



# OFFICE OF THE PRINCIPAL, R.I.T.E, RANGEILUNDA, GANJAM

At/Post- Mandiapalli, Via- Bhanja Vihar (Berhampur University), PIN-760007

Email ID- priterlunda.dag@od.gov.in

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Notice No.:- 653

Date: - 16.08.2025

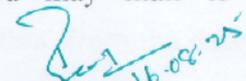
## Tender Call Notice For Hiring of Vehicle/Passenger buses/Cars

Sealed tenders are invited by Principal, RITE, Rangeilunda from reputed travel agency/tour operators as per tender specification for “**Hiring of Vehicle/ Passenger buses/ Cars**” as and when required on daily hire basis towards conducting different field visit, exposure visit programme of Trainees and conveyance of resource person respectively. The detailed tender document may be downloaded from the district website of Ganjam district; <https://ganjam.odisha.gov.in>.

Interested bidders may submit their sealed tender documents in the prescribed format along with the Technical Bid and Financial Bid in separate envelopes enclosed with in a common envelope mentioning “**Hiring of Vehicle/Passenger Buses/Cars for R.I.T.E, Rangeilunda**” on the cover of the envelope to the **Principal, R.I.T.E, Rangeilunda, Ganjam, PIN-760007** by **05-09-2025 up to 5.00 pm** through **Speed post/ Registered post** only. The technical Bid and the financial Bids will be open on 06-09-2025 at 11.00 am in presence of the committee members and the short listed bidders or their authorized representatives.

Tenders received after due date and time will not be accepted. The Principal, R.I.T.E, Rangeilunda shall not be responsible for postal delay or similar reasons. No tenders sent through an electronic mail or any other mode shall be accepted. Any corrigendum/addendum, if any, will be uploaded in the above mentioned website only.

The Principal, R.I.T.E, Rangeilunda reserves the rights to accept or reject any or all tenders without assigning any reason thereof. For any queries you may mail to [priterlunda.dag@od.gov.in](mailto:priterlunda.dag@od.gov.in).

  
Principal

RITE, Rangeilunda

Date: - 16.08.2025

Memo No.:- 654

Copy to District Information Officer, Ganjam, Chatrapur for favour of kind information and necessary action with a request to web host the above tender documents in the district website of Ganjam district; <https://ganjam.odisha.gov.in>.

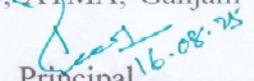
  
Principal

RITE, Rangeilunda

Date: - 16.08.2025

Memo No.:- 655

Copy submitted to the Chief District Agriculture Officer-cum-PD, ATMA, Ganjam for kind information and necessary action.

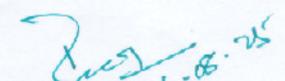
  
Principal

RITE, Rangeilunda

Date: - 16.08.2025

Memo No.:- 656

Copy submitted to the Director of Agriculture & Food Production, Odisha, Bhubaneswar for kind information and necessary action.

  
Principal

RITE, Rangeilunda

**TERMS AND CONDITIONS FOR HIRING OF VEHICLE/PASSENGER BUSES/CARS  
AT- R.I.T.E, RANGEILUNDA, GANJAM, PIN-760007**

**1. ESSENTIAL FEATURES OF VEHICLE:-**

- The Service provider shall have a valid GST registration to participate in the tendering
- The hired vehicle must possess all the pre decided technical criteria (such as vehicles should not be of more than 03 (three) year old, must have all the relevant papers and should have the coverage of comprehensive insurance) etc.
- The driver(s) must have mobile phone.
- The driver along with the vehicle will report at RITE, Rangeilunda as desired by authorities.
- The assigned vehicle must have valid MV documents (such as valid Registration Certificate, Insurance Certificate, Fitness certificate, contract carriage permit, upto date tax payment) etc.

**2. QUALIFYING CRITERIA**

- The Bidder should have a registered Tour and Travel Agency/ registered tour operator/ individuals having sufficient numbers of latest models of vehicle for hiring with valid GST registration.

