

**OFFICE OF THE TAHASILDAR, RAIRAKHOL**

Quotation/Tender Call Notice

Notice No. 1707 / Niz. Dt. 07.05.26

Sealed Quotations/Tenders are invited from interested reputed Travel Agencies / Tour Operators / Private Individuals for providing one No. of AC vehicle of "**MAHINDRA SCORPIO**" having sitting capacity not more than seven including driver, which shall conform to the terms and conditions (Annexure-II) and the norms of hiring of private vehicles were fixed in Finance Department OM No. 22924 /F, Dt. 14.08.2023 & OM No. 15836/F, Dt.27.05.2025 for office use in Tahasil office, Rairakhhol on monthly rent basis, maximum hire charges per month excluding taxes @ **Rs 37,200/- Per Month.**

1. The service provider shall have a valid GST registration to participate in the tendering.
2. The vehicle must not be more than 03 (Three) years old from the date of initial registration and must have valid Registration Certificate, Insurance Certificate, Fitness Certificate, Pollution Free Certificate, etc.
3. The Driver of the vehicle must have a valid driving license of light transport passenger vehicle and should be sufficiently experienced in driving transport/passenger vehicle.
4. The Driver should be cordial, well behaved and gentle 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 the **TAHASILDAR, RAIRAKHOL** and submitted along with the tender as EMD. After completion of tender process, EMD shall be refunded to unsuccessful bidders.
6. The vehicle must achieve a fuel efficient of 10 KM per Lit
7. The monthly rate of hire charges of Rs. **37,200/-** (Rupees Thirty-Seven Thousand Two Hundred) only (Excluding GST)
8. The details of the make and year of manufacture of the vehicle, restation No., Millage (Km covered per litter) and name of the driver, driving licence should be provided in the general bid information to be furnished with the Quotation/Tender (Annexure-B)

9. The quotation completed in all respect should reach the undersigned on or before **22.05.2026** by **01.00** PM by Speed Post / Regd. Post and shall be opened on **25.05.2026** at **11.00** AM in presence of the bidder or their authorised representatives.
10. The hired vehicle cannot be used for any private / commercial purpose beyond office hours or during holidays.
11. The authority reserves right to cancel the quotation call notice without assigning of any reason thereof.
12. The application form of Quotation/Tender containing General Bid information & Terms and conditions for Hiring of Vehicles etc. will be available with Tahasil office, Rairakhhol on payment of Rs.100/- from 07.05.2026 to 22.05.2026 (except Govt. Holidays) or can be downloaded from District Website [www.sambalpur.nic.in](http://www.sambalpur.nic.in). In case the application form to be downloaded from district 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.

  
Tahasildar, Rairakhhol

Memo No. 1708 / Date 07.05.26

Copy to the Collector, Sambalpur/ Sub-Collector, Rarakhol/ Sub-Collector, Kuchinda/ Sub-Collector, Sambalpur / All BDO of Sambalpur District/ All Tahasildar of Sambalpur District/ E.O, NAC, Rairakhhol/ All RIs of Rairakhhol Tahasil for wide publicity of the above notice.

Copy to the District Information Officer, NIC, Sambalpur for Web-Hosting the tender call notice in the district website.

Copy to this office Notice Board.

  
Tahasildar, Rairakhhol  
TAHASILDAR  
RAIRAKHOL

**TERMS AND CONDITIONS**

The following terms and conditions must be fulfilled by the bidder:

01. The hired vehicles, during period of contract, shall have all necessary valid MV documents such as-valid Registration Certificates. Insurance 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.
02. 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 damaged to any property on account of use of hired vehicle any manner whatsoever. The hire shall be responsible for all such litigations.
03. The hire charges to be paid for monthly basis do not include cost of diesel. Which are to be paid separately basing on actual consumption and lubricants 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.
04. It shall be the responsibility of the bidder to provide a good driver and the salary of the driver shall be borne by the owner.
05. In case of break down for reasons whatsoever the replacement of the vehicle of the same or better model shall be provided by the owner of the vehicle/bidder.
06. In case of vehicle do not report regularly, the authority will be at liberty to reject the agreement and may engage vehicle from other source.
07. In case of emergency the driver will have to report for duty as per the requirement of the hirer. No extra payment shall be demanded.
08. Monthly hire charges and reimbursement towards cost of diesel (as per actual) and lubricants (as per Govt. norms) of selected bidder will be paid in every succeeding month, as far as possible within fifteen days of the submission of bills by the service provider and no advance payment will be made.
09. The vehicle shall not be more than 3 years old from the initial registration and also in good running condition. Preference will be given to new vehicle.
10. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
11. In case 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.
12. If the bidder violates any of the terms of contract, the entire amount of security deposit shall be forfeited.

  
Tahasildar Bairaichol  
RAIRAKHOL

**GENERAL INFORMATION FOR HIRING VEHICLES**

1.	Name & complete address of the bidder	
2.	Registration No. of Vehicle	
3.	Type of Vehicle (AC / Non-AC)	
4.	Year of Manufacture	
5.	Model	
6.	Date of Registration	
7.	Name & complete address of the owner of vehicle	
8.	Fitness certificate validity	
9.	Permit validity	
10.	Insurance validity	
11.	Pollution Certificate validity	
12.	Name / Address of the Driver	
13.	D.L No. & Validity of the DL of the Driver	
14.	Proposed hire charges of the vehicle per month excluding fuel cost	
15.	Rate of fuel consumption / Mileage per litre	
16.	Contact Number	

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

**Seal & Signature of the Quotationer / Tenderer**