

**COLLECTORATE: MALKANGIRI**  
**(Nizarat Section)**

No. 5796 / (II-03/25)Date: 04.09.2025**TENDER CALL NOTICE**

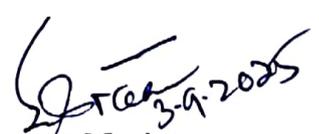
In pursuance to the O.M. No. 15836/F dtd:27.05.2025, of Finance Department ,Odisha and as per permission vide Letter No.43701/R&DM dtd:23.12.2022 of R&DM Department of Finance Department ,Odisha, sealed quotations/tenders are invited from interested reputed Travel Agencies/Tour Operators or private individuals for providing 01(One) number of AC Petrol / Diesel driven vehicle named as Scorpio (as per the table below) for official use by the Addl. District Magistrate(Gen.), Collectorate, Malkangiri having sitting capacity not more than 08 (Eight) including driver ,which shall confirm to the Terms and conditions (Annexure II) for official use by the Addl. District Magistrate, Collectorate, Malkangiri on monthly rent basis.

The quotation should be super-scribed "Quotation for Providing vehicle on hire basis" on the cover and sealed quotation should reach to the undersigned on or before 17.09.25 by 5.30 P.M by Speed Post /Regd. Post and shall be opened on 19.09.25 at 3.30 P.M in the presence of the bidder or their authorized representatives at Collectorate, Malkangiri .Quotation received after the scheduled date and time shall not be accepted.

The application form of quotation containing General Bid Information & Terms and Conditions for Hiring of Vehicle will be available at Nizarat Section, Collectorate, Malkangiri from 04.09.25 to 17.09.25 or can be downloaded from Malkangiri District Website [malkangiri.odisha.gov.in](http://malkangiri.odisha.gov.in) from dt. 04.09.25 to 17.09.25.

The undersigned reserves the right to reject all or any of the tender/Quotation without assigning any reason thereof.

Sl. No.	Name of the Vehicle	Type of the Vehicle	Maximum hire charges per month excluding taxes.	Minimum average mileage in Kms per Litre
1	2	3	4	5
01	Scorpio	AC	Rs. 37,200/-	10

  
Addl. District Magistrate,  
Malkangiri

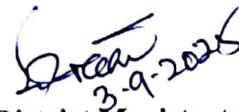
## **TERMS AND CONDITIONS FOR HIRING OF VEHICLES**

The following terms and conditions must be fulfilled by the successful bidder /owner of vehicle / firm for providing a vehicle on hire on monthly rent basis.

1. In view of pollution being high through use of Diesel vehicle, it is preferable to hire BS-VI compliant Petrol Vehicle.
2. The service provider shall have a valid GST registration to participate in the tendering.
3. The vehicle hired shall be in good condition and shall not be older than 3 (three) years. Vehicle older than 7 (seven) years should be replaced by new vehicle by the service providers.
4. It will be ensured through Service Provider of hired vehicle that the vehicle is kept under optimum running condition and avoid accidents attributable to lack of maintenance / upkeep. The hired vehicle cannot be used for any private / commercial purpose beyond office hours or during holidays.
5. The recurring expenditure involved in hiring of vehicles shall be met from the Budget sanctioned for under the object head "Motor Vehicles" .
6. The hiring charges do not include fuel cost (petrol/diesel) which is to be paid separately basing on actual consumption and lubricants as per existing Government norms.
7. The hiring may be discontinued immediately, when the vehicle is no longer required for office.
8. **P.O.L as per mileage covered will be supplied separately by this office maximum upto 2000kms .Salary of the driver, repair and maintenance charges and other operating cost including taxes (except service tax on hire charges) would be borne by the service provider.**
9. The hire charges to be paid after deduction of Income Tax or any other tax as applicable by law 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.
10. 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.
11. The Driver should be well behaved, gentle and obedient in nature.
12. Log books shall be maintained for the hired vehicles as in the case of Government vehicles. Kilometer reading and POL drawn shall be necessarily recorded in relevant columns and verified regularly by an authorized officer before making payment.

