



GOVERNOR'S SECRETARIAT, ODISHA

RAJ BHAVAN, BHUBANESWAR - 751 008

No.GOV-COOO-MII-0016-2020/ 7409/SG (Co-ord), Dated: 26.08.2025

TENDER CALL NOTICE FOR HIRING OF VEHICLES

Sealed tenders are invited from registered travel agencies for hiring of three commercial light vehicles on **monthly basis**. Details regarding eligibility criteria, terms & conditions and formats of submission of tender (Technical & Financial bid) are mentioned in the tender document which may be downloaded from the website: www.rajbhavanodisha.gov.in. Interested agencies may submit their tenders in a sealed envelope with super-scribing on the top of the sealed envelope as **"Tender for Hiring of Vehicles on monthly Basis"** addressed to **Section In-Charge (Coordination), Governor's Secretariat, Raj Bhavan, Odisha, Bhubaneswar-751008 by Speed Post (India Post)**.

The tenders should reach Governor's Secretariat by 14-07-2025 till 5.00 PM through Speed Post. The date of opening of Technical Bid will be intimated later. The undersigned reserves the right to reject any or all the tenders without assigning any reason thereof.

Sd/-

Additional Secretary to the Governor

TENDER FOR HIRING OF VEHICLES

INSTRUCTION TO BIDDERS

1. Sealed tenders are invited from **Registered Travel Agencies** for hiring of 3 (three) no. of **commercial light diesel vehicles** (AC) on monthly rental basis for engagement by Governor's Secretariat.
2. The interested bidders may download the tender documents from the website **www.rajbhavanodisha.gov.in** and submit the same to Governor's Secretariat.
3. The tender must be accompanied by **EMD** amount of **₹40,000/-** (Rupees Forty Thousand) only in technical bid by way of Demand Draft, drawn on any Nationalised /Scheduled Bank in favour of "Disbursement of salary of employees of Governor's House" payable at Bhubaneswar. Tenders not accompanied by EMD will not be considered. EMD of the unsuccessful bidders will be returned without interest on finalization of bid. EMD of the successful bidder(s) will be returned after submission of Performance Security.
4. The successful bidder(s) shall have to submit a Performance Security of **₹4.0 lakh** (Rupees four lakh) only in shape of Demand Draft, drawn on any Nationalised/Scheduled Bank in favour of "Disbursement of salary of employees of Governor's House" payable at Bhubaneswar at the time of signing of the contract. The Performance Security shall be refunded after completion of the terms of contract, subject to satisfactory completion of the job during the contract period. If the successful bidder violates any of the terms and conditions of the contract, the Performance Security shall be liable for forfeiture.
5. The tender will have to be submitted in two parts i.e. **Technical Bid (Cover-A)** and **Financial Bid (Cover-B)**. The formats and documents to be submitted in **technical** and **financial** bid are mentioned in the tender

document. The bidders should submit their **technical** and **financial** bid **separately** in **two envelops** and these two envelops should be put into **another cover envelop** super scribed as “**Tender for Hiring of Vehicles on Monthly Basis to Governor’s Secretariat.**”

The Technical and Financial Bid envelopes should be clearly marked as ‘**Technical Bid** and **Financial Bid**’ on the top of the relevant envelopes .

The tenders (Cover and Inner envelopes) should be addressed to:-

SIC (Coordination),
Governor’s Secretariat, Raj Bhavan, Odisha.
Bhubaneswar-751008

6. The tender should reach the office of Governor’ Secretariat, Raj Bhavan, Odisha, Bhubaneswar-751008 by **14-07-2025 till 5 P.M.** by Speed Post. **Contact number of the bidder should be mentioned on the cover envelope.** The date of opening of Technical Bid will be intimated later.
7. The opening of financial bid of the bidder(s) qualifying in the technical bid will be intimated subsequently.

Eligibility Criteria

1. The agency should have provided vehicles to at least 3 Government/Semi-Government Organizations/PSUs etc. in Odisha (At least three different Organizations) during the last three financial years i.e.2022-23 to 2024-25. (Self-attested copies of **Work Orders received from Government/Semi-Government/PSUs/Banks etc. during last three Financial Years i.e. 2022-23 to 2024-25** are to be furnished).
2. The agency should have Annual Turnover of Rupees Three Crores in each of the last three financial years i.e. 2022-23, 2023-24, 2024-25 Audited Profits & Loss Accounts and Balance Sheets of the last three financial years) are to be submitted. Provisional Profit & Loss Accounts and Balance Sheets shall not be considered.

