



GOVERNMENT OF ODISHA
FISHERIES & ARD DEPARTMENT

.....
QUOTATION / TENDER CALL NOTICE

No. FARD-OE-1ESTT-0005-2016- 6094 / FARD, Dtd. 08 APR 2026

Sealed Quotations/ Tenders are invited from interested reputed Travel Agencies/ Tour Operators/ Private Individuals having valid OGST registration for providing 03 (Three) Nos. of AC (Petrol/Diesel) Dzire/ Tigor/ Amaze/ Aura/ vehicles with similar model and segment including driver with maximum hire charge of Rs. 31,200/- only per month (as per Finance Department O.M. No.15836/F., Dt.27.05.2025) for official use in the Fisheries & A.R.D. Department, Lokaseva Bhawan, Bhubaneswar on monthly rent basis, which shall confirm to the terms and conditions laid down in Annexure-A attached to this Quotation/ Tender Call Notice. The vehicles shall be provided by the tenderer on date as per requirement of the Department and the agreement shall be started from the date on which the vehicle is provided. The number of vehicle may be increased (up to a maximum 09 vehicles) as per requirement of the Department, if any, in future, which includes aforementioned vehicle models (price to be quoted at Annexure-B) and vehicles of the model Tiago/ Celerio/ WagonR/ Altroz/ vehicles with similar model and segment including driver with maximum hire charge of Rs. 24,000/- only per month (price to be quoted at Annexure-C).

1. The vehicle must be in road worthy condition, shall not be more than 03 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. which are mandatory for plying of vehicle.
2. The service provider shall have a valid OGST registration to participate in the tendering.
3. The service provider, participating in the bidding process under the jurisdiction of Municipal Corporations, shall be registered on GeM platform.
4. The Driver of the vehicle must have a valid Driving License for driving light transport passenger vehicle and should have an experience of at least 03(three) years in driving transport/ passenger vehicle.
5. The Driver should be well behaved, gentle and obedient in nature. The Driver should compulsorily be a local resident of Bhubaneswar. The bidder is required to produce an address proof of the driver such as bank account details/ electricity/ gas/ water bill or a Government issued document like Aadhar/ Voter ID/ Driver's License showing that the driver is a local resident of Bhubaneswar.
6. The interested participant/ bidders are required to deposit a refundable amount of Rs.5,000/- (Rupees Five Thousand) only per vehicle along with their Bid towards E.M.D. in shape of Demand Draft drawn in favour of the "Drawing & Disbursing

Officer-cum-Under Secretary to Government, Fisheries & ARD Department, Odisha Secretariat" payable at Bhubaneswar. After completion of tender process, the refundable amount of Rs.5,000/- per vehicle will be returned to the unsuccessful bidders.

7. The interested participants/ bidders shall have to furnish a non-refundable Demand Draft for an amount of Rs.1,000/- (Rupees One Thousand) only drawn in favour of the "Drawing & Disbursing Officer-cum-Under Secretary to Government, Fisheries & ARD Department, Odisha Secretariat" payable at Bhubaneswar as bid processing cost along with the Bid/Application.
8. The monthly rate of hire charge (Excluding Fuel & GST) should be quoted separately in the General Bid Information as in **Annexure-B**.
9. The vehicle must achieve fuel efficiency of 17 (Seventeen) kms. per litre.
10. The details of the make and year of manufacture of the vehicle, registration number, mileage (kms. covered per litre) and name of the Driver with Driving License Number and period of validity should be specifically provided in the General Bid Information to be furnished with the Quotation/ Tender Call Notice (**Annexure-B**).
11. The present requirement of the Department is for 03 vehicles of the model Dzire/ Tigor/ Amaze/ Aura/ vehicles with similar model and segment including driver with maximum hire charge of Rs. 31,200/- only per month. The monthly hiring charges of these 03 vehicles shall be quoted as per (**Annexure-B**). However, number of vehicle may be increased (up to a maximum 09 vehicles) as per requirement of the Department, if any, in future which includes aforementioned vehicle models and vehicles of the model Tiago/ Celerio/ WagonR/ Altroz/ vehicles with similar model and segment including driver with maximum hire charge of Rs. 24,000/- only per month. Hence, the bidder is required to quote for the monthly hiring charges of such vehicles as per (**Annexure - C**).
12. The Quotation/ Tender Call Notice completed in all respect should reach the undersigned **on or before 24.04.2026 by 3.00 PM and shall be opened on 24.04.2026 at 3.30 PM** in presence of the bidders or their authorized representatives.
13. The application form of Quotation/ Tender containing General Bid Information and Terms & Conditions for Hiring of Vehicles etc. can be downloaded from the All Tender Link of Government of Odisha Website (www.odisha.gov.in) upto 24.04.2026.


