



**OFFICE OF THE REVENUE DIVISIONAL COMMISSIONER,  
NORTHERN DIVISION, ODISHA, SAMBALPUR**

File No. XXIV-04/2026 1191 Letter No. / Niz. Dated : 5.2.26

**Notification**

Sealed quotation/tender are invited by the undersigned from the reputed Travel Agencies/Tour Operators/Private Individuals for providing one AC Diesel/Petrol driven vehicle (Swift Dzire/Zest/Tigor/Xcent/Etios etc) including Driver, which shall conform to the Terms and conditions for official use in the O/o RDC, ND, Sambalpur on monthly rent basis.

*Ch. Nishu*  
5.2.26

Secretary to RDC, ND, Sambalpur

Memo No. 1192 /Niz dt. 5.2.26

Copy along with enclosure forwarded to the Collector, Sambalpur/ Sub-Collector, Sambalpur/Tahasildar, Sambalpur/Chief Development Officer, Zilla Parishad, Sambalpur, / NIC, Sambalpur/ The Registrar, LAR&R Authority, Sambalpur for wide publication.

*Ch. Nishu*  
5.2.26

Secretary to RDC, ND, Sambalpur

Memo No. 1193 /Niz. dt. 5.2.26

Copy to Notice board of this office for wide publication

*Ch. Nishu*  
5.2.26

Secretary to RDC, ND, Sambalpur

### Quotation/Tender Call Notice

Sealed quotations/tenders are invited from interested reputed Travel Agencies/Tour Operators / individuals for providing 01 Number of vehicle having sitting capacity not more than 04 including driver, which shall confirm to the terms and conditions (Annexure-A) for official use in the Office of the LAR&R Authority, ND, Sambalpur on monthly rental 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.7,500/-(Rupee Seven Thousand Five Hundred)only(For each Zest/ Tigor/ Dzire/ Xcent/Etios (Petrol)) shall be deposited by the intending bidders in shape of Account Payee, Bank Draft in favour of the AFA-cum\_ under Secretary to RDC, ND, Sambalpur and submitted along with the tender as EMD. After completion of tender process, EMD shall be refunded to unsuccessful bidders.
7. The monthly rate of hire charge, excluding GST is quoted separately, excluding fuel as per FDOM No. 15836/F dt. 27.05.2025.
8. The vehicle must achieve a fuel efficiency of 17 km per litre.
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 complete in all respect should reach the undersigned on or before Dt.12.02.2026 by 1.30 PM and shall be opened at 03.30 PM on the same day in presence of the bidders or their authorized the representatives
11. The application form of quotation/tender containing General bid Information and Terms and conditions for hiring of vehicle etc. will be available with the website of <https://rdcsambalpur.nic.in/>



Seal & Signature of  
Tender Calling Authority with Designation



### Terms and Condition

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 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 in any manner whatsoever. The vendor shall be responsible for all such litigation.
3. The hire charges to be paid is for monthly basis and do not include the cost of fuel, which is to be paid separately as per the existing Govt. norms. All the expenditure of the vehicle towards repair, replacement of spare parts, lubricating oil, engine oil, Gear box and 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 of the vehicle for any reasons whatsoever, the bidder will replace the vehicle with a vehicle of the same or better model.
6. In case of vehicle do not report regularly, the authority will be at liberty to terminate the agreement without prior notice.
7. The vehicle should report to duty throughout 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 if any(as per norm) will be paid every succeeding month, as soon as possible preferably within fifteen days of the submission of bills by the service provider and no advance payment on any account 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 give 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

**General Information**

Sl No.	Particulars	
1	Name of the Service provider	
2	Complete Address	
3	GST Number	
4	GeM Registration Number	
5	Bank Account Number and IFSC code	
6	Registration Number and vehicle	
7	Year of Manufacture	
8	Make and model	
9	Date of Registration	
10	Name and 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 Driver	
17	Contact Number of the service provider	
18	Contact Number of the 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 be the best of my knowledge and belief."

Seal and Signature of the Tenderer