3. The agency should have valid GST registration, GeM Registration and PAN. (Self-Attested copies of GST Registration Certificate, Gem Registration Certificate & Pan Card are to be submitted in the technical bid).

The bidders shall also furnish the following documents in support of their eligibility:

- Self-attested copy of registration certificate of firm.
- Undertaking to provide good conditioned vehicles **(not more than 3 years old)**.
- Submission of EMD in form of Demand Draft/ Pay Order.
- Undertaking that the firm has not been debarred/black-listed by any Government Organization/Semi-Government organization/ PSU.
- Undertaking that the vehicles to be provided will not belong to any **employee of Governor's Secretariat or his/her relative**.
- Rates must be quoted only as per format.

TERMS AND CONDITIONS FOR HIRING OF VEHICLE.

1. The commercial light vehicles (preferably BS-VI) on monthly basis will be used by Governor's Secretariat for its daily official work and carrying officials to Government offices.
2. The period of contract shall initially be for a period of **three years** with effect from the date of signing of contract.
3. The monthly rate to be paid to the agency for providing the vehicle is inclusive of cost of tyres and tubes, consumable, all major and minor maintenance work with spares and all payments towards driver's salary, his fooding cost, overtime and mobile phone (for incoming calls). However, the cost of fuel (Petrol) are not included in the monthly rate, which will be reimbursed as per actual. The minimum average mileage to be quoted should not be less than 17 KM/Lit as per latest Finance Department OM No. 15836 dated 27-05-2025 referring to the category meant for Additional Secretary /Special Secretary/Director.

Sl.No.	Type of Vehicle(AC)	Minimum Avg. Mileage (Km/L)
1.	Swift Dzire / Honda Amaze / Xcent/ Etios etc.	17

(The monthly hire charges should not exceed the maximum limit as fixed by Finance Department).

4. GST should be clearly mentioned separately in terms of Percentage in the designated places in the financial bid (Cover-B). However, these are not to be taken into consideration for evaluation purpose.
5. The vehicles to be provided should not be more than **3 years old**.
6. In the scenario of the Vehicles and Driver mentioned in the quotation are found unsuitable it shall be the discretion of Governor's Secretariat in choosing alternate Vehicle and Driver.
7. The agency will be responsible for the regular service maintenance, insurance and other liabilities in respect of the vehicles provided.
8. The toll gate charge, parking charge, if any during the travel shall initially be borne by the agency and are to be paid by the driver at the point of charging. The charges incurred during each month will be reimbursed as per the actual amount paid on producing the original receipts along with monthly bill.
9. The agency is required to provide clean vehicle with good quality clean seat covers and Mobile Phone (for incoming calls) for the driver for which no extra payment shall be made.
10. The driver should be well-dressed, disciplined, well behaved and non-alcoholic.

11. The driver should have at least **3 years** of driving experience in Bhubaneswar and should be well versed with the roads of the city as well as roads within the state.
12. No mileage will be allowed if the vehicle is used by the driver for his breakfast, lunch, dinner or any other personal work. No payment shall be made to the driver for his fooding expenses, etc.
13. Payment of Road Tax shall be borne by the agency.
14. Salary of the driver shall be borne by the agency.
15. The agency will be responsible for proper maintenance, insurance and other liabilities in respect of the vehicles. The vehicles should be covered under comprehensive insurance in case the hired vehicle is met with an accident resulting in loss or damage to property or life with respect to vehicle, driver, passenger or any third party as per the liability under relevant sections of the Motor Vehicle Act, IPC and any other law in force, the hiring authority shall have no responsibility of whatsoever and will not entertain any claim in this regard under the said provision of the said laws. The sole responsibility for any legal or financial implication would solely vest with the agency.
16. The hired vehicles, during the period of contract, shall have all necessary valid MV documents such as valid Registration Certificates, Insurance Certificates, Fitness Certificates, valid Contract Carriage Permits, proofs of up to date tax payments, D.Ls of the Drivers, etc. available all the times. Governor's Secretariat 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 hired vehicles in any manner whatsoever. The service provider shall be responsible for all such litigations.
17. The agency shall obtain vehicle fitness certificates from competent authority, vehicle registration, comprehensive insurance, payment of road tax etc. The Drivers shall always carry all necessary documents like Registration papers, Insurance papers, Pollution under Control (PUC)

clearance, RTO tax payment papers, valid driving licenses and all other documents that should accompany the vehicles as per rules and regulations of applicable laws.

