Odisha Tourism
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ODISHA
INDIA'S BEST KEPT SECRET.

ଓଡ଼ିଶା ପର୍ଯ୍ୟଟନ
ପର୍ଯ୍ୟଟନ ଭବନ, ଲୁଇସ ରୋଡ଼,
ଭୁବନେଶ୍ୱର-୭୫୧୦୧୪

ଓଡ଼ିଶା ସରକାର
ପର୍ଯ୍ୟଟନ ବିଭାଗ
Government of Odisha
Tourism Department

No. 12676 / TSM, Bhubaneswar, Dated 30-10-25

TCT-RC-MISC-0057-2022

Tender Call Notice

Sealed quotations/tenders are invited from interested reputed Travel Agencies / Tour Operators / Individuals for providing 06 No of vehicles (04 nos. vehicle having model- Zest/ Tigor/ Swift Dzire/ Xcent/ Etios (Petrol) etc., and 02 nos. of vehicle having Model- Tiago/ Bolt / Celerio etc) having sitting capacity not more than 04 including driver, which shall conform to the Terms and conditions (Appendix-A)) for official use in Tourism Department/Office on monthly rent basis for an initial period of 2 years. Out of the 04 (Four) vehicles having model- Zest/ Tigor/ Swift Dzire/ Xcent/ Etios (Petrol) etc., as listed above, any number vehicles as and when required by the Department Officers to commute from Cuttack and back shall be provided by the Agency.

1. The service provider shall have a valid GST registration no. to participate in the tender process.
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 roadworthy 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.10,000/- (Rupees Ten Thousand Only) shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favor of the DDO-cum- Dy. Secretary to Govt., Tourism Department and the same shall be submitted along with the tender documents as EMD. After completion of tender process, EMD shall be refunded to unsuccessful bidders and in case of successful bidder, the EMD will be refunded after successful completion of the contract period.
7. The monthly rate of hire charge, excluding GST be quoted separately, excluding fuel.
8. The Vehicle must achieve a fuel efficiency of 17 KM per liter.
9. The details of the make and year of manufacture of the vehicle, registration no., mileage (KM covered per liter) 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 (Appendix-B).

10. The Quotation completed in all respect should be dropped in the designated box placed at the Reception Counter of Paryatan Bhawan on or before 14.11.2025 by 3.00 P.M. and shall be opened on the same day at 04.00 PM 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. will be available with Office Establishment Section of Tourism Department and can be downloaded from the website https://odishatourism.gov.in/content/tourism/en/dot/quickLinks/tender.html from 30.10.2025 to 14.11.2025.

29/10/25

Additional Secretary to Govt.

Memo No. 12677 /TSM, Date. 30-10-25

Copy forwarded to Computer cell, Tourism Department for information and necessary action. It is requested to hoist this quotation/ tender call notice in the Tourism Department website or information of general public.

29/10/25

Under Secretary to Govt.

Memo no. 12678 /TSM, Date. 30-10-25

Copy forwarded to all Departments with a request to display the notice in their notice board for wide publicity.

29/10/25

Under Secretary to Govt.

Memo No. 12679 /TSM, Date. 30-10-25

Copy forwarded to Notice Board, Tourism Department for information of general public.

29/10/25

Under Secretary to Govt.

Memo No. 12680 /TSM, Date. 30-10-25

Copy forwarded to the PS to Commissioner-cum-Secretary, Tourism Department / PS to Director, Tourism for kind information of Commissioner-cum-Secretary, Tourism Department/ Director, Tourism.

29/10/25

Under Secretary to Govt.

Annexure-A

Terms & Conditions

The following terms and conditions must be fulfilled by bidder:

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 Driving License (DL) of the driver available, all the time.
2. The Department of Tourism 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 bidder 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 not reporting 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.
11. If the services are found to be unsatisfactory, the client/ Department shall give one month's notice and terminate the agreement.
12. In case the service provider intends to withdraw the services of his vehicle and terminate the agreement, it shall be mandatory upon him to give one month notice before such withdrawal of service and termination of agreement.
13. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.

29/10/25

Additional Secretary to Govt.
Tourism Department

Annexure-B

General Information

Sl No	Particulars	
1	Name of the Service Provider	
2	Complete Address	
3	GST Number	
4	GeM Registration Number	
5	Bank Account No and IFSC Code	
6	Registration No. of Vehicle	
7	Year of Manufacture	
8	Make & Model	
9	Date of registration	
10	Name & 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	D.L. No.& Validity of the D.L. of the Driver	
17	Contact Number of the Service provider	
18	Contact number of Driver	
19	Proposed hire Charge of the vehicle per month excluding fuel cost	
20	Rate of fuel consumption/Mileage per liter	

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

Seal & Signature of Tenderer