

**GOVERNMENT OF ODISHA  
ODISHA STATE RENEWAL FUND SOCIETY(OSRFS)  
PUBLIC ENTERPRISES DEPARTMENT**

---

(PE-ACCT-MISC-0025-2024)

498

/PE Dated

13.2.2025

**Quotation Call Notice**

Sealed quotations are invited from interested Travel Agencies/ Tour Operators/ Private individuals for providing 1 (one) no. of AC Petrol/Diesel driven vehicles having sitting capacity not more than five including Driver, which shall confirm to the terms & conditions at (Annexure- A) for official use in OSRFS, Public Enterprises Department on monthly basis.

1. The service provider shall have a valid OGST 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, Valid Contract Carriage Permit, Proof of up- to- date tax payment etc. mandatory for plying of vehicle.
3. 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.
4. The Driver should be well behaved, gentle and obedient in nature.
5. A sum of Rs. 1,000/- shall be deposited by the intending bidder in shape of Account payee Bank Draft drawn in favour of the Member Secretary, OSRFS and submitted along with the tender as security deposit.
6. After completion of tender process, the security amount will be refunded to unsuccessful bidders.
7. The monthly rate of hire charge be quoted separately in the general bid information (excluding fuel and lubricants).
8. The Vehicle must achieve a fuel efficiency of 17 KM 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 (Appendix-B).
10. The Quotation completed in all respect should reach the undersigned on or before 2.00 PM of 10.02.2025 and shall be opened on the same day at 3.00 P.M in presence of the bidders or their authorized representatives.
11. The Application Form of quotation containing General Bid Information & Terms and conditions for hiring of vehicle etc. will be available with office of OSRFS, P.E Department on payment of Rs.100/- from 09.02.2025 to 20.02.2025 (1PM) or can be downloaded from Public Enterprises Department website <https://pe.odisha.gov.in/>

OK


P. T. O

from Dt. <sup>13</sup>02.2025 to Dt. <sup>13</sup>02.2025 (1PM). In case the application form is downloaded from website, the applicant shall furnish a Demand Draft for an amount of Rs.100/- (Rupees one hundred) only in favour of Member Secretary, OSRFS, P.E Deptt. towards the cost of application along with the application.

By the order of Principal Secretary &  
Chairman, OSRFS

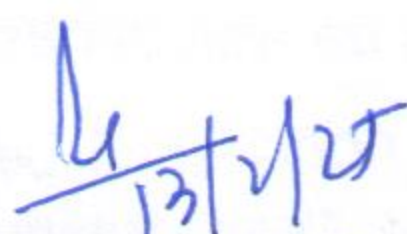
Memo No 499 /PE Dated 13.2.2025

Copy forwarded to all Departments for information & necessary action. They are requested to display this Notice in their Notice Board for wide publicity.

  
Special Secretary to Govt. &  
Member Secretary, OSRFS

Memo No 560 /PE Dated 13.2.2025

Copy forwarded to Head State Portal Group, IT Centre, Odisha Loka Seva Bhawan for information and necessary action. They are requested to post the Tender Call Notice in Public Enterprises Department website <https://pe.odisha.gov.in/> for wide publicity.

  
Special Secretary to Govt. &  
Member Secretary, OSRFS

**TERMS & CONDITIONS FOR HIRING OF VEHICLES**

The following terms and conditions must be fulfilled by the successful bidder for providing a vehicle on hire on monthly rent basis.

1. The hired vehicles during the period of contract, shall have all necessary valid MV documents such as:- Valid Registration Certificate, Insurance Certificate, Fitness Certificate, Pollution Under Control Certificate , Valid Contract Carriage Permit ,Proof of up to date tax payment etc. and D.L of the Driver should be available all the times.
- 2.The Department / Office hiring the vehicle shall not be responsible for any damage/loss caused to the hired vehicles or loss of life/ injury made to any person or damages to any property on account of use of hired vehicle any manner whatsoever. The service provider 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 basing on actual consumption and 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 owner.
- 5.In case of breakdown for reasons whatsoever the replacement of a vehicle of the same or better model shall be provided by the owner of the vehicle/bidder.
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 demanded.
9. Monthly hire charges and reimbursements towards cost of fuel (as per actual) and lubricants (as per Govt. norms) of selected bidder will be paid in every succeeding month, as far 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 shall give one month 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 grant 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.

*Keyor*  
*13/2/25*

Special Secretary to Govt.  
& Member-Secy OSRFS  
P.E. Deptt.

**Annexure-B**

**General Information**

SI No	Particulars	
1.	Name of the Service Provider	
2.	Complete Address	
3.	OGST 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.	Proposed hire Charge of the vehicle per month excluding fuel cost	
18.	Rate of fuel consumption / Mileage per litre	
19.	Contact Number of the Service provider (Tenderer/Quotationer)	
20.	Contact number of Driver	

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

Seal & Signature of  
Quotationer / Tenderer