- 18.If the vehicle/driver does not report for duty on any day, twice of the proportionate cost will be deducted from the bill.
- 19.The police/court case (Legal disputes) in respect to the vehicle during the period of engagement will be at the risk and cost of the travel agency.
- 20.Governor's Secretariat will not be responsible for any dispute except paying the hire charges.
- 21.The driver has to be present in headquarters office along with vehicle for use by officer at any time even during holidays.
- 22.Rates to be finalized shall be fixed for a period of **three years** from the date of agreement. The cost of fuel shall be paid at the prevailing rate on the day of travel. In case of revision of rate by Finance Department within the agreement period, the new rate will be applicable as per the guideline.
- 23.The vehicles will be provided on regular basis and will not be replaced without prior permission.
- 24.The vehicles allotted for Governor's Secretariat shall be used exclusively for Governor's Secretariat.
- 25.The Agency is liable to provide vehicles during office hours and beyond office hours on all working days. The agency shall also have to provide the vehicles on Sundays as well as other public holidays as and when required by the authority for the official work.
- 26.Beyond office hour, the safe keeping of the vehicles is the responsibility of the agency.
- 27.In case, the condition of the vehicle is found unsatisfactory, it shall be returned for immediate replacement. In case no replacement is provided in time, the authority shall have the right to hire a vehicle from the market and additional cost incurred by the authority shall be deducted from the monthly payment due to the agency. Repeated failure to provide vehicles as and when required by the society will make the agency liable for **Blacklisting**.

28. In case the driver proceeds on leave, the agency shall obtain prior approval/permission from Governor's Secretariat. Further, the agency shall provide a suitable substitute.
29. If for any reason the driver is unable to attend the office on any date/time for which prior permission from Governor's Secretariat has not been obtained, it is the responsibility of the agency to provide a suitable substitute immediately. The payment in respect of the overlapping period of the substitute, if any shall be borne by the agency. In case no substitute is provided in time, the authority shall have the right to hire a vehicle from the market and any additional expenditure incurred by the authority shall be borne by the agency.
30. The driver of the vehicle shall maintain record of daily mileage and time from the point of departure to arrival. For this purpose, the following norms have to be followed:
- A. The kilometer reading and time shall start from the residence of the officer concerned and end there also. The cost of kilometer from the O/o travel agency to the residence of officer concerned (to and fro) shall be borne by the travel agency.
31. The agency would ensure that the driver(s) employed possesses a valid driving license. The driver of the vehicle should well conversant with traffic rules and other regulations prescribed by the Government from time to time.
32. It is the sole discretion of Governor's Secretariat to extend the period of the contract beyond the agreement period or terminate the contract prematurely on the ground of unsatisfactory services, disobedience of orders, negligence in duty and unruly behavior of drivers if noticed in duty.
33. In case of any emergency or when required, the service provider shall provide a vehicle on production of requisition duly signed by the competent authority.

34. The agency has to give an undertaking that the vehicle does not belong to the **employee of Governor's Secretariat or his /her relative**. At any point of time if the declaration given by the agency will be found to be incorrect, then **contract shall be cancelled and the Performance Security shall be forfeited**.
35. **Period of Service:** Three years from the date of signing of contract.
36. **Termination:** Governor's Secretariat shall have the discretion to terminate agreement/work order at any time whereupon the agency will immediately cease the provision of the services and submit a bill for costs incurred to provide the contracted services to the date of termination.
37. **Payment:** Payment shall be made on monthly basis after submission of bill in triplicate along with the daily logbook signed by the designated authority of Governor's Secretariat.
38. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.
39. **Arbitration:** Governor's Secretariat and the selected agency will make every effort to resolve amicably by direct negotiation, any disagreement or dispute arising between them under or in connection with the work assigned. In case of their failure to resolve, the matter will be referred to the **Principal Secretary to the Governor** whose decision will be final and binding on both the parties. The arbitration proceedings if any shall be held in Bhubaneswar.
40. **Legal Jurisdiction:** All legal disputes are subject to the jurisdiction of Bhubaneswar courts only.

