



OFFICE OF THE REGIONAL TRANSPORT OFFICER: SUNDARGARH

No 6167CA /date 26.12.25

To

The District Informatics Officer,  
NIC, Sundargarh  
Odisha

Sub: Request for publishing tender notice for engagement of 01 No. Scorpio  
(7-Seater) vehicle for the office of RTO, Sundargarh

Sir,

In inviting reference to the subject cited above, I am to intimate that, kindly arrange to publish the enclosed public tender notice on the District NIC website for engagement of 01 (one) number of Scorpio (7-Seater) vehicle on hire basis for official use in the office of the Regional Transport Officer, Sundargarh.

You are therefore requested to kindly upload the tender notice at the earliest and confirm once the same is published.

Yours faithfully

  
Regional Transport Officer  
26/12/25  
Regional Transport Office  
Sundargarh

**Model Bidding Document****Government of Odisha****REGIONAL TRANSPORT OFFICER, SUNDARGARH****Quotation / Tender Call Notice**

Sealed quotations/tenders are invited from interested reputed Travel Agencies / Tour Operators / Private individuals for providing 01 nos. of AC Diesel driven vehicle (Scorpio) having sitting capacity not more than 07 including driver, which shall conform to the Terms and Conditions (Annexure-A) for official use in Regional Transport Office, Sundargarh 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 roadworthy 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. **1000/- (Rupees One Thousand only)** shall be deposited by the Intending Bidders in shape of Account Payee Bank Draft drawn in favour of the **Regional Transport Officer, Sundargarh** and submitted along with the tender as security deposit. After completion of tender process, the amount will 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 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 (Annexure-B).
10. The Quotation completed in all respect should reach the undersigned on or before **09-01-2026 by 01.30 P.M.** and shall be opened on the same day at **5.00 P.M.** in presence of the bidders or their authorized representatives.
11. The application form of quotation/tender containing General Bid information & Terms & condition for Hiring of vehicles etc will be available at O/o Regional Transport Office, Sundargarh.

Seal & Signature of  
Tender Calling Authority with Designation  
26/1/25  
Regional Transport Office  
Sundargarh