

ଉତ୍ପାଦନ କୃଷି ଉପ ନିର୍ଦ୍ଦେଶକଙ୍କ କାର୍ଯ୍ୟାଳୟ, ରାୟଗଡ଼ା
OFFICE OF THE DEPUTY DIRECTOR OF HORTICULTURE,
RAYAGADA

Email ID - ddhrgda@gmail.com

Letter No. ୨୨୭ /HORT. ୩୧.୦୧. ୨୦୨୬

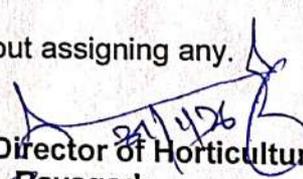
Date:

QUOTATION / TENDER CALL NOTICE

(Annexure-1)

Sealed quotations/tenders are invited from interested reputed Travel Agencies/Tour Operators/ including Individuals for providing **One No.** of vehicle i.e. **Bolero (Neo/SLX)** having sitting capacity not more than **seven including driver**, which shall conform to the Terms and Conditions (Annexure-II) for official use in **Deputy Director of Horticulture, Rayagada** office on monthly rent basis.

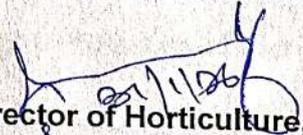
1. The service provider shall have a valid GST registration to participate in the tendering.
2. The vehicle must be in Road Worthy condition, shall not be more than **03 (three) years** old from the date of initial registration and must have valid Registration Certificate, insurance Certificate, Fitness certificate, Pollution certificate, valid Contract Carriage Permit, proof of up-to-date tax payment etc. mandatory for plying of vehicle.
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.5000/- shall be deposited by the intending bidders in shape of Account payee Bank Draft drawn in favour of the **Deputy Director of Horticulture, Rayagada** payable at **SBI, Main Branch, 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 **10(Ten) KMs** per liter.
8. 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 specially provided in the general bid information to be furnished with the Quotation / Tender (Annexure-II).
9. The quotation completed in all respect should reach the undersigned on or before 10.02.2026 by 4.00 P.M shall be opened on the same day at 4.30 P.M in presence of the bidders or their authorized representatives.
10. The application form of quotations/ tender containing General Bid information & Terms and conditions for Hiring of Vehicles etc. will be available with the office of Deputy Director of Horticulture, Rayagada on payment of Rs.100/- (Rupees One Hundred) only from dated: 02.02.2026 to 10.02.2026 by 5.00 PM during working hours or can be downloaded from Rayagada Dist. Website: www.rayagada.nic.in in case application is downloaded from Govt. website, the applicant shall furnish a Demand Draft for an amount of Rs.100/- (Rupees One Hundred) only in favour of **Deputy Director of Horticulture, Rayagada** payable at **SBI, Main Branch, Rayagada** towards the cost of application along with the duly filled in application.
11. The authority reserves the right to cancel the quotation without assigning any.


Deputy Director of Horticulture,
Rayagada.

TERMS & CONDITIONS FOR HIRING OF VEHICLES

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 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 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.


Deputy Director of Horticulture,
Rayagada.

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 & 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 litre.	

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

Seal & Signature of Tenderer.

To

The Deputy Director of Horticulture,
Rayagada.

Sub: Application for providing Vehicle on hired basis under Tender Process.

Sir,

With a kind reference to the above tender notification number, I Sri. _____

_____, S/O. _____ At/PO: _____

Dist. _____ is hereby applying in the above tender for providing my Bolero (Neo/SLX) vehicle on monthly hire basis to a monthly hiring charge 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 noticed in the tender. I am herewith provided all the general information along with the related necessary documents prescribed in Annexure-III and Check list.

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 with seal (optional)

Mobile No.

Aadhar Number:

Permanent Address: