



**OFFICE OF THE COLLECTOR-cum-
DIRECTOR, RITI, LARPANK,
SAMBALPUR**

(RITI, Larpank)

E-mail: riti.sambalpur@gmail.com

No. 34 /

Date: 22/01/2026

Quotation/Tender Call Notice

Sealed quotations/Tenders are invited from interested reputed Travel Agencies / Tour Operators / Individuals for providing 01 No of vehicles (Bolero or higher model) having sitting capacity not more than 07 including driver, which shall conform to the Terms & conditions (Appendix-A) for official use of Deputy Director, RITI, Larpank, Sambalpur 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. Preference will be given to the new vehicle.
4. The Driver of the vehicle must have a valid Driving License for driving light transport passenger vehicle and should have minimum 05 years experience in driving transport/passenger vehicle.
5. The Driver should be well behaved, gentle and obedient in nature.
6. A sum of Rs.1000/- (Rupees One Thousand) only shall be deposited by the intending bidders in shape of account payee Bank Draft drawn in favour of Assistant Director, RITI, Larpank, Sambalpur and submitted along with the tender as EMD. After completion of tender proves, EMD shall be refunded to unsuccessful bidders. The successful bidder will have to deposit a Bid Security of Rs. 20, 000/- (Rupees Twenty thousand) only in the form of Bank Guarantee/ Term Deposit Receipt (TDR) from any nationalized bank drawn/pledged in favour of Assistant Director, RITI, Larpank, Sambalpur covering the period of contact during the time of agreement.
7. The maximum hire charges of vehicle is **Rs.37,200/-** (Rupees Thirty Seven Thousand two Hundred) only per month (excluding GST) including wages of Driver, excluding fuel as per Finance Department Office Memorandum No.15836/Dt.27.05.2025.
8. The monthly rate of hire charge, excluding GST be quoted separately, excluding fuel.
9. The vehicle must achieve a minimum fuel efficiency of 10 KM per litre.
10. 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). The vehicle always should be washed regularly to remain neat and clean. The cost to this effect is to be borne by the Service Provider /Vehicle Owner. Any deviation will be lead to cancellation of the agreement.

11. The quotation completed in all respect should reach the office of the Collector-cum-Director, RITI, Larpank, Sambalpur by Speed Post on or before 10.02.2026 by 5.00 PM at the address RITI, Larpank, Sambalpur, At- Near R.K. Rice Mill, Larpank, Hirakud, Sambalpur, P.O- Remed, Dist- Sambalpur, Odisha, Pin- 768006 and will be opened on 11.02.2026 at 11.00 AM in presence of the bidders or their authorized representatives.
12. The application form of quotation/tender containing General Bid Information & Terms and Conditions for hiring of vehicles etc. can be downloaded from District Govt. website <https://sambalpur.odisha.gov.in/>.

 Collector-cum-Director,
RITI, Larpank, Sambalpur

Memo No. 35 / RITI. Dt. 22/01/2026

Copy to Notice Board of Collectorate, Sambalpur / RITI, Larpank, Sambalpur for wide circulation.

 Collector-cum-Director,
RITI, Larpank, Sambalpur

Memo No. 36 / RITI. Dt. 22/01/2026

Copy to e-District Manager, Collectorate, Sambalpur / DIO, NIC, Collectorate, Sambalpur for web-hosting the quotation call notice in the District Website for wide publicity.

 Collector-cum-Director,
RITI, Larpank, Sambalpur

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, Fitness Certificate, valid Contract Carriage Permit, proof of up-to-date tax payment etc. and DL 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 what so ever. The Bidder / 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/vehicle 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 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. In vehicle shall report for duty 24x7 hours during the 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 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 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.


Collector-cum-Director,
CRIRITI, Larpank, Sambalpur

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 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 of the vehicle per month excluding GST & excluding fuel cost	
20	Rate 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