



ଓଡ଼ିଶା ସରକାର ମିଶନ ଶକ୍ତି ବିଭାଗ

GOVERNMENT OF ODISHA
DEPARTMENT OF MISSION SHAKTI

Lokaseva Bhavan
Bhubaneswar - 751001
Tel: 0674 2974093
E-mail: missionshakti.od@gov.in,
pmumissionshakti@gmail.com

TENDER CALL NOTICE

MS-OE-MISC-0021-2023 6174 /MS, Dated 10/10/2025

Sealed Quotations/tenders are invited from interested reputed Service Provider (Travel Agencies/ Tour Operators or Private Individuals) having GST registration for providing **1 No. of Zest/Tigor/Swift Dzire/ Xcent/ Etios (Petrol) etc and 1 No. of Tiago/ Bolt/ Celerio etc** vehicle on hire basis having sitting capacity of minimum five including Driver, which shall conform to the terms & conditions at Annexure-A for official use for the **Department of Mission Shakti** on monthly rent basis.

1. The bidder must have office in Bhubaneswar (Telephone Bill/ Electricity Bill/Rent agreement be enclosed)
2. The Service Provider shall have the valid OGST registration to Participate in the tendering process (Copy of the Firm Registration Certificate along with PAN and GST Certificate to be enclosed).
3. The Service Provider participating in the bidding process under the jurisdiction of Municipal corporations shall be registered on GeM platform (Copy of the GeM Registration certificate to be enclosed).
4. The vehicle must be in road worthy conditions & shall not be more than **three** years old from the date of initial registration and must have valid Registration Certificate, Insurance Certificate, Fitness Certificate, Pollution under Control Certificate, Valid Contract Carriage Permit, Proof of up to date tax payment etc. which are mandatory for plying of vehicle.
5. The Driver of the vehicle must have a valid Driving License for driving light transport passenger vehicle & should be sufficiently experienced in driving transport/passenger vehicles (Copy of DL be enclosed).
6. The Driver should be well behaved, gentle & obedient in nature.
7. A sum of Rs.5000/-(Rupees Five thousand)only shall be deposited by intending bidders in Shape of account Payee bank draft drawn in favour of DDO-cum- Joint Secretary to Government, Mission Shakti Department and submit along with the tender as Security deposit. After completion of tender process the amount will be refunded to unsuccessful bidders.
8. The monthly rate of hire charges be quoted separately in general bid information (excluding fuel and lubricants).
9. The Vehicle must achieve a fuel efficiency of 17 KM per litre .

10. The details of the make and year of the manufacture of the vehicle, registration number, mileage (KM covered per liter) and name of the Driver, Driving License No. and Period of validity should be specifically provided in general bid information to furnished with the Quotation/Tender (**Appendix-B**).
11. The quotations completed in all respect should reach to Department of Mission Shakti, functioning at Mission Shakti Bhawan, HIG-109, Jagamara - Sundarpada Rd, Gandamunda, Pokhariput, Bhubaneswar, Odisha 751030(Infront of Madhusudan Park) on or before **22.10.2025** by 1.00 PM & will be opened on the same day at 3.00 PM. The quotationers / authorized representatives of the firm may remain present during the opening of the quotation, If they desire. The quotationers should mention **"Quotations for Hiring of vehicle for Department of Mission Shakti"** above the sealed envelope.
12. The Application Form of quotation/tender containing General Bid Information & Terms & Conditions for hiring of vehicles, etc. will be available with OE-II Section of the Department of Mission Shakti function at Mission Shakti Bhawan, Pokhariput, or can be downloaded from Odisha Government website www.odisha.gov.in and missionshakti.odisha.gov.in from 11.10.2025 to **Dt.22.10.2025**.

By the order of Commissioner-cum Secretary

Sden / 10.10.2025

Under Secretary to Government.

Memo No 6175 /MS Dated 10/10/2025

Copy along with copy of the enclosure forwarded to I&PR Department for information and necessary action. They are requested to publish this notice on or before 11-10-2025 in one widely circulated Odia and English Dailies for wide publication.

Sden / 10.10.2025

Under Secretary to Government.

Memo No 6176 /MS Dated 10/10/2025

Copy forwarded to all Departments for information & necessary action. They are requested to display this Notice in their Notice Board for wide publicity.

Sden / 10.10.2025

Under Secretary to Government.

Memo No 6177 /MS Dated 10/10/2025

Copy forwarded to Head State Portal Group, IT Centre Odisha Loka Seva Bhawan for information and necessary action. They are requested to post the Tender Call Notice in Government of Odisha website www.odisha.gov.in and missionshakti.odisha.gov.in Department website for wide publicity.

Sden / 10.10.2025

Under Secretary to Government

Memo No 6178

/MS Dated 10/10/2025

Copy forwarded to D.D.O -Cum-Under Secretary to Government, Mission Department for information and necessary action.

Sd/- /10.10.2025

Under Secretary to Government



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Annexure-A

TERMS & CONDITIONS FOR HIRING OF VEHICLES

The following terms and conditions must be fulfilled by the successful bidder for providing a vehicle on hire on monthly rent basis.

