

COLLECTORATE: RAYAGADA
(Special Land Acquisition Cell)
Standard Bidding Document
Government of Odisha

No. 570 /I-25/2026

Dated:- 23/04/2026

Quotation /Tender Call Notice

Sealed quotations are invited from interested reputed Travel Agencies / Tour Operators or private individuals for providing 01 (One) no. of **SCORPIO** AC driven vehicle having sitting capacity of not more than ten including driver, which shall confirm to the Terms and Conditions (**Annexure-A**) for official use for **Additional District Magistrate(Revenue), Rayagada** on monthly hire basis excluding all taxes and excluding POL for maximum of Rs.37,200/-(Rupees Thirty Seven Thousand Two Hundred).

- 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 3 years old from the date of initial registration and must have valid Registration Certificate, insurance Certificate, Fitness 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 vehicle 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.10,000/- shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the **Special Land Acquisition Officer, Rayagada** and submitted along with the tender as EMD. After completion of tender process, the EMD will be refunded to unsuccessful bidders.
- 7) The monthly rate of hire charge, excluding GST be quoted separately, excluding fuel.
- 8) The Vehicle must achieve a 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, Driving License No. and period of validity should be specifically provided in the general bid information to be furnished with the Quotation / Tender (**Annexure-B**)
- 10) The Quotation completed in all respect should reach the **Special Land Acquisition Officer, Special Land Acquisition Cell, Collectorate; Rayagada** in a sealed cover super scribed "**Tender for providing vehicle on hire basis**" by Speed post on or before 5/05/2026 by 11:00 A.M. and shall be opened on 5/05/2026 at 12:30 P.M., 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 Vehicles etc. will be available with Special Land Acquisition Officer, Rayagada or can be downloaded from Rayagada District Official Website <https://rayagada.odisha.gov.in> from date from 21/04/2026 to 5/05/2026.
- 12) The Authority reserves the right to cancel the tender/quotation without assigning any reason thereof.


COLLECTOR, RAYAGADA
Quotation / Tender Calling Authority

Copy to

- i. The notice Board of Collector, Rayagada/ Copy along with Annexure-A and Annexure-B forwarded to Regional Transport Officer, Rayagada / All Block Development Officers / All Tahasildars / All CDPOs / All Sub-Collectors / P.A., ITDA, Rayagada / EO-cum-CDO, Zilla Parishad, Rayagada/ DIPRO, Rayagada for information and necessary action with a request to publish the tender/ quotation notice in their office notice board for information of general public.
- ii. Copy to the Additional Secretary to Government in R&DM Department / Additional Secretary to Govt. in Industries Department for favour of kind information.
- iii. Copy with its enclosures in soft copy sent to the District E-Governance Manager, Rayagada to upload the Quotation Call Notice in the District Website

Annexure-A

TERMS & CONDITIONS

The following terms and conditions must be fulfilled by bidders:

1. The hired vehicles, during period of contract, shall have all necessary valid MV documents such as :- valid Registration Certificate, Insurance Certificate, Pollution 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 / 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 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 vehicle shall report for duty for minimum of 25 days in a month.
8. In case of emergency, the driver will have report for duty as per the requirement. No extra payment shall be made.
9. Monthly hire charges and reimbursement 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 conditions 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 give one month notice for such withdrawal of services and termination of agreement.
13. If the bidder violates any of the terms of contract, the Authority shall forfeit the entire amount of security deposit.


COLLECTOR, RAYAGADA
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GENERAL INFORMATION FOR HIRING VEHICLES

Sl 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 litre	

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

Seal & Signature of the Tenderer