

**OFFICE OF THE SUB-COLLECTOR & SUB-DIVISIONAL MAGISTRATE, ATHAMALLIK**

Order No. 1854 /dt- 05/05/2026

Quotation/Tender Call Notice

Sealed quotation/tenders are invited from interested reputed Travel Agencies or private individuals for providing 01 (One) number of Non AC/AC Diesel driven vehicle i.e. Mahindra Scorpio N Z8 S having sitting capacity not more than seven including driver, Which shall conform to the Terms and condition (Annexure-II) for official use in Office of the Sub-Collector, Athmallik 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/- shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the Sub-Collector, Athmallik 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 be quoted separately, excluding fuel.
8. The Vehicle must achieve a fuel efficiency of 10 (Ten) 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 completed in all respect should reach the undersigned on or before 18.05.2026 by 11.00 A.M and shall be opened on the same day at 11.30 A.M in presence of the bidders or their authorized representatives.
11. The application form of quotation/tender containing General Bid Information & Terms and conditions for Hiring of Vehicles etc. will be available with Sub-Collector, Athamallik downloaded from Dist. Website i.e. angul.nic.in from Date 05.05.2026 to Date 15.05.2026.

  
2/5/26

12. The vehicle shall be engaged up to May,2026.

13. The Maximum bidding charges along with Minimum average mileage of vehicle is given in the table below.

Type of Vehicle to be hired	Maximum charges per month	Maximum Average Mileage in Kms. Per Litter
Mahindra Scorpio N Z8 S	Rs.37200/-	10

Sub-Collector,  
Athamallik 5/5/26

Memo No. 1855 /dt. 05/05/2026

Copy to the Collector & D.M, Angul for kind information.

Sub-Collector,  
Athamallik

Memo No. 1856 /dt. 05/05/2026

Copy to notice Board/P.D, DRDA, Angul/All Tahasildars /All BDOS/All CDPOS/ All Executive Officers, Municipality & EO, NACS of Angul District for wide publication of the notice.

Sub-Collector,  
Athamallik

Memo No. 1857 /dt. 05/05/2026

Copy to the D.I.O, NIC, Angul for information and necessary action. He is requested to float in the District website along with attached Annexure-A & B.

Sub-Collector,  
Athamallik

Memo No. 1858 /dt. 05/05/2026

Copy to the Dy. Collector Nizarat, Collectorate, Angul for wide publication of the notice.

Sub-Collector,  
Athamallik

**TERMS & CONDITIONS**

The following terms and conditions must be fulfilled by bidder:

1. The hired vehicles, during period of contract, shall have all necessary valid MV 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.

  
Sub-Collector,  
Athamallik 5/5/26

## TERMS & CONDITIONS FOR HIRING OF VEHICLES

14. i. Administrative Departments can hire vehicles, at their level, for official use in substitution of existing Government vehicles after completion of condemnation and scrapping of the vehicle in terms of guidelines issued by Commerce & Transport (Transport) Department.

ii. Hiring sought for, without condemnation of existing vehicles and hiring of vehicle for new offices/entitled officers, will require prior concurrence of Finance Department. In case any vehicle has been hired with prior concurrence of Finance Department, no further concurrence of Finance Department is required for successive renewals or fresh contracts. Head of Office concerned is empowered to renew the contract or go for a new hiring contract. However, hiring must be discontinued immediately if the vehicle is no longer required for the office concerned or when the post of the officer concerned falls vacant.

iii. The procuring entity shall follow a transparent bidding process for selection of the Service Providers for hiring BS-VI emission compliant Vehicles. A standard model bidding document (MBD) is at Annexure-I.

iv. The hiring charges do not include fuel cost (petrol/diesel) which is to be paid separately basing norms.

v. The vehicles shall be in good condition and shall not be older than three years at the time of submission of bid. Vehicles older than seven years should be replaced by new vehicles by the service provider.

vi. The Service Providers will ensure that the vehicle is kept under optimum running condition and avoid accidents attributable to lack of maintenance/upkeep. The hired vehicles cannot be used by the service provider for any private/commercial purpose beyond office hours or during holidays.

vii. Vehicles may also be hired through electronic platform such as GeM etc. by adhering to the aforesaid norms. While floating the bid, it should be specifically stated that hiring charge does not include cost towards fuel which is to be paid separately basing on norms.

viii. The service provider shall have a valid GST registration to participate in the tendering.

ix. The service provider, participating in the bidding process under the jurisdiction of Municipal Corporations, shall be registered on GeM platform.

x. The recurring expenditure involved in hiring of vehicles shall be met from the Budget sanctioned for respective Offices under the object head of "Motor Vehicles".

xi. In the Log books, Kilometre reading and POL shall be recorded in relevant columns and verified regularly by the authorized officer before releasing payment.

xii. The hired vehicle shall be discontinued immediately, when the vehicle is no longer required due to retirement/transfer of the concerned officer or closure of the office/ project etc.

xiii. Administrative Department shall sanction hiring of vehicle, at their level, for one-time sporadic requirement on case-to-case basis (For example: One-time hiring for a week/fortnight, etc.).

xiv. 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.

xv. Provision of Odisha General Financial Rules, 2023 and Delegation of Financial Power Rules 1978 shall be applicable for hiring of vehicles. EMD / Bid Security and Performance Security shall be as per the provision of Odisha General Financial Rules and as amended from time to time.

xvi. No cost towards cost of tender paper shall be charged while inviting the tender.

Sub-Collector  
Athamallik 5/5/26

**General Information**

**GENERAL INFORMATION FOR HIRING VEHICLES**

- 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 liter:-

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

Sub-Collector,  
Athamallik 5/5/26