

Government of Odisha

Information & Public Relations Department

File No.: IPR-VEH-MV-0003-2025 No.:

14715

Date: 25/09/2025

TENDER CALL NOTICE

Sealed Quotations/Tenders are invited from interested **Registered Travel Agencies/Tour Operators** having valid IT-PAN No., GST Registration in the prescribed format (**Annexure-II & III** attached) for supply of various categories of hired vehicles on "**as & when require basis**" for official use in the Information & Public Relations Department. The bidder shall confirm to the Terms and Conditions as laid down in **Annexure-I** (attached). The detailed Tender Documents can be viewed and downloaded from Odisha Government Website www.odisha.gov.in/

Schedule for submission of Tender documents:

- Availability of Tender documents in website till date: 13.10.2025 at 5.30PM
- Last date and time for submission of Tender Documents: 13.10.2025 at 5.30PM
- Date & Time for opening of Technical Bids: 14.10.2025 at 11.30AM
- Date & Time for opening of Financial Bids: 14.10.2025 at 11.30AM

The Department, in its discretion, reserves the right to accept or reject any or the entire Tender at any stage of tender process without assigning any reason thereof.


Under Secretary to Government

Memo No. 14716 /IPR, Dt. 25/09/2025

Copy forwarded to all Departments of Government/ Head of State Portal, I.T Centre, Secretariat, Odisha for information and necessary action.

I.T. Center is requested for hosting the above tender notice (including its enclosures) on the State Government Website www.odisha.gov.in/ immediately for wide publicity.

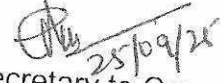

Under Secretary to Government

P.T.O.

Memo No. 14717 /IPR, Dt. 25/09/2025

Copy forwarded to Deputy Secretary, Advertisement Branch, I&PR Department for information and necessary action.

He is requested to publish the Quotation/Tender Call Notice (in minimum possible size) in Two leading local Odia dailies for wide publicity.

 25/09/25

Under Secretary to Government

Memo No. 14718 /IPR, Dt. 25/09/2025

Copy forwarded to System Analyst for information and necessary action.

He is requested for hosting the above tender notice (including its enclosures) on the Department Website of I&PR Department <https://inpr.odisha.gov.in> immediately for wide publicity.

 25/09/25

Under Secretary to Government

(126)

System Analyst
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GENERAL INFORMATION OF HIRING OF VEHICLES

The Information & Public Relations Department, Government of Odisha, Bhubaneswar with a view to managing different Government Programmes, State Level Functions etc. requires vehicles on hire "as and when require basis" on short notice. Hence, the intending Tenderer (travel agencies/tour operators etc.) should have the capability to provide motor vehicles as & when required on a particular day on short notice. Under the above circumstances, the Department invites Tenders from the interested bidders located at Bhubaneswar for supply of vehicles on hire basis with the following terms and conditions;

TERMS AND CONDITIONS OF THE TENDER

1. The Tender must be accompanied with a Bank Draft amounting Rs.1000/- (Rupees One Thousand) only towards tender fee, which is **non-refundable** and another for Rs.10,000/- (Rupees Ten Thousand) only towards Earnest Money Deposits (EMD) (**refundable**) drawn in any nationalized bank in favour of the "**D.D.O., Information & Public Relations Department, Government of Odisha**", payable at **Bhubaneswar**".
2. Tender in the prescribed format along with self-attested copy of GST Registration Certificate, IT-PAN of the firm, copy of IT returns of last three assessment years i.e. (A.Y. -2022-23,2023-24 & 2024-25) , up to date GST return filing copies of the firm shall be furnished and also the terms and conditions of this Tender paper to be signed with date and seal as acceptance of Department"
3. The Bank Draft so deposited towards EMD shall be returned without interest to the unsuccessful Tenderers soon after finalization of Tenders and EMD of the successful Tenderers shall be retained till deposit of the performance Security deposit and signing contract/agreement. If the successful bidder fails to sign the agreement & undertake the work, in such case EMD so deposited shall be forfeited and the Travel Agency shall be black listed".
4. Tender without EMD & Tender Fee shall be treated as invalid and shall not be taken into consideration.
5. The interested Tenderers are advised to submit two separate sealed envelopes super scribing "Technical Bid for supply of different types of vehicles to I&PR Department, BBSR" and "Financial Bid for supply of different types of vehicles to I&PR Department, BBSR". Both sealed envelope should be kept in another sealed envelope super scribing "**Tender for supply of different types of hired vehicles**".
6. The Tender should be submitted in the prescribed Tender Format only. It should reach the Director, Information & Public Relations Department,

