



Government of Odisha

BOARD OF REVENUE: ODISHA: CUTTACK

No-VII(A)-05/2023- 2945 /M.B. NIZ., Dated: 13/9/25

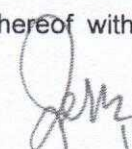
QUOTATION / TENDER CALL NOTICE

Sealed Quotations/ Tenders are invited from interested reputed Travel Agencies/ Tour Operators/ Individuals for providing one number of vehicle having seating capacity not more than five (05) including Driver, which shall confirm to the Terms & Conditions (Annexure-A) for official use in Board of Revenue, Odisha, Cuttack by Financial Advisor on monthly rent basis. The Firms/ Individuals whose services were previously found unsatisfactory in this office with regard to supply of hire vehicle need not apply. Their applications, if received shall not be considered irrespective of their submissions.

| SL. NO. | VEHICLE MAKE & MODEL | Minimum Average Fuel Mileage |
|---------|--|------------------------------|
| 1 | Maruti Suzuki Dezire/ Tata Tigor/ Hyundai Xcent/ Tata Zest/ Toyota Etios or higher version (Petrol Driven A/C Version) | 17 K.M. P.L. |

The details of the Terms and Conditions (Annexure-A) of the Tender along with Application Form (Annexure-B) are available in this office website <http://www.boardodisha.nic.in> which may be downloaded by the interested parties. It can also be obtained in person from Board of Revenue, Odisha, Cuttack.

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. The monthly rate of hire charge, excluding GST be quoted separately, excluding fuel.
7. The Vehicle must achieve a fuel efficiency of 17 K.M per litre.
8. 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).
9. The Quotation completed in all respect should reach the undersigned on or before 25.09.2025 by 1.00 P.M. and shall be opened on the same day at 3.00 P.M. in presence of the bidders or their authorized representatives.
10. The Tender Papers along with required documents may be dropped in the Tender Box kept at Nizarat Section, Board of Revenue, Odisha, Cuttack by 1 P.M. on 25.09.2025 (25th September, 2025) or it may be sent through registered post/ speed post in the address of Additional Secretary (Nizarat), Board of Revenue, Odisha, Cuttack, AT- Rajaswa Bhawan building, P.O- Chandinichowk, Dist.-Cuttack Pin-753002 in a sealed cover superscribed "Tender/ Quotation for providing vehicle on hire basis". The tender/ quotation received after scheduled date & time or in incomplete manner shall be summarily rejected. The Tender shall be opened on 25.09.2025 at 3 P.M in the office chamber of Secretary, Board of Revenue, Odisha, Cuttack in the presence of the bidders or their authorized representatives.
11. The authority reserves the right to cancel the quotation or any part thereof without assigning any reason.

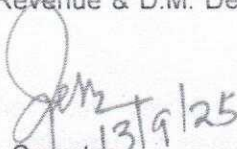

Secretary,

Board of Revenue, Odisha, Cuttack.

Secretary,
Board of Revenue, Odisha

Memo No. 2946 /M.B. NIZ., Dated: 13/9/25

Copy forwarded to the F.A-cum-Special Secretary to Govt., Revenue & D.M. Deptt., Odisha, Bhubaneswar for information & necessary action with reference to Govt. in Revenue & D.M. Deptt. Letter No. RDM-BUDA-NPLAN-0024-2023-42828/R&DM, dated. 06.12.2023.


Secretary. 13/9/25

Memo No. 2947 /M.B. NIZ., Dated: 13/9/25

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


Secretary. 13/9/25

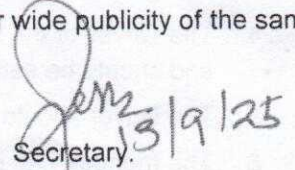
Memo No. 2948 /M.B. NIZ., Dated: 13/9/25

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.


Secretary. 13/9/25

Memo No. 2949 /M.B. NIZ., Dated: 13/9/25

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.


Secretary. 13/9/25

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.

[Signature]
13/9/25
Secretary,

Board of Revenue, Odisha, Cuttack

Secretary
Board of Revenue, Odisha

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".

Signature
13/9/25
Secretary Odisha

Seal & Signature of the Tenderer