



COLLECTORATE, KORAPUT
(L. A. SECTION)

Letter. No. 675 /2025.

Dated. 25 .09.2025.

Quotation Call Notice

Sealed quotations are invited from interested reputed Travel Agencies /Tour operator or private individual for providing one number of Diesel driven vehicle (preferably Bolero/Scorpio) having sitting capacity not more than seven including driver, which shall conform to terms and conditions **(Appendix-A)** for official use in Land Acquisition Section, Collectorate, Koraput on monthly rent basis.

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, 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
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. 5000.00 (Rupees Five thousand) only shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the Land Acquisition officer, Collectorate, Koraput and submitted along with the tender as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders.
7. The monthly rate of hire charge be quoted separately in the general bid information (excluding fuel and lubricants).



8. The Vehicle must achieve a fuel efficiency of 10 KM per/ ltr

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 (Appendix B).

10. The Quotation completed in all respect should reach the undersigned on or before 06.10.2025 by the bidders or their authorized representatives by 05.00 PM and shall be opened on 08.10.2025 in presence of the bidders.

11. The application form of quotation/tender containing General Bid Information & Terms and conditions for Hiring of Vehicles etc. will be available with Land Acquisition Section, Collectorate, Koraput on payment of Rs.100/ from Dealing Assistant of Land Acquisition Section, Collectorate, Koraput Or can be downloaded from Website koraput.odisha.gov.in from Dt. 25.09.2025 to Dt. 06.10.2025 In case the application form is downloaded from 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.

Memo No. 676/2025

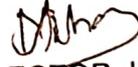
Copy to the CDO-cum-EO, Zilla Parishad Koraput/oraput/ Executive Officer, Municipality Koraput/ Tahsildar, Koraput/NIC Koraput for information and necessary action.


COLLECTOR, KORAPUT

Date: 25.09.2025

Memo No. 577/2025

Copy to the R.T.O Koraput for information and necessary action.


COLLECTOR, KORAPUT

Date: 25.09.2025


COLLECTOR, KORARUT

Terms & Conditions

Annexure-A

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.

Seal & Signature of
Quotation / Tender Calling Authority with Designation

Annexure-B

General Information

SI 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 Tenderer

GOVERNMENT OF ODISHA
FINANCE DEPARTMENT

No. 15836 /F

Date 27.05.2025

FN-COB-TM-0004-2018

OFFICE MEMORANDUM

Sub: Comprehensive instruction regarding hiring of private vehicles for official use by State Government Offices - Reg.

1. Hiring charges were fixed last in 2019 and, in the meantime, 6 years have already elapsed. Hence, in supersession of provisions of FDOM No 22924/F dated 14.08.2023 and FDOM No 2477/F dated 29.01.2024, it has now been decided to revise hiring charges of various categories of vehicles hired in Government offices as given below.

(a) For official use:

Sl. No.	Category of Offices	Maximum Monthly Hiring charge (exclusive of applicable taxes) (in Rs.)		Minimum Average Mileage (in KM/Lit)
		Present	Now Revised	
1	Blocks/ Tahasils /and other field offices	31,000	37,200	10
2	District/ Range level offices	20,000	24,000	17
3	Collectors / SPs / other equivalent officers (for their own official use)	37,000	44,400	10
4	Heads of Department / Administrative Departments (For vehicle)	20,000	24,000	17
5	Secretary / Additional Secretary / Director (For their own official use)	26,000	31,200	17
6	Principal Secretary / Commissioner-cum-Secretary / other equivalent officers (For their own official use)	30,000	36,000	12

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