- Government of Odisha, Bhubaneswar by 05.30 PM on or before Dt. **13.10.2025** in person or by Regd./Speed Post. The Tenders received after the due date and time will be summarily rejected.
7. The Tenders shall be opened in presence of the Tenderers or their authorised agents, if any, at 11.30 AM on **14.10.2025** in the Conference Hall of the I&PR Department, Bhubaneswar.
 8. The Department reserves the right to accept/reject/negotiate any or all part of the Tender without assigning any reason thereof.
 9. The Tenderers should quote their rates inclusive of all taxes except toll gate charges and justified parking fees.
 10. The rate shall be finalized on the basis of L-1 and the rate as would be finalized through this Tender process shall be valid for three years. **The Department may enlist more than one Firm for supply of vehicles at the rate so finalized.**
 11. The firms to be enlisted shall have to enter into an agreement with the Department for the purpose of supplying vehicles for a period of three years. Further, **the contract may be renewed on the same rate and Terms and conditions for the subsequent year(s) on satisfactory performance of the firms concerned on mutual agreement basis".**
 12. **The qualified Tenderer shall furnish the performance Security amounting to Rs.10,000/- (Rupees Ten Thousand)only in the form of Bank Draft/NSC/PBG drawn in any nationalized bank in favour of the "D.D.O., Information & Public Relations Department, Government of Odisha", payable at Bhubaneswar with validity up to Two more months beyond the Agreement period .**
 13. The successful Tenderer shall be required to supply the vehicles having valid fitness certificate, up to date Insurance, Pollution Certificate, M.V. Tax clearance and having **registration certificate for commercial use**. Self-attested documents in support of the above along with the copy of the valid Driving License of the Driver are required to be submitted to the Department at the time of reporting of the vehicles. Department will not be held responsible in case of Pvt./Personal vehicles are engaged for the said purpose. The vehicles registered should have necessary permit.
 14. The Travel Agencies should comply with RTA and State Govt. Rules and Registrations in force and any breach of these rules shall be at the complete risk of the Travel agencies/bidders concerned and the Department shall, in no way, be responsible for any damage/losses/any incident occurred during the travel/journey and the expenditure incurred in such incidents shall be borne by the concerned travel agencies.
 15. The Department shall not be held responsible for any legal dispute in connection with the vehicles/owner or any other accident and the travel agency shall be liable for any loss/damages.

16. The starting and closing point of all the vehicles shall be from the premises of the Department Headquarters. 10 K.M. will be permitted for the journey to the Department Headquarters in a booking for to and fro journey to the Department Headquarters.
17. The claim towards hiring charges shall be finalized basing upon the total Kilometer and hours mentioned in the duty slip as well as Log Book, and the terms fixed by Department.
18. No part claim or advance for fuel shall be paid to the travel agencies for hiring of vehicles.
19. The first party shall place requisitions of required numbers of vehicles at least 04 hours before with the second party, if requirement is for more than three vehicles at a time. In case of one or two number of vehicles, the second party shall supply within one hour of the requisition.
20. The Second party will supply required number of commercial vehicles of perfectly running/road worthy conditions so as to cover the route in time.
21. The second party shall be fully responsible for proper safety and confidentiality of transportation of men and materials of the authorized persons and materials of the first party to be transported. For any loss or damage caused during the tour/transit, the first party shall have the right to recover the loss from the second party and the second party agrees to bear the loss.
22. In the event of failure on the part of Second party to provide required number of vehicles within the stipulated time, vehicles shall be arranged from other available local agencies by the 1st party. In such cases, any excess amount incurred due to higher charges by the alternate agency shall be recovered from the Second party, besides other penalties as decided by the First party.
23. In case of the vehicles supplied by the second party goes out of order en-route, the second party shall take immediate steps to make the vehicle road worthy immediately or replace the vehicle by supplying another vehicle to the spot at his own cost. In case the second party fails to comply the above, the first party shall hire vehicles from local market and the entire payment made to the third party shall be recovered from the second party.
24. The Second party shall ensure journey by the shortest possible route of the route chart provided by the First Party and the First Party will instruct the deputed officials to ensure economical use of the vehicle and to countersign the tour particulars prepared by the driver of the vehicle. Driver of the vehicle as well as the user of the vehicle (deputed officials of the first party) shall jointly and severally be responsible for recording of any unusually high distance covered between any two destinations in the assigned journey. Otherwise payment will be made as per road mileage fixed by Govt. of Odisha to the destination from the leaving place.

25. The tax deducted at source (TDS) shall be made by the First Party while making payment as per the provisions of the Income Tax and GST Act and Rules made there under in the applicable cases and a certificate to this effect shall be provided by the First Party.
26. In case of any dispute arises between both the parties while carrying out transactions as per this agreement the same shall be resolved through negotiations. Alternatively the dispute shall be referred to the authority, I&PR Department, Odisha for his decision and the decision of the authority shall be binding upon both the parties.
27. All disputes shall be under the jurisdiction of the court at the place where headquarter of the authority, who has executed this agreement, is located.
28. This agreement shall remain valid from the date of its execution for a period of three years unless it is extended for further period by mutual understanding. However, renewal of this agreement shall be on the satisfactory performance of the Second Party with the same terms and conditions of this original agreement.

