

# ଜିଲ୍ଲା ପରିଷଦ, ରାୟଗଡ଼ା

ପଞ୍ଚାୟତରାଜ ଓ ପାନୀୟ ଜଳ ଯୋଗାଣ ବିଭାଗ

**ZILLA PARISHAD, RAYAGADA**  
PANCHAYATIRAJ & DRINKING WATER DEPARTMENT.  
GOVT. OF ODISHA.  
Email id: [ori-drayagada@nic.in](mailto:ori-drayagada@nic.in)

No: 2188 / I-240/2026

Date: 28/4/26

## QUOTATION/ TENDER CALL NOTICE


Sealed Quotations are invited from interested reputed Travel Agencies/Tour Operators /Private individuals for providing 01 (one) no. of AC Petrol / Diesel Driven vehicles (as detailed below) having sitting capacity not more than seven including driver, which shall confirm to the terms and conditions (Appendix-A) for official use by Collector-cum-Chairman & managing Trustee, DMF, Rayagada under DMF on monthly rent basis.

Type of Vehicles	Maximum hire charges per month (excluding Fuel cost & GST)	Minimum Average Mileage
Scorpio-N / Creta / Mahindra Marazzo, etc.	44,400/-	10 Km per Ltr

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 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. which are 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.15,000/- (Rupees Fifteen Thousand) only shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of "**CDO-cum-EO, Zilla Parishad, Rayagada**" from any Scheduled Commercial Bank payable at Rayagada and submitted along with the quotation as security deposit. After completion of the tender process, the amount will be refunded to unsuccessful bidders and the EMD of the successful bidder will be kept as Security Deposit.
6. The monthly rate of hire charge be quoted separately in the general information

(excluding fuel cost, lubricants & GST).

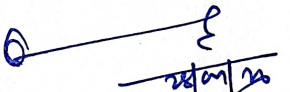
7. The vehicle must achieve a fuel efficiency of 10 KM per litre.
8. The details of the make and year of manufacture of the Vehicle, Registration No., Mileage (KM covered per litre) and name of the Driver, Driving License No. and period of validity should be specifically provided in the general bid information to be furnished with the Quotation (Appendix-B).
9. The quotation completed in all respect should reach the undersigned through Registered Post/ Speed Post/Courier or may be dropped at the Tender Box at Zilla Parishad, Rayagada on or before 07.05.2026 by 1.00 PM and shall be opened on the same day at 1.30 PM in presence of the bidders or their authorized representatives who wish to be present.
10. The application form of quotation/tender containing General Bid Information & Terms and conditions for hiring of vehicles etc. will be available with Cashier, Zilla Parishad, Rayagada from 28.04.2026 to 07.05.2026 during the office hour or can be downloaded from District website [www.rayagada.odisha.gov.in](http://www.rayagada.odisha.gov.in) from 28.04.2026 to 07.05.2026.

  
CDO-cum-EO, Zilla  
Parishad, Rayagada

Memo No: 2189

Date: 28/4/26


Copy to PA to Collector for kind information of Collector, Rayagada.

  
CDO-cum-EO, Zilla  
Parishad, Rayagada

Memo No: 2190

Date: 28/4/26

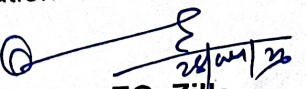
Copy to Sub-Collector, Rayagada & Gunupur/ RTO, Rayagada / All BDOs & Tahasildars of Rayagada district for information and wide publicity in their Notice Board.

  
CDO-cum-EO,  
Zilla Parishad,  
Rayagada

Memo No: 2191

Date: 28/4/26

Copy to District Informatics Officer, NIC / DeGM, Collectorate, Rayagada for information and necessary action with a request to publish the Quotation call notice in district website.

  
CDO-cum-EO, Zilla  
Parishad, 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 rent basis.

1. The hired vehicles, during period of contract shall have all necessary valid MV documents such as valid Registration Certificates, Insurance Certificates, 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 vehicle 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 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 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 salary of the driver will 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. No extra payment shall be demanded.
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 of service provider intends to withdraw the services of his/her 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.
14. The undersigned reserves the right to cancel or reject all or any of the offers without assigning any reasons thereof.
15. The vehicle will be selected by adhering to F.D Office memorandum no.15836 dtd 27.05.25.

  
**CDO-cum-EO , Zilla Parishad,  
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. & IFSC Code	
6	Registration No. of the 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 charges per month excluding fuel cost & GST	
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**