Important Points:

1. Monthly rental vehicles should be provided **BS-VI compliant commercial vehicles** only.

2. The vehicles to be provided should not be more than **3 years old**.
3. For providing the vehicle on a **monthly basis**, the monthly rate (**excluding fuel**) should **include** the cost of Tyres, Tubes, battery and consumable, all major and minor maintenance work with spares and all payments towards driver's salary, his fooding cost, overtime and mobile phone.
4. Interested bidders may submit their tender to Governor's Secretariat through Speed Post (India Post) only.
5. The Registered Office or one of the Branch Office of the bidder should have been located within Bhubaneswar Municipal Corporation area.

6. Evaluation and Selection:

- a) The bids shall be evaluated in two stages i.e. technical evaluation and financial evaluation.
- b) The Financial Bids shall be opened of those bidders who will qualify in the technical evaluation.
- c) Technical and Financial Bids shall be opened in the presence of the technically qualified bidders' representatives, whose choose to attend in person at the address given below:

Governor's Secretariat, Raj Bhavan, Odisha.

d) GST will not be taken into consideration for evaluation purpose.

e) Any effort by a bidder to influence Governor's Secretariat in its decision on bid evaluation or placement of work order may result in rejection of the bidder's offer.

Award of Contract:

The lowest evaluated bid for the type of vehicle) shall be decided based on the lowest evaluated price bid for each type of vehicle in both the category (Monthly basis) and the L1 bidder shall be decided accordingly.

There may be empanelment of two or three agencies (to be decided by the tender inviting authority based on requirement of the type of vehicle), if after price negotiation, the L2/ L3 agencies agree to the L 1 price.

If the successful Bidder fails to execute the order, the Performance Security of the Bidder will be forfeited and the Bidder will be debarred for 3 (three) years from Governor's Secretariat, Bhubaneswar.

The successful bidder will enter into agreement as per terms and conditions given by FD and Governor's Secretariat.

TENDER FORM

(Part-1- Technical Bid-Cover A)

(The documents have to be arranged serially as per the order mentioned below).

1	Name of the Service Provider	
2	Address of the organization with telephone No. and fax.	
3	Email id of the organization.	
4	Name of authorized signatory	
5	Specimen signature of the authorized signatory.	
6	Telephone Number of authorized signatory	
8.	Instrument No. and date of the EMD of ₹40,000/- submitted by the organization. (in shape of Demand Draft)	
9	Registration No. of the Firm	(Attach self-attested copy of the Registration Certificate of the Firm)
10	GST Registration	(Attach self-attested copy of the GST Registration Certificate)
11	GeM Registration	(Attach self-attested copy of the GST Registration Certificate)
12	PAN	(Attach self-attested copy of PAN card)
13	Turnover for last 3 financial years i.e. 2022-23,2023-24 and 2024-25	. (Attach self-attested copies of Audited Profit & Loss Accounts and Balance Sheets of the last three financial years i.e. 2022-23,2023-24 and 2024-25
14	Proof of provision of vehicles to at least 3 (three) Govt./Semi-Govt. Organizations/PSUs/Banks etc. during last three financial years i.e. from 2022-23,2023-24 and 2024-25	(Attach self-attested copies of Work Orders received from Government/Semi-Government/PSUs/Banks etc. At least three different organization) during the last three Financial years i.e. 2022-23,2023-24 and 2024-25
15	Undertaking to provide good conditioned vehicles (not more than 3 years old) along with all necessary documents required under traffic rule.	Attach the undertaking with signature and seal of the organization.
16.	Undertaking that the vehicle to be provided will not belong to any employee of Governor's Secretariat or his /her relative.	Attach the undertaking with signature and seal of the organization.
17.	Undertaking that the firm has not been debarred/blacklisted by any Govt. Organization / Semi-Government Organization /PSUs	Attach the undertaking with signature and seal of the organization.

Declaration:

I/we hereby certify that the terms and conditions given with the tender notice have been read carefully and acceptable to me/us and that the information furnished above are full and correct to the best of my /our knowledge. I/we understand that in case of any deviation/false information in the above statement at any stage, our Firm/Agency will be blacklisted/de barred and will not have any dealing with your organization in future.

Place:

(Signature and Seal of the Authorized Signatory)

Date

TENDER FORM

Part II-Financial Bid-Cover B

Monthly Basis Rate (Exclusive of GST).

Sl.No.	Type of vehicle(AC)	Monthly Rent excluding fuel
1	2	3
1	Swift Dzire (AC)/ Honda Amaze(AC)	

C. GST: Please mention the % of GST as applicable:

Note: GST will be paid extra as applicable and will not be taken into account for evaluation.

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Place: (Signature and Seal of the Authorized Signatory)

Date