



Government of Odisha

BOARD OF REVENUE: ODISHA: CUTTACK

No-VII(A)-53/2019 - 1331 /M.B. NIZ., Dated: 31/3/26

QUOTATION / TENDER CALL NOTICE

Sealed quotations/tenders are invited from interested reputed Travel Agencies / Tour Operators / Individuals for providing 01 (One) no. of vehicles having sitting capacity not more than 05 (Five) including driver, which shall conform to the Terms and conditions (Annexure-A) for POOL use in Board of Revenue, Odisha, Cuttack on monthly hiring/ rent basis.

Sl. No.	Vehicle Make & Model	Max. Monthly Hiring Charges (Excluding GST)	Min. Average Fuel Mileage
1	TATA TIAGO/ TATA BOLT/ MARUTI CELERIO OR HIGHER VERSION (Petrol Driven A/C Vehicle)	Rs.24,000/-	17 K.M. P.L.

1. The service provider shall have a valid GST registration to participate in the tendering.
2. 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 etc. mandatory for plying of vehicle.
3. The Driver of the vehicle must have a valid Driving License and should be sufficiently experienced in driving transport/passenger vehicle.
4. The Driver should be well behaved, gentle and obedient in nature.
5. The monthly rate of hire charge, excluding GST be quoted separately, excluding fuel.
6. The Vehicle must achieve a fuel efficiency of 17 KM per litre.
7. The details of the make and year of manufacture of the vehicle, registration no., mileage (K.M 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).
8. The Quotation completed in all respect should reach the undersigned on or before 10.04.2026 by 12 P.M. and shall be opened on the same day at 01 P.M. in presence of the bidders or their authorized representatives. The tender/ quotation received after scheduled date & time or in incomplete manner shall be summarily rejected.
9. The details of the Terms and Conditions (Annexure-I) of the Tender along with Application Form (Annexure-II) are available in this office website <http://www.boardodisha.nic.in> which may be downloaded by the interested parties. It can be obtained in person from Board of Revenue, Odisha, Cuttack also.

By orders of the Secretary,
Board of Revenue, Odisha, Cuttack

Joint Secretary(Niz.)

[Handwritten Signature]
31 03 2026

Memo No. 1332 /M.B. NIZ., Dated: 31/3/26

Copy forwarded to the F.A-cum-Additional Secretary to Govt., Revenue & D.M. Deptt., Odisha, Bhubaneswar for information & necessary action.

Joint Secretary (Niz.)
31/3/26

Memo No. 1333 /M.B. NIZ., Dated: 31/3/26

Copy forwarded to the Financial Advisor/ Senior P.S to Hon'ble Member/ P.S to Secretary/ S.O, Budget, Board of Revenue, Odisha, Cuttack for information & necessary action.

Joint Secretary (Niz.)
31/3/26

Memo No. 1334 /M.B. NIZ., Dated: 31/3/26

Copy forwarded to the Superintendent, Issue Section, Main Board for affixing this Notice in the Notice Board of Board of Revenue, Odisha, Cuttack/ Nazir, C.H/ Nazir, L.R.S/ Nazir, Registration Wing of Board of Revenue, Odisha, Cuttack/ Nazir, RDC(CD)/ Nazir, Collectorate, Cuttack for information & necessary action. They are requested to affix the Notice in their office Notice Board for wide publicity.

Joint Secretary (Niz.)
31/3/26

Memo No. 1335 /M.B. NIZ., Dated: 31/3/26

Copy forwarded to the Technical Director, NIC, 5th floor, Board of Revenue, Odisha, Cuttack with a request to upload the Tender Notice through Website of Board of Revenue for wide publicity of the same.

Joint Secretary (Niz.)
31/3/26

TERMS & CONDITION

1. The Firms/ Individuals whose services were previously found unsatisfactory in this office with regard to supply of hired vehicles need not apply. Their applications, if received shall not be considered irrespective of submissions.
2. The legible & clear photo copies of all the documents should accompany with the bid. The bid accompanied with illegible documents shall be summarily rejected.
3. The bidder shall submit Security Deposit of Rs.7,500/- in shape of Bank Draft drawn in favour of Secretary, Board of Revenue, Odisha, Cuttack payable at Cuttack for each vehicle separately in each application.
4. 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.
5. 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.
6. 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.
7. The fuel tank of the vehicle should always be kept with sufficient fuel, in case of any emergency if any officer pays for the fuel, the same should be reimbursed by the service provider immediately on production of the bill.
8. 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.
9. 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.
10. In case of the vehicle do not report regularly, the authority will be at liberty to terminate the agreement without prior notice.
11. The vehicles shall report for duty for minimum of 25 days in a month.
12. In case of emergency, the driver will have to report for duty as per the requirement. No extra payment shall be made.
13. 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.
14. 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.
15. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
16. 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.
17. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.

Joint Secretary (Niz.)
Board of Revenue, Odisha, Cuttack

31 03

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 the Vehicle (Enclose copy of the RC 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 Charges of the vehicle per month excluding fuel cost	
20	Rate of fuel consumption/ Mileage per litre	

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

Seal & Signature of the Tenderer