13. The period of the contract shall be for a period of 3 years which may be extended by maximum 1 year subject to satisfactory performance.
14. A sum of Rs. 5000/- shall be deposited by the intending bidders in shape of Account Payee Bank draft drawn in favour of the Deputy Collector, Nizarat Section, Collectorate, Malkangiri payable at SBI, Malkangiri and submitted along with the tender as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders.
15. The monthly rate of hire charge, excluding GST be quoted separately, excluding fuel.
16. The Vehicle must achieve a fuel efficiency of 10 K.M per litre.
17. The details of the make and year of manufacture of the vehicle, registration no., mileage (KM covered per liter) 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).
18. The Quotation completed in all respect should reach the undersigned on or before 17.09.25 by 5.30 P.M by Speed Post /Regd. Post and shall be opened on 19.09.25 at 3.30 P.M in presence of the bidders or their authorized representatives at Collectorate, Malkangiri.
19. The application form of quotation/Tender containing General Bid Information & Terms and conditions for Hiring of Vehicles etc. will be available at Nizarat Section, Collectorate, Malkangiri on payment of Rs.100/- from 04.09.25 to 17.09.25 by 5.30 P.M or can be downloaded from Malkangiri District Website [malkangiri.odisha.gov.in](http://malkangiri.odisha.gov.in) from dated 04.09.25 to 17.09.25. In case the application form is downloaded from Govt. 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.
20. The hired vehicle, during the period of contract, shall have all necessary valid M.V documents such as -Valid Registration Certificate, Insurance Certificate, Fitness Certificate, Valid Contract Carriage Permit, Proof of up to date Tax Payment etc. , which are mandatory, should be available all the times for plying of vehicle.
21. The 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 damage to any property on account of use of hired vehicle in any manner what so ever. The owner of the vehicle shall be responsible for all such litigations.
22. 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.
23. 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.

24. In case of the vehicle don't report regularly, the authority will be at liberty to reject the agreement and may engage vehicle from other source.
25. The vehicles shall report for duty for minimum of 25 days in a month.
26. In case of emergency, the driver will have to report for duty as per the requirement. No extra payment shall be made.
27. 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.
28. 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.
29. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
30. 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.
31. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.
32. The Local vehicle and New /Latest Model Petrol/Diesel vehicle will be given priority during open of tender by the Tender Committee. The decision of the Tender Committee is final decision for finalization of vehicle.
33. The L-1 bidder will be prepared on the basis of the quotations received and final selection will be made by the District Committee of the Collectorate, Malkangiri for the latest new model vehicle.
34. The application form must be signed by the vehicle owner or bidder and properly sealed and also attached with all relevant documents including drafts as per the terms and Conditions.
35. The decision of the Tender Committee is final decision for finalization of vehicle and the Committee reserves the right to accept/ reject /cancel of any application/tender without assigning any reason thereof at any time .

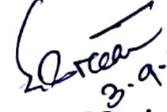
  
3-9-2025  
**Addl. District Magistrate,  
Malkangiri**

Memo No. 5797 /2025

Date: 04.09.2025

Copy to the Notice Board of this Collectorate.

Copy to the C.D.O-cum-E.O, Zilla Parishad , Malkangiri / PA, ITDA, Malkangiri / Sub-Collector, Malkangiri / R.T.O., Malkangiri / D.I.P.R.O, Malkangiri / All Tahasildars & B.D.Os of this district / Executive Officer, N.A.C., Malkangiri / E.E ., R.D-I & II., Malkangiri / S.E. R & B Malkangiri/ Deputy Director of Horticulture, Malkangiri / Deputy Director of Agriculture, Malkangiri for information and necessary action. They are requested to display the Quotation call notice in their Notice Board for its wide publication.

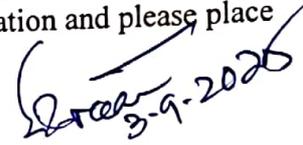
  
3-9-2025

**Addl. District Magistrate,  
Malkangiri**

Memo No. 5798 /2025

Date: 04.09.2025

Copy to the DeGM, Malkangiri for information with a request to display the Quotation call notice in their Notice Board for its wide publication and please place this advertisement in District portal [malkangiri.odisha.gov.in](http://malkangiri.odisha.gov.in)

  
3-9-2025

**Addl. District Magistrate,  
Malkangiri**

General Information

Sl No	Particulars	
1	Name of the Service Provider	
2	Complete Address	
3	GST Number	
4	Bank Account No and IFSC Code	
5	Registration No. of Vehicle	
6	Year of Manufacture	
7	Make & Model	
8	Date of registration	
9	Name & complete address of the owner of vehicle	
10	Fitness Certificate validity	
11	Pollution Certificate validity	
12	Permit validity	
13	Insurance validity	
14	Name / Address of the Driver	
15	D.L. No. & Validity of the D.L. of the Driver	
16	Contact Number of the Service provider	
17	Contact number of Driver	
18	Proposed hire Charge of the vehicle per month excluding fuel cost	
19	Rate of fuel consumption / Mileage per litre	

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

**Signature of the Quotationer / Tenderer**