

# COLLECTORATE, RAYAGADA

(G & M SECTION)

Letter No. : 16.02 /II- /2026/Census

Dated: 13 /05/ 2026

## Quotation/ Tender Call Notice

Sealed quotations/Tenders are invited from interested reputed Travel Agencies / Tour Operators or individuals for providing **01 (One)** no. of Vehicle (Tiago/Bolt/Celerio/other similar type of vehicle (Petrol/Diesel) having sitting not more than **5** including driver, maximum monthly hiring charge of Rs. 24,000/- per month which shall confirm the terms and conditions (**Annexure-I**) for official use in **District Census Cell,Collectorate,Rayagada** 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 3 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. 5,000/-** shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn on any nationalized bank in favour of the **Collector, Rayagada** payable at Rayagada and submitted along with the tender as EMD. After completion of tender process, the EMD shall be refunded to unsuccessful bidders.
6. The EMD submitted by the successful bidder will be retained till the vehicle is to be used in Census Cell, Collectorate, Rayagada.
7. The monthly rate of hire charges, excluding GST be quoted separately, excluding fuel.
8. The Vehicle must achieve a fuel efficiency of **17 Km** per liter.
9. 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 / Tender (**Annexure-II**)
10. The Quotation completed in all respect should reach the undersigned by registered post / Speed post/ Courier service only on or before 21 /05/2026 by **01.00 P.M.** in sealed envelope. The envelope should address to the **Deputy Collector (Census), Collectorate, Rayagada Pin-765001, Odisha, District-Rayagada** and should be super scribed as "Quotation for vehicle for Census".
11. The quotations/ tenders so received as on due date shall be opened on 22 /05/2026 at 11.00 A.M/P.M in the office chamber of Additional District Magistrate (General), Rayagada in presence of the bidders or their authorized representatives at Collectorate, Rayagada.
12. The application form of quotation / tender containing General Bid Information and Terms and conditions for hiring of vehicle etc.can be downloaded from the Rayagada district website [rayagada.odisha.gov.in](http://rayagada.odisha.gov.in) from 14 /05/2026 to 21 /05/2026 (by 01.00 P.M.).
13. The Competent Authority reserves the right to cancel the quotations without assigning any reason.

COLLECTOR, RAYAGADA

Memo No. 1603

Dated: 13/05/2026

Copy forwarded to the notice Board of this office / RTO, Rayagada / all Block Development Officers / All Tahasildars / All Sub-Collectors with a request to exhibit the noticeboard of their office for wide publicity.

Copy with enclosures in soft copy sent to the DeGM, Rayagada to upload the Quotation Call Notice in the District Website.

  
COLLECTOR, RAYAGADA

**TERMS & CONDITIONS FOR HIRING OF VEHICLES**

The following terms and conditions shall be fulfilled by the successful bidders for providing a vehicle on hire on monthly rent basis.

1. The hired vehicles, during period of contract, shall have all necessary and 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 / 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 does 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 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 possible within fifteen days of the submission of bills by the service provider and no advance payment will be made.
10. The hired vehicle shall be discontinued immediately, when the vehicle is no longer required on closure of the census work/project etc.
11. The vehicle shall not be more than **03 years** old from the initial registration and in good running condition during the period of contract.
12. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
13. 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 services and termination of agreement.
14. If the bidder violates any of the terms of the contract, the undersigned shall forfeit the entire amount of security deposit (EMD).



**COLLECTOR, RAYAGADA**

**Appendix-B****GENERAL INFORMATION FOR HIRING VEHICLES**

1	Name of the Service Provider		Supporting Document attached (Yes/No)
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 of 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 Quotationer / Tenderer