**3. TECHNICAL SPECIFICATION/ FEATURES**

Tenders will be invited from Tour and Travel Agency/ tour operator/ individuals indicating the technical features of the vehicle in one envelope and financial offer in second envelope. For monthly basis the RC, Insurance, Pollution control certificate is to be attached. The technical offer envelope will be opened in a fixed date to observe following conditions/ specifications. All the features of the vehicle as per the make & model must be fully functional for utility on hiring.

- Vehicle is not old for more than three (03) years from the initial registration (from the date of advertisement) for monthly hiring.
- Petrol Vehicles of BS-VI and above are preferred than Diesel vehicles in view of pollution control.

**4. PERIOD OF CONTRACT**

The contract is awarded till completion of the training programmes for the year 2025-26 and the rates at which the contract is awarded will be valid throughout the tennure and no claims whatsoever on account of increase in the hiring charges and other factors such as statutory payments, minimum wages etc., shall be entertained and it will be the responsibility of the owner to bear such additional expenses.

**5. LOCATION/ REQUIREMENT OF THE VEHICLE**

The vehicles to be located at O/o the Principal, Regional Institute for Training on Extension (R.I.T.E), Rangeilunda, Ganjam.

**6. REQUIREMENT OF VEHICLE:-**

- AC/NON AC Cars such as Swift Dzire/Indigo/Indica etc.
- Passenger buses such as 20 seater/30 seater/45 seater etc.
- All the hiring of vehicles are on daily basis as per the necessity of the organization.

**7. SETTLEMENT OF PAYMENTS:-**

- The hiring charges and reimbursement towards fuel cost (as per actual) 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.
- It will be the responsibility of the driver to indicate the starting kilo meter, ending kilo meter, distance covered, start and end time from RITE to places/ villages visited etc. for each occasion of journey.

**8. DISPUTE RESOLUTIONS:**

The disputes, if any, arising out of this contract will be rejected subject to the jurisdiction of the courts in the district only.

**9. BID DOCUMENTS:**

Sealed tenders in the prescribed form in two envelopes- one for technical bid and the second for financial bid in one envelope super scribing "**Hiring of Vehicle/Passenger Buses/Cars for R.I.T.E, Rangeilunda**" addressed to the Principal, RITE, Rangeilunda, At/post-Rangeilunda, Via- Bhanja Bihar, Ganjam, PIN-760007 to be submit through Speed/Registered post only. The tender should be submitted in the format annexed herewith. It should be duly signed by authorized signatory and should bear the stamp of the form/company and signature of individual on each page. Late/delayed received tenders to any reason whatsoever will not be accepted/ considered under any circumstances.

**10. BID DOCUMENT COST:**

The bidders shall have to furnish bid document cost of Rs. 1000/- (Rupees one thousands) only (non refundable) in shape of a Banker's cheque/ Demand draft from any nationalized bank in favour of Principal, RITE, Rangeilunda payable at Axis Bank, Mandiapalli and in the absence of the bid document cost, the technical proposal of the bidder shall be rejected.

**11. EMD:**

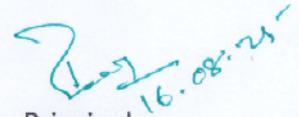
The bid document must be accompanied with EMD of Rs. 10000/- (Rupees ten thousands) only in the form of Demand Draft in favour of Principal, RITE, Rangeilunda payable at Axis Bank, Mandiapalli.

EMD will be taken as security deposit of successful bidders. In case the contract signed with service provider (successful bidder) is extended beyond one year on mutual consent, the security deposit shall be retained for the extended period. The EMD shall be returned to unsuccessful bidders within a period of 08 weeks from the date of announcement of the successful bidder.

The security deposit will be refunded to the contractor after sixty days from the date of completion of the contract period and no interest would be paid thereon.