Under Secretary to Govt.

WITNESS WHEREOF the parties hereto have subscribed their respective hand this _____ day of _____ first above written.

FOR AND ON BEHALF OF GOVERNOR OF ODISHA

(AUTHORISED SIGNATORY)

Principal

WITNESS:

1.

2.

FOR AND ON BEHALF OF SERVICE PROVIDER/ AGENCY

(AUTHORISED SIGNATORY)

WITNESS:

1.

2.

In the presence of

Name:

Address:

Signature: _____

FORMAT FOR TECHNICAL BID

For supply of different types of vehicles on hired basis to
I&PR Department, Bhubaneswar

Name of Bidder:

Address & Contact Details:

1. GST Registration No.:
2. PAN Number :
3. Details of Tender fee: Rs 1000/- (Non refundable)
4. Details of EMD . Rs.10,000/-
5. Duly signed & sealed terms and conditions of this Tender and Documents.
6. Bank details of Tenderer/Agency
7. List of other documents, if any:
 - i)
 - ii)
 - iii)
 - iv)
 - v)

(Furnished copies of all the above documents **must be self-signed** and Department reserves the right to call for proof/verify the furnished information)

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

Signature of the Tenderer with Date & Seal

FORMAT FOR FINANCIAL BID

For supply of different types of vehicles on hired basis to

I&PR Department, Bhubaneswar

Name of Bidder:

Address & Contact Details:

Price in Rupees Excluding GST

| Type of Vehicle | Per day charge | Detention charges per hour | Night-halt charges (10 PM-6 AM) | Rate per KM |
|--|----------------|-------------------------------|------------------------------------|-------------|
| Volvo AC Non-Sleeper Coach (minimum 40 seater) | | | | |
| AC Coach Non-Sleeper Coach (minimum 40 seater) AC Coach, | | | | |
| Mini Coach (minimum 20 seater) | | | | |
| Mini Coach (minimum 12 seater) | | | | |
| SUV (Innova Crysta) | | | | |
| SUV (Innova/Scorpio) | | | | |
| SUV AC Bolero/Tavera / Zyro | | | | |
| AC Indigo/Swift/ Dzire& equivalent | | | | |

N.B.:

- **Minimum Booking Hours: 10 hours per day for all vehicles.**

• **Billing Procedure:**

Local Duty (≤ 200 KM per day):

- A fixed daily charge (10-hour rate) is applicable, even if used for less than 10 hours.
- **10 KM per hour** will be deducted from the total KM run (up to 10 hours).
- Any KM beyond the deductible will be charged at the per KM rate.
- If the vehicle is used for more than 10 hours, **detention charges per hour** will apply beyond 10 hours.

Long Duty (> 200 KM per day):

- Charges shall be based on **per KM rate**, plus detention if applicable.
- For calculation of detention charges, average running speed may be considered as follows:
 - 40 km/hr for coaches and travellers.
 - 50 km/hr for SUVs and other light vehicles.
- **GST** shall be charged as per the prevailing Government rate.
- **TDS** under GST & IT shall be deducted as per the provisions of GST & IT Act.
- **Tariff & other information** are subject to change as per Government notifications.

Illustrations:

I. Long Journey Example (Above 200 km)

- Rate per KM = A
- Rate for detention per hour = B

| Description | Data |
|--------------------|--|
| Starting Reading | 17,147 km on 10.09.2025 at 10:00 AM |
| Closing Reading | 17,527 km on 11.09.2025 at 8:00 AM |
| Total KM Covered | 380 km |
| Total Time Engaged | 22 hours |
| Running Hours | $380 \div 50$ (for light vehicles) = 7.5 hours |
| Detention Hours | $22 - 7.5 = 14.5$ hours |

Calculation:

- Total KM Charges = $380 \text{ km} \times A$

- Detention Charges = $14.5 \text{ hrs} \times B$
- **Total Billing** = $(380 \times A) + (14.5 \times B)$

II. Local Journey Example (Within 200 KM)

- Fixed Daily Charge for 10 hours = X
- Per KM Rate = Y
- Detention per hour = Z

| Description | Data |
|------------------|------------------------------------|
| Starting Reading | 14,135 km on 10.09.2025 at 6:00 AM |
| Closing Reading | 14,292 km on 10.09.2025 at 6:30 PM |
| Total KM Covered | 157 km |
| Total Hours Used | 12.5 hours |
| Deductible KM | 100 km (10×10) |
| Extra KM | $157 - 100 = 57 \text{ km}$ |
| Detention Hours | $12.5 - 10 = 2.5 \text{ hrs}$ |

Calculation:

- Per day Charge = X
- Extra KM Charge = $57 \times Y$
- Detention = $2.5 \times Z$
- **Total Billing** = $X + (57 \times Y) + (2.5 \times Z)$

Signature of the Tenderer with Date & Seal