

Government of Odisha
ST & SC Development, M & BC Welfare Department
Lokaseva Bhawan, Bhubaneswar

SHORT TENDER CALL NOTICE

No. 18272 /SSD, Dated Bhubaneswar the,
STSCD-OM-MV-0003-2020

1st August , 2025

Sealed quotations/tenders having valid GST Registration Certificate are invited in the prescribed formats from interested reputed Travel agencies/ Tour operators or private individuals for providing 11 (Eleven) numbers [06 nos. in category-01 & 05 nos. in category-02 of Format A] of BS-VI emission compliant Vehicles (Petrol) for use in ST & SC Development, M & BCW, Department on monthly rent basis, which must confirm to the Terms and conditions (**Annexure-A**).

The application form of quotations/tenders containing General Bid Information & Terms and conditions for hiring of vehicles etc. will be available in the Office of Deputy Director (OE-II), ST & SC Development Department, M & BCW Department from dt. **02.08.2025 to 08.08.2025**. The application form can also be downloaded from Govt. Website www.odisha.gov.in or www.stsc.odisha.gov.in . No cost towards cost of tender paper is charged.

Tender paper should reach the office of the **Deputy Director (OE-II), ST & SC Dev. M&BCW Department, Lokseva Bhawan, Bhubaneswar-751001** on or before **08.08.2025 by 05:00 pm** positively. And in case this date happens to be a holiday for any reason, the last date of receiving tender paper will be the immediate next working day at the same designated time & place.

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


1-8-2025
Deputy Director

Memo No 18273 / SSD Date 01.08.2025

Copy forwarded to all Departments of Government/all Heads of Department of Government for information with a request to kindly display it on their Notice Board for wider publicity.


1-8-2025
Deputy Director

Memo No 18274 / SSD Date 01.08.2025

Copy along with the copy of Detailed Tender Call Notice (DTCN) forwarded to the Head, State Portal Group, Lokseva Bhawan /Sri Sujit Mukherjee, Special Officer (Statistics), SSD for kind information and necessary action. It is requested for hosting of the Short Tender Call Notice in www.odisha.gov.in and www.stsc.odisha.gov.in website for wide publicity of the notice from **01.08.2025**.


1-8-2025
Deputy Director

Memo No 18275 / SSD Date 01.08.2025

Copy along with the copy of Tender papers (DTCN) forwarded to the Superintendent, Issue Section with a request to display in Notice Board of this Department for wide publication.


1-8-2025
Deputy Director

Memo No 18276 / SSD Date 01.08.2025

Copy forwarded to JEA to Commissioner-cum-Secretary, SSD for kind information of Commissioner-cum-Secretary, SSD.


1-8-2025
Deputy Director

Memo No 18277 / SSD Date 01.08.2025

Copy along with enclosure forwarded to Chief Receptionist/ DCP, Secretariat Security for information and necessary action.

They are requested to issue necessary Secretariat entry pass to the bidders in order to enable them to submit their bid in this department from **02.08.2025 to 08.08.2025** & to attend the opening of the bid on **11.08.2025** in this Department.


1-8-2025
Deputy Director

GENERAL BID INFORMATION

1. The service provider shall have a valid GST registration to participate in the tender process.
2. The service provider, participating in the bidding process under the jurisdiction of Municipal Corporations, must be registered on GeM platform.
3. The vehicle must be in Road Warranty condition, shall not be more than 3 years old from the date of initial registration at the time of submission of the bid 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 vehicles and should be sufficiently experienced in driving transport/passenger vehicle.
5. The driver should be well behaved, gentle and obedient in nature.
6. The agency should ensure the drivers engaged are properly dressed in neat and clean attire preferably with a uniform in white colour.
7. The monthly rate of hire charges (excluding fuel) to be quoted separately in the financial bid in **Format A**. The vehicle(s) must achieve a fuel efficiency of minimum 17 Km per litre as mentioned in FD OM No 15836, dated 27.05.2025.
8. The details of the make and year of manufacture of the vehicle, registration No., mileage (Kms covered per litre) and name of the Driver with Driving License no. and period of validity should be specifically provided in the General Information for Hiring Vehicles (**Annexure-B**) to be furnished with the Quotation/Tender.
9. The General Information for Hiring Vehicles (**Annexure-B**) must be filled separately & completely for each vehicle. A single General Information for Hiring of Vehicles (**Annexure-B**) for multiple number of vehicles will be treated as a single vehicle only.
10. A sum of Rs. 75,000/- (Rupees Seventy Five Thousand) only shall be deposited by the intending bidders (except MSEs) in shape of Account payee bank draft drawn in favor of **DDO, ST & SC Development, M & BCW Department** and submitted along with the tender as Bid Security /EMD. After completion of the tender process, the bank draft will be returned to the unsuccessful bidder(s) immediately.
11. The bid documents to be submitted by the bidders are listed below
 - A. All bid documents with Detailed Tender Call Notice (DTCN) duly signed at every page by the authorized signatory of the bidder with office seal,
 - B. 'General information for Hiring Vehicles' (Annexure-B) for each vehicle,
 - C. Copy of RC of each vehicle in support of each 'General information for hiring of vehicle',
 - D. Self-attested copies of GST registration certificate, PAN No. & GeM registration of the agency,
 - E. Declaration towards forfeiture of EMD in prescribed format (Format-B).
 - F. Certification that the firm/agency has not been debarred / blacklisted by any Government / Govt. Organization/PSU in Format- C.