**12. OTHER TERMS & CONDITION:**

- If during the course of engagement of the vehicles to the services of this institution, any accident etc. occurred the third party will not be responsible and any liability arising out of such accident will be the responsibility of the firm/ bidder/ vehicle owner only.
- The journey to the destination and back shall be undertaken by the shortest route possible. In case of breakdown of any vehicle during official duty, it shall be the responsibility of the firm to provide a replacement immediately. If no replacement is provided on time, alternative arrangement will be made and the cost thereof will be deducted from the payment to be made to the firm.
- Toll tax, Entry tax, Permit fee for crossing border, if any, parking charges will be borne by the service provider/ vehicle owner and to be reimbursed on production of authentic vouchers.
- The vehicle deputed should carry all relevant papers duly updated always.
- All incidental expenditure towards repair will be borne by the vehicle owner.
- No compromise will be made by this institution towards punctuality, cleanliness, obedience, promptness, behaviour etc. if the tender, at any point of time, fails to provide service the contract will be cancelled forthwith without any notice.
- For daily basis hiring the time limit per day will be 18 hours. The vehicle must have the requisite specification with a Driver having authentic DL.
- If the bidder violates any of the terms of contract, the institution may forfeit the entire amount of security deposit and blacklist the agency.

  
16.08.25

Principal

RITE, Rangeilunda

## FORMAT FOR FURNISHING GENERAL DETAILS OF THE AGENCY

SL.	ITEMS	DETAILS
1	Name of the Agency	
2	Name of the Proprietor/Partner	
3	AADHAR of the Proprietor/Partner	
4	Registered Office (Address, Tel. No., e-mail etc)	
5	Tender Paper Cost details	
6	EMD details	
7	Experience of Agency (in detail)	
8	Type of vehicles and No. of Vehicles owned by the agency	
9	Type of vehicles proposed to be deployed	
10	PAN No. & GST No of the Agency	
11	Income Tax Return for last 03 years	

Certified that the information given above are true to best of my knowledge. Further I am to state that I have not been black listed by any other Government Office and I am a bonafide Service Provider having cleared all GST and Income Tax Liabilities.

**Signature of the Bidder**

**FORMAT FOR FINANCIAL BID FOR HIRING OF VEHICLE ON DAILY BASIS  
(WITHIN 200KM)**

Name of the Agency/Bidder:

Type of Vehicle	Per day charges(Rs.)	Average Mileage (Km/Lit)	Detention charges per hour (Rs.)
Indigo/Swift Dzire (Car)			
AC Mini Coach (40 capacity)			
AC Mini Coach (26capacity)			
AC Mini Coach (17capacity)			
AC Mini Coach (13capacity)			
NON- AC Mini Coach (40 capacity)			
NON- AC Mini Coach (26capacity)			
NON-AC Mini Coach (17capacity)			
NON-AC Mini Coach (13capacity)			

**NB:**

- The GST is extra and applicable as per govt. norms.
- Detention Charges will be applicable after 18 hours.
- Toll and Parking Fees will be paid extra as per actual.

**Signature of the Bidder**

**FORMAT FOR FINANCIAL BID FOR HIRING OF VEHICLE ON DAILY BASIS  
(BEYOND 200KM)**

Name of the Agency/Bidder:

Type of Vehicle	Per day charges (Rs.)	Average Mileage (Km/Lit)	Night Halt charges (Rs.)
Indigo/Swift Dzire (Car)			
AC Mini Coach (40 capacity)			
AC Mini Coach (26capacity)			
AC Mini Coach (17capacity)			
AC Mini Coach (13capacity)			
NON- AC Mini Coach (40 capacity)			
NON- AC Mini Coach (26capacity)			
NON-AC Mini Coach (17capacity)			
NON-AC Mini Coach (13capacity)			

**NB:**

- The GST is extra and applicable as per govt. norms.
- Detention Charges will be applicable after 18 hours.
- Toll and Parking Fees will be paid extra as per actual.

**Signature of the Bidder**