Address for submission of bids

Deputy Secretary to Government
Fisheries & ARD Department
Lokaseva Bhawan, Bhubaneswar - 751001


Deputy Secretary to Government

Memo No. 6095 / FARD, Dt. 08 APR 2026

Copy along with copy of Annexure-A, B & C (both hardcopy & softcopy) forwarded to the Head, State Portal Group, IT Centre, Secretariat Building, Bhubaneswar with a request to display the same in the "All Tenders" link of Government of Odisha Website for wide publication.


Deputy Secretary to Government

Memo No. 6096 / FARD, Dt. 08 APR 2026

Copy along with copy of Annexure-A, B & C & Paper Cutting Advertisement (both hardcopy & softcopy) forwarded to the Director, Information & Public Relations Department for information and necessary action.

He is requested to float this Quotation Call Notice (as per the enclosed Paper Cutting Advertisement) at least in two local daily Odia Newspapers and in one English Daily Newspaper for wide publication.


Deputy Secretary to Government

Memo No. 6097 / FARD, Dt. 08 APR 2026


Copy along with copy of Annexure-A, B & C forwarded to all the Departments for information and necessary action. They are requested to display the tender Call Notice in their Notice Board for wider publicity.


Deputy Secretary to Government

Memo No. 6098 / FARD, Dt. 08 APR 2026

Copy along with copy of Annexure-A, B & C forwarded to the Chief Receptionist, Lokaseva Bhawan/ Additional D.C.P., Secretariat Security for information and necessary action.

The Chief Receptionist, Lokaseva Bhawan is requested to issue necessary entry pass to the intending bidders to enable them to submit their Bids to the Department and to facilitate the bidders/ representatives of the bidder to participate in the bidding process.


Deputy Secretary to Government

Memo No. 6099 / FARD, Dt. 08 APR 2026

Copy along with copy of Annexure-A, B & C forwarded to the Nodal Officer, Departmental Website for wide publication of Quotation in the Fisheries & A.R.D. Department Website.


Deputy Secretary to Government

TERMS & CONDITIONS

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 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 DL of the Driver available all the times.
2. 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 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 salary of the Driver shall be borne by the owner. The Driver should be a local resident of Bhubaneswar.
5. The Vehicle must have a valid commercial license, including a State permit.
6. 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.
7. In case of the vehicle do not report regularly, the authority will be at liberty to terminate the agreement and may engage vehicle from other source.
8. The vehicles shall report for duty for minimum of 25 days in a month.
9. In case of emergency, the Driver will have to report for duty as per the requirement of this Department. No extra payment shall be demanded.
10. Monthly hire charges and reimbursements towards cost of fuel (as per Government 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.
11. The vehicle shall not be more than three years old from the initial registration and also in good running condition during the period of contract.
12. FASTag must be affixed on the windshield of the vehicle for online Highway Toll payment.
13. The period of the contract shall be for a period of 3 years which may be extended by maximum 1 year subject to satisfactory performance. In the final year of contract, the vehicle cannot be changed by the service provider.
14. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
15. 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.

16. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.

Handwritten signature in blue ink, with the date 8/10/26 written below it.

**Deputy Secretary to Government,
Fisheries & ARD Department**

GENERAL INFORMATION FOR HIRING VEHICLES

1	Registration Number of the Vehicle	::	
2	OGST Registration No.	::	
3	GeM Registration Number	::	
4	Bank Account No. & IFSC Code	::	
5	PAN No. of the Vehicle Owner/ Agency	::	
6	Type of Vehicle (AC / Non-AC)	::	
7	Year of Manufacture	::	
8	Bharat Stage(BS)	::	
9	Model	::	
10	Date of Registration	::	
11	Name & complete address of the owner of the vehicle	::	
12	Fitness Certificate Validity	::	
13	Pollution Certificate Validity	::	
14	Permit Validity	::	
15	Insurance Validity	::	
16	Name / Address of the Driver	::	
17	D.L. No. & Validity of the DL of the Driver	::	
18	Proposed Hire Charge of the vehicle per month excluding fuel cost	::	
19	Rate of fuel consumption / mileage per litre	::	
20	Contact Number of the Service Provider (Tenderer / Quotationer)	::	Name : Mobile : Telephone :

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

**Seal & Signature of
Quotationer/Tenderer**

**QUOTATION OF HIRING CHARGES OF VEHICLES OF THE MODEL TIAGO/
CELERIO/ WAGONR/ ALTROZ**

Proposed Hire Charge of the vehicle per month excluding fuel cost : _____

**Seal & Signature of
Quotationer/Tenderer**