Government of Odisha

Office of the Additional Chief Engineer-Cum –Electrical Inspector, Keonjhar

At-D.D College Road, Baniapat, Keonjhar-758001

Phone No.06766-796141, Email Id: eikeonjhar-od@od.gov.in

QUOTATION/TENDER CALL NOTICE FOR HIRING ELECTRIC VEHICLE FOR OFFICE OF ACE-CUM-ELECTRICAL INSPECTOR, KEONJHAR

No. 628 Dt. 01/07/2026

Sealed tenders are invited from interested reputed Travel Agencies / Tour Operators/ Private Individuals for providing1 (One) No. of AC Electric Vehicle on monthly hiring basis which shall confirm to the **terms and conditions (Annexure-1)** preferable for engagement in the office of ACE-Cum-Electrical Inspector, Keonjhar.

Sl No	Type of Vehicle	Maximum Hiring Charges excluding GST	Minimum range of the Vehicle
01	BS-VI compliant EV driven vehicle (TATA Xpress T or similar model)	Rs. 55,000.00 (Rupees Fifty five thousand)	300 Km

01. The service provider shall have a valid GST registration to participate in the tendering.
02. The vehicle must be in very good and road worthy conditions and shall not be more **than three year** old from the date of initial registration (till bid submission date) and must have valid Registration Certificate, Insurance Certificate, Fitness Certificate, Valid Contract Carriage Permit, Proof of up to date tax payment etc. mandatory for applying of vehicle.
03. 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.
04. The driver should be well behaved, gentle and obedient in nature.
05. The Travel Agencies have to submit the EMD amounting to Rs. 5500/- (Rupees Five Thousand five hundred) only (which is refundable to unsuccessful bidder) in shape of Demand draft of any nationalized bank in favour of ACE-Cum-Electrical Inspector, Keonjhar payable at Keonjhar along with the tender as security deposit. The EMD is to

remain valid for a period of forty-five days beyond the final bid validity period. The EMD will be refunded to the successful bidder on receipt of Performance Bid Security.

06. The monthly rate of hiring charge be quoted separately in the general bid information (Excluding Charging Cost). The hiring charges do not include charging cost. Cost @ Rs 2. per KM, towards charging of the vehicle, will be provided to the service provider. In case the State bears the cost, no charging cost will be payable to the service provider.
07. The details of the make and year of manufacture of the vehicle, registration no, mileage 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-II).**
08. The quotation completed in all respect should reach the undersigned by Regd. Post/ Speed Post or by person with proper acknowledgment on or before **22.07.2026 by 1.00 PM** and will be opened on the **23.07.2026 at 11.00 AM** by the tender opening committee in the O/o ACE-Cum-Electrical Inspector, Keonjhar in the presence of the bidders or their authorized representatives.
09. The authority reserves all rights to modify, alter any clause of this TCN without assigning any reason thereof.
10. The successful bidder is required to deposit **5%** of the approved negotiated hiring charge amounts as **performance Bid Security** in shape of Bank Guarantee from any nationalized Bank in favour ACE-Cum-Electrical Inspector, Keonjhar payable at Keonjhar which will be returned after completion period of agreement. Performance Bid Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier.
11. The application form of quotation / Tender containing General bid information & terms and condition for hiring of vehicle etc will be available in the office of ACE-Cum-EI, Keonjhar or can be downloaded from the official website https://eicelectricityodisha.nic.in/ from 02.07.2026 to 22.07.2026 upto 11 AM.

Complete Address for submission of Tender

Office of the ACE-Cum-Electrical Inspector, Keonjhar,
DD College Road, Baniapat, Keonjhar
758001,

Addl. Chief engineer-Cum
Electrical Inspector, Keonjhar

ANNEXURE-1

TERMS & CONDITIONS FOR HIRTING OF VEHICLES

The following terms and conditions as fixed by Government in FD OM No. 15836/F dated 27.05.2025 & 14583/F dated 04.06.2026 must be fulfilled by successful bidder for providing a vehicle on hire on monthly rent basis.

