTAKING

1. Certified that I agree to the above terms and conditions of the Tender for providing hired Vehicle.
2. Certified that I agree towards fitting of GPS Device and stickering on the body of my vehicle as per the govt. norms and conditions.
3. Certified that the information furnished above are true and correct to the best of my Knowledge and belief. In case any information given above is or are found to be incorrect at any time I undertake the liability to be proceeded with in any manner. Certified I shall not claim for any compensation for submission of Tender.

Signature of the Tenderer

**Application Form for providing Vehicle on hire for
O/o Block Development Officer, Ramanaguda**

To,

The Block Development Officer,
Ramanaguda

Sub: Application for providing vehicle on hired basis through Tender Process for O/o Block Development Officer, Ramanaguda of Rayagada District.

Ref: Panchayat Samiti, Ramanaguda tender notification number **3888**, dated 06.12.2022.

Madam,

With a kind reference to the above tender notification number,

I Sri/Smt....., S/o-.....,

At-....., Po-....., Block....., Dist-.....

....., Pin- is hereby applying in the above tender for providing my **TUV 300/ Bolero/Sumo Gold/Ertiga** (White colour) vehicle on monthly hire basis to a monthly hiring charges of **Rs.....** (Rupees.....) only inclusive of all taxes and GST. I have clearly read and understood all the terms and conditions of the above tender as per Annexure-II and I agree to all the terms and conditions of above guidelines noticed in the tender. I am provided herewith all the general information along with the related necessary documents prescribed in Annexure-III.

Therefore, my tender application may kindly be considered for selection in the tender process and I shall not claim any compensation for submission of tender.

Yours faithfully,

Full signature of the Tenderer

Mobile number:

Permanent Address: