

GOVERNMENT OF ODISHA
SCHOOL AND MASS EDUCATION DEPARTMENT

No. 3174 /S&ME, Dtd 06.02.2026

SME-OE-MV-0001-2024

QUOTATION / TENDER CALL NOTICE FOR HIRING OF VEHICLE

Sealed quotations/tenders are invited from registered Travel Agencies / Tour Operators for providing **5(five)** No. of vehicles (**4 no.s of AC Petrol** driven Zest/ Tigor / Swift Dzire / Xcent / Etios etc. or higher model for official use of Special / Additional Secretary and **one AC Petrol driven** Tiago / Bolt / Celerio etc. or higher model for **pool vehicle**) (**all BS-VI emission compliant vehicle**) having sitting capacity not more than **5 (five)** including driver, which shall conform to the Terms and conditions (Annexure-A) for official use in **School and Mass Education Department** on monthly rent basis (The hiring of vehicles and agreement shall be governed by Finance Department Office Memorandum No.15836 dtd 27.05.2025) :

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 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. 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.5,000/-** shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of **DDO-cum-Under Secretary to Govt., School and Mass Department** and the draft should be submitted along with the tender papers as EMD. After completion of tender process, EMD shall be refunded to unsuccessful bidders.

7. The monthly rate of hire charge must be quoted separately in the general bid information (excluding GST and fuel).
8. The Vehicle must achieve a fuel efficiency of **17 kms 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 **26.02.2026** by **12 P.M.** and shall be opened on the **same day** at **04.00 P.M.** in the Office Chamber of Chairperson, Departmental Purchase Committee, School and Mass Education Department in presence of the bidders or their authorized representatives.
11. The application form of quotation/ tender containing General Bid Information & Terms and conditions for Hiring of Vehicles etc. can be downloaded from website : **sme.odisha.gov.in** on or before **26.02.2026** by **12 P.M.**

The authority reserves the right to cancel any or all the tenders without assigning any reason thereof.

Complete Address for submission of Tender:

Additional Secretary to Govt. (OE),
School and Mass Education Department,
Lok Seva Bhawan, Bhubaneswar-751001.


Additional Secretary to Government

Memo No. 3175 /SME, Dtd. 06.02.2026

Copy forwarded to I&PR Department with a request to take necessary steps for publication of the 'Tender Call Notice' in atleast one widely circulated Odia daily and one widely circulated English daily for one day **before 10th February, 2026.**

A copy of the publication may be sent to this Department for reference.


Additional Secretary to Government

Memo No. 3176 /**SME, Dtd.** 06.02.2026

Copy along with copy of the enclosures forwarded to all Departments of Government of Odisha including S&ME Department Notice Board for information and wide publication of the Tender call Notice.

[Signature]
6.2.26

Additional Secretary to Government

Memo No. 3177 /**SME, Dtd.** 06.02.2026

Copy along with copy of the enclosure forwarded to DDO-cum-Under Secretary to Government, S&ME Department for information and necessary action.

[Signature]
6.2.26

Additional Secretary to Government

Memo No. 3178 /**SME, Dtd.** 06.02.2026

Copy forwarded to Chief Receptionist / Addl. DCP, Lok Seva Bhawan Security for information and necessary action.

They are requested to issue Lok Seva Bhawan entry pass to the intending bidders to enable them to submit their bid to the Department.

[Signature]
6.2.26

Additional Secretary to Government

Memo No. 3179 /**SME, Dtd.** 06.02.2026

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

[Signature]
6.2.26

Additional Secretary to Government

Memo No. 3180 /**SME, Dtd.** 06.02.2026

Copy along with copy of the enclosure forwarded to Computer Cell, S&ME Department for hosting Tender Call Notice in the Department website for wide publicity of the notice.

[Signature]
6.2.26

Additional Secretary to Government

Annexure-A

Terms & Conditions for hiring of vehicles

The following terms and conditions must be fulfilled by bidder for providing hired vehicles on monthly rental basis :

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. Vehicles older than seven years shall be replaced by new vehicle by the service provider.

11. The hired vehicles cannot be used 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 bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.
15. 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.
16. The details of the make and year of manufacture of the vehicle, registration no., mileage (km covered per litre) and name of the driver with driving license no. and period of validity should be specifically provided in the General Bid information to be furnished with the tender (Annexure-II).
17. The vehicle must achieve fuel efficiency of 17 (Seventeen) Kms per liter for Zest/Tigor/Swift Dzire/ Xcent/ Etios (Petrol) / Tiago/ Bolt/ Celerio or higher model.
18. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.
19. The hiring of vehicles and terms and conditions of agreement there on will be governed by Finance Department No.15836/F dated.27.05.2025.
20. The details mentioned in the General Bid Information (Annexure-II) shall be furnished completely with supporting documents failing which Tender will be rejected without assigning any reason.
21. All the pages in the bid documents should be legible, filled in clearly and signed by the authorized person/representatives.
22. In case of any future requirement in this Department, the agency shall provide vehicle as per our requisition at the quoted price.


6.2.26

Additional Secretary to Government

General Information**Details of the Service Provider**

1. Name of the Service Provider
2. Address
3. Contact no. & e-mail ID
4. GST Number
5. GeM Registration No.
6. Has the Service Provider provided vehicles to any other Govt. Deptt./Office (Yes/No)
7. If yes, please mention the name of the Deptt./Office and no. of vehicles provided
8. Whether Service Provider blacklisted by any Govt. Deptt./Office/Organization (Yes/No)

Details of the vehicles

1. Registration no.
2. Type (AC/Non-AC)
3. Year of manufacture
4. Make & Model
5. Date of registration
6. Name and complete address of the owner
7. Fitness certificate validity
8. Pollution Certificate validity
9. Permit validity
10. Insurance validity
11. Name and address of the Driver
12. Contact no. of Driver
13. D.L. No. and validity of the DL of the Driver
14. Proposed Hire charge of the vehicle per month excluding fuel cost :

Sl. No.	Type of vehicle	K.M. per litre of petrol (Mileage)	Monthly rent excluding fuel per vehicle (in Rs.)
1	AC Petrol driven Zest/ Tigor / Swift Dzire / Xcent / Etios or higher model		
2	AC Petrol driven Tiago / Bolt / Celerio etc. or higher model		

N.B. : GST will be paid as applicable and will not be taken into account for evaluation

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

Seal & Signature of Tenderer