01. Clear & legible copies of all documents shall be attached.
02. The hired vehicles during period of contract, shall have all necessary valid MV documents such as valid Registration Certificate, Insurance Certificate, Fitness Certificates, valid Contract Carriage Permit, proof of up to date tax payment etc. and D.L of the driver available all the times.
03. The 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.
04. The hire charges to be paid for monthly basis is final but does not include cost of Charging of EV vehicle, which is to be paid separately basing on actual running K.M. as per existing Government norms. All the expenditure of the vehicle towards repair, replacement of spare parts, Gear Box & differential Coolant, Tyres & Tubes, Battery etc. will be borne by the bidder.
05. 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.
06. 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.
07. In case of the vehicle do not report, the authority will be at liberty to terminate the agreement without prior notice and may engage vehicle from other sources.
08. The vehicles shall report for duty for minimum of 25 days in a month.
09. In case of emergency, the driver will have to report for duty as per the requirement. No extra payment shall be demand.
10. Monthly hire charges and reimbursements towards cost of Charging & lubricants (as per Govt. norms) of selected bidder 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.
11. 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.

12. If the services are found to be unsatisfactory, the client shall give two month notice and terminate the agreement.
13. In case the service provider intends to withdraw the service of his vehicle and terminate the agreement, it shall be mandatory upon him to grant two month notice before such withdrawal of service and termination of agreement.
14. If the bidder violates any of the terms of contract, the authority shall forfeit the entire amount security deposit.
15. The selected/ successful Bidder will have to execute an agreement with the authority as per Government in FD OM No. 22924/F dated 14.08.2023 & subsequent modifications.
16. The period of contract shall be initially for a period of 03 (Three) years which can be extended subject to satisfactory performance.
17. The undersigned reserves the right to reject any or all the tenders without assigning any reason thereof.

17/26

for **Addl. Chief engineer-Cum**
Electrical Inspector, Keonjhar

Annexure-II

APPLICATION & GENERAL INFORMATION FOR HIRING OF VEHICLES FOR ADDITIONAL CHIEF ENGINEER-CUM-ELECTRICAL INSPECTOR,KEONJHAR

(Copies of relevant Documents must be attached by the service provider)

1. Name of the service provider: -
2. Complete Address of the service provider :-
3. OGST registration No.:-
4. Bank Account No. and IFSC code:-
5. Registration No. of vehicle:-
6. Year of Manufacture :-
7. Make and Model :-
8. Date of Registration :-
9. Name and complete Address of the owner of vehicle :-
10. Fitness Certificate Validity :-
11. Pollution Certificate Validity :-
12. Permit Validity :-
13. Insurance Validity:-
14. Name and address of Driver:-
15. D.L. No. & Validity of the D.L. of the Driver:-
16. Proposed hire charge of the Vehicle per month excluding Charging Cost:-
17. Contact Number of the Service Provider (Tenderer / Quotationer):-
18. Contact Number of the Driver:-
19. Undeftaking that the vehicles to be provided will not belong to any employee of hiring office:-
20. Undeftaking that the firm has not been debarred/ blacklisted by any Government Organization/ Semi- Government Organization/pSUs.:-

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

Seal and signature of Tenderer

Mark /Write where necessary

Documents submitted	Yes	No	Remarks
Copy of registration of the firms with Government for commercial use of vehicle.			
Proof of experience			
Proof of Registration of vehicle			
Copy of Income tax pan card submitted			
Copy of GST Registration Certificate			
Proof of Fitness certificate details			
Proof of pollution certificate validity			
Proof of Permit validity details			
Proof of Insurance validity details			
Agreed to all the clauses of this specification			
Number of vehicles at your custody engaged on an average per day			
Whether vehicle to be engaged are having commercial vehicle permit			
Undertaking that the vehicles to be provided will not belong to any employee of hiring office			
Undertaking that the firm has not been debarred/ blacklisted by any Government Organisation/ Semi Govt Organisation/PSUs			
EMD Amount of Rs.5000/- Details to be given Draft No. & Date			

Signature of the bidder

Complete address.

Full name of the bidder

Seal

Date

Place