G. Demand Draft of Rs.75,000/- (Rupees Seventy Five Thousand only) towards security deposit/EMD.

12.

- i. The bidders shall submit their technical and financial bid separately in two envelopes and these two envelopes should be put into another cover envelope super-scribed as "**Tender for Hiring of Vehicles on Monthly Rent Basis in reference to Advertisement No.../SSD dtd./...../2025**"
- ii. The Technical & Financial Bid envelopes should be clearly super-scribed as **TECHNICAL BID & FINANCIAL BID** respectively.
- iii. The tender to be addressed to:

The Deputy Director (OE-II)
ST & SC Dev. M&BCW Department
Lokseva Bhawan, Bbsr-751001, Odisha.

and the bidder should mention their details e.g. **name of the firm, address, mobile number, email address** etc. on the outer envelope.

- iv. The tender will be opened on 11.08.2025 at 04:00 PM in this department. In case the date of opening is postponed for any administrative reason the same will be intimated to the bidders telephonically/by email as given in their respective envelope.
13. All bid documents (**except Format-A**) should be kept inside the Technical Bid envelope. And only **Format-A** should be kept inside Financial Bid envelope.
14. The Quotation completed in all respect should reach the undersigned on or before 08.08.2025 by 05:00 P.M. and shall be opened on 11.08.2025 at 04:00 P.M. in presence of the bidders or their authorized representatives. And in case the date (s) happens to be a holiday for any reason, then the deadline will be the immediate next working day without any alteration in time & place.
15. Tender paper will be received through Speed Post/Registered Post/drop box at this department.
16. The undersigned reserves the right to reject all or any of tender without assigning any reason thereof.


1.8.2025
Deputy Director

TERMS & CONDITIONS FOR HIRING OF VEHICLES

The following terms and conditions must be fulfilled by bidder for providing the vehicles on monthly rent basis for use in this department.

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. This Department shall not be responsible for any damage/ loss caused to the hired vehicles or loss of life/ injury made to any person or damage to any property on account of use of the hired vehicles in any manner, whatsoever. The hirer (Service provider) 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 basing on actual consumption 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 bidder/service provider of the vehicle. The driver should be well behaved, gentle and obedient in nature and must not be alcoholic.
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 vehicle do not report regularly, the authority will be at liberty to terminate the agreement without prior notice. Also penalty will be imposed.
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 15 working 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 at the time of submission of the bid and also in good running condition during the period of contract.
11. The engaged vehicles cannot be used by the service provider/owner of the vehicle for any private/commercial purpose beyond office hours or during holidays.
12. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
13. 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.
14. If the service provider violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.


1.8.2025
Deputy Director

GENERAL INFORMATION FOR HIRING VEHICLES

1. Name of the Service Provider :-
2. Complete Address :-
3. GST Number:-
4. GeM Registration number:-
5. Registration No. of vehicle: -
6. Type of Vehicle (AC/Non-AC): -
7. Year of manufacture: -
8. Make & Model: -
9. Date of Registration: -
10. Name & complete address of the owner of vehicle: -

7. Fitness Certificate validity: -
8. Permit Validity: -
9. Insurance Validity: -
10. Rate of Fuel Consumption / Mileage per Litre:
11. Name/Address of Driver: -

11. D.L No. & Validity of the D.L of the Driver: -
12. Contact No. of Driver: -
13. Contact Number of the Service provider (Tenderer/ Bidder)

Mobile_____ Telephone_____

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

Seal & Signature of the Tenderer

N.B: The above information must be filled in clearly and completely.

Format A

FINANCIAL BID

HIRING OF VEHICLES ON MONTHLY RENT BASIS FOR USE IN ST & SC DEV.
M&BCW DEPARTMENT

Category	Model of Vehicle	Maximum ceiling on monthly rent (excl. GST)	Minimum Mileage	Offered monthly rent in Rs.	Remarks (If any)
01	Swift Dzire /Amaze/equivalent or higher	Rs. 31,200/-	17 kmpl		
02	Wagon-R/Swift/ equivalent or higher	Rs. 24,000/-	17 kmpl		

Date:

Seal & Signature of the Tenderer

Place:

Name:

Seal:



Format B

Declaration towards forfeiture of EMD

"I/We _____ proprietor(s) of the agency M/s. _____,
Address: _____ do hereby declare that the EMD of Rs. _____ deposited
by our agency as security deposit (EMD) against the tender call notice no. _____
dated _____ of ST & SC Development , M&BCW Deptt. will be liable for forfeiture,
if our agency fails to provide the vehicle and execute the contract as per the Detailed
Tender Call Notice or violates any of the terms of contract."

Authorized Signatory of the bidder (with seal)



Format-C

Certificate

I/We proprietor(s) of the M/s. _____, Address: _____ do hereby certify that, I/We have not committed any offence –

- a. Under the Prevention of Corruption Act, 1988; or
- b. the Indian Penal Code or any other law for the time being in force, for causing any loss of life or property or causing a threat to public health as part of execution of a public procurement contract.
- c. I have not been debarred by any Central / State Government Organization/Bodies for the last 3 years.”

Authorized Signatory of the bidder (with seal)