1. G.S.T registration & GeM registration are compulsory for any Service Provider to provide hired vehicles to Government Offices.
2. The hired vehicles during the period of contract, shall have all necessary valid MV documents such as:- Valid Registration *Certificate*, Insurance *Certificate*, Fitness *Certificate*, Pollution Under Control *Certificate*, Valid Contract Carriage Permit, Proof of up to date tax payment etc. and D.L of the Driver should be available all the times.
3. The Department / Office hiring the vehicle shall not be responsible for any damage/loss caused to the hired vehicles or loss of life/ injury made to any person or damages to any property on account of use of hired vehicle any manner whatsoever. The service provider shall be responsible for all such litigation.
4. The Travel Agency/Tour Operators should have his office at Bhubaneswar.
5. The hire charges to be paid to the Travel Agency on monthly basis is final but does not include cost of fuel which is to be paid separately basing on actual consumption and as per existing Government norms. The maximum hire charges for one **Zest/Tigor/Swift Dzire/ Xcent/ Etios (Petrol)** excluding taxes is **Rs.31,200/-** and **1 Tiago/ Bolt/ Celerio** etc excluding taxes is **Rs.24,000/-**. The minimum average mileage in KMs per liter fuel will be **17 KMs for Zest/Tigor/Swift Dzire/ Xcent/ Etios vehicle and 17 KMs for Tiago/ Bolt/ Celerio** etc. All the expenditure of the vehicle towards repair, replacement of spare parts, Lubricating oil of the Engine, Gear Box & differential Coolant, Tyres & Tubes, Battery etc. including repairing of the vehicle will be borne by the bidder.
6. It shall be the responsibility of the bidder to provide a good Driver and the remuneration of the Driver shall be borne by the Travel Agency.
7. The Driver of the vehicle must have a valid Driving License for driving light transport passenger vehicle & should have sufficient experience in driving transport passenger vehicles. The Driver should be well behaved, gentle & obedient in nature.
8. The car and driver shall be at the disposal of the Authority during the period of engagement. The vehicle will be utilized on holidays for official work if required for Assembly work, Budget work or any other important meeting with due approval & no extra payment will be made to the Travel Agency.
9. In the case of contracted vehicles, same car and driver should be sent daily. Any change in vehicle or drivers will be allowed only in exceptional circumstances and that too with the prior information/approval of the Authority.

10. The drivers of the vehicle provided must follow traffic rules and other regulations prescribed by the Govt. from time to time. Drivers should be familiar with all important places in Bhubaneswar and out stations.
11. This Authority will not be responsible for any Challan, loss, damage or accident to the vehicle or to driver.
12. The daily record indicating time and mileage for each vehicle shall be maintained. Mobile phone facility (24x 7 hours) must be available with the Travel Agency and drivers.
13. Monthly hire charges and reimbursements towards cost of diesel/ petrol (as per actual) of the 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. TDS as per IT Act & Rules will be deducted.
14. The payment will be made on monthly basis on submission of pre- receipted bill(s) duly supported by duty slip(s)/log sheet(s) duly signed by the concerned Officers.
15. The vehicle shall not be more than 3 years from the initial registration and also in good running condition during the period of contract.
16. The engagement and employment of drivers and payment of wages to them as per existing provisions of various labour laws and regulation is the sole responsibility of the Travel Agency and any breach of such laws or regulations shall be deemed to be breach of this contract.
17. In case of non-availability of vehicles, penalty as decided by Odisha State Law Commission shall be imposed in addition to deduction at pro-rata basis for absence from duty.
18. After selection of the bidder, the Travel Agency/Tour Operator have to execute agreement at Annexure –II with Department of Mission Shakti within the period of fifteen days from the date of receipt of order.
19. 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.
20. If the services are found to be unsatisfactory, the Authority reserves the right to terminate the agreement with prior intimation to the Travel Agency.
21. The vehicle will be utilized on official tour outside Bhubaneswar if required by the Department & no extra hiring charges will be paid for said tour.
22. The successful bidder is required to deposit 10% of the approved negotiated amounts as Performance Bid Security which will be returned after completion period of agreement. If the service of Travel Agency is not up to satisfactory, the Performance Bid Security amount will be forfeited.
23. In case of breakdown for reasons whatsoever the replacement of a vehicle of the same or better model shall be provided by the bidder of the vehicle.
24. In case of vehicle do not report regularly, the authority will be at liberty to terminate the agreement without prior notice.
25. The vehicles shall report for duty for minimum of 25 days in a month.

26. In case of emergency, the driver will have to report for duty as per the requirement.
No extra payment shall be made.
27. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.

S.Den / 10.10.2025

Under Secretary to Government
Department of Mission Shakti



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Annexure-B

GENERAL INFORMATION

Sl. No.	Particulars		
1	Name of Service Provider		
2	Complete Address		
3	OGST Number		
4	GeM Registration Number		
5	Bank Account Number & IFSC Code		
6	Registration Number of Vehicle	Zest/Tigor/Swift Dzire/ Xcent/ Etios	Tiago/ Bolt/ Celerio
7	Year of Manufacture		
8	Make & Model		
9	Date of Registration		
10	Name and 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	DL Number of validity of DL of the Driver		
17	Proposed Hire Charge of the vehicle per month excluding fuel cost		
18	Rate of fuel consumption/ mileage per liter		
19	Contact Number of the service provider/ (Tenderer/ Quotationer)		
20	Contact Number of the Driver		
21	Total distance run in Kilometer as on the bidding date		

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

Seal & Signature of Quotationer/ Tenderer