

**Government of Odisha**  
**Commerce & Transport Department**

File No.COM-OE-MV-0004-2025

**Quotation/Tender Call Notice No. 3526**      **Date:- 08-09-2025**

Sealed quotations/tenders are invited from interested reputed Travel Agencies/ Tour Operators/ Private individuals for providing 01. no. of only Petrol driven AC vehicle **on pool basis** having Vehicle with sitting capacity not more than 05 including driver, which shall conform to the Terms and conditions (Appendix-A) for official use in Commerce & Transport Department 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 Corporation, Bhubaneswar 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. Only petrol driven vehicle will be eligible. Petrol-CNG/Diesel / Hybrid vehicle will be rejected automatically.
5. 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.
6. The Driver should be well behaved, gentle and obedient in nature.
7. A sum of Rs. 5000/-(Rupees Five Thousand only) shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the DDO ,C&T Department ,Kharavel Bhawan and submitted along with the tender as EMD. After completion of tender process, EMD shall be refunded to unsuccessful bidders.
8. The monthly rate of hire charge, excluding GST be quoted separately excluding fuel.
9. Fuel will be provided @17 K.M per litre.
10. The details of the make and year of manufacture of the vehicle, registration no. 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).
11. The Quotation complete in all respect should reach the undersigned on or before by **18th September, 2025( Thursday ) at 05:00 P.M** and shall be opened on **19th September, 2025( Friday ) at 03:30 P.M** in presence of the bidders or their authorized representatives.

12. The application form of quotation /tender containing General Bid Information & terms and conditions for hiring of vehicles etc will be available with <https://ct.odisha.gov.in/> can be downloaded from Odisha Govt. website [www.odisha.gov.in](http://www.odisha.gov.in) from date 08.09.2025.

**Complete Address for Submission of tender:-**

Additional Secretary to Government,  
Commerce & Transport Department, Kharvel Bhawan  
Gopabandhu Marg, Keshari Nagar, Bhubaneswar, Odisha, 751001.

*Adho 8.9.25*  
Deputy Secretary to Government.

Memo No. 3527 Date: 08-09-2025

Copy along with Annexure A and B forwarded to the Information & PR Department for information. They are requested to take necessary steps for publication of Short Tender Call Notice. A copy of the publication may be sent to this Department for reference.

*Adho 8.9.25*  
Deputy Secretary to Government.

Memo No. 3528 Date: 08-09-2025

Copy along with copy of the enclosure forwarded to all Departments of Government of Odisha including C&T Department Notice Board for information and wide publication of the Quotation/Tender call Notice.

*Adho 8.9.25*  
Deputy Secretary to Government

Memo No. 3529 Date: 08-09-2025

Copy along with copy of the enclosure forwarded to DDO-Cum-Under Secretary to Government, C&T Department for information and necessary action.

*Adho 8.9.25*  
Deputy Secretary to Government.

Memo No. 3530 Date: 08-09-2025

Copy forwarded to Receptionist, Kharvel Bhawan Security for information and necessary action. The Receptionist is requested to issue Kharvel Bhawan entry pass to the intending bidders to enable them to submit their bid to the Department.

*Adho 8.9.25*  
Deputy Secretary to Government.

Memo No. 3531 Date: 08-09-2025

Copy along with copy of the enclosure forwarded to Head, Portal Group IT Centre, Ground Floor, Odisha, Lok Seva Bhawan Building, Bhubaneswar to float the above notice in official website of Govt . of Odisha

  
Deputy Secretary to Government

Memo No. 3532 Date: 08-09-2025

Copy along with copy of the enclosure forwarded to PMU Section, C&T Department for hosting Tender Call Notice in the Department website for wide publicity of the notice .

  
Deputy Secretary to Government.

**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 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 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.

  
Seal & Signature of

Quotation / Tender Calling Authority with Designation

**Deputy Secretary to Govt.  
Commerce & Transport Deptt.**

**General Information**

Sl No	Particulars	
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 litre	

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

Seal & Signature of Tenderer