GOVERNMENT OF ODISHA

OFFICE OF THE SUPERINTENDING ENGINEER-CUM –DY. ELECTRICAL INSPECTOR, CUTTACK,
PLOT NO-963/2288, 2ND FLOOR AT-SIKHARPUR, NADIKULA SAHI, PO-NAYABAZAR,
PS-CHAULIAGUNJ, CUTTACK, PIN-753004, PH NO-0671-2444902,

Email ID-deicuttack-od@gov.in

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Notice No. 01/2025-26 Date: **28.11.2025**

Quotation/Tender Call Notice

Sealed quotations/tenders are invited from interested reputed Travel Agencies / Tour Operators/ Individuals for providing **One (01)** no. of **BS-VI emission compliant** Petrol / Diesel vehicle having **sitting capacity not more than Nine (09) including driver**, which shall conform to the Terms and Conditions **(Annexure-A)** for official use in the office of the Superintending Engineer -cum- Dy. Electrical Inspector, Cuttack on monthly rent basis:

Sl No.	Category of Office	Type of Vehicle	Maximum Monthly Hiring Charge (exclusive of applicable taxes) (in Rs.)	Minimum Average Mileage (in KM/Lit)
01	Field Office (O/o-Superintending Engineer -cum- Dy. Electrical Inspector, Cuttack)	Bolero/ Ertiga/ TUV 300/ Sumo Gold etc.	Rs. 37,200/-	10

1. The service provider shall have a valid/active 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. A sum of **Rs. 5,000/-** shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn **in favour of the Additional Chief Engineer -cum- Electrical Inspector, Cuttack** and submitted along with the tender as EMD. After completion of tender process, EMD shall be refunded to unsuccessful bidders.
7. The monthly rate of hire charge, excluding GST be quoted separately, excluding fuel.
8. The Vehicle must achieve a fuel efficiency of 10 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/Tender **(Annexure-B)**.

P.T.O

10. The period of contract shall be for a period of **Three (03) years i.e. from date 01.01.2026 to date 31.12.2028,** which may be extended by maximum One (01) year subject to satisfactory performance.
11. The Quotation completed in all respect along with all the necessary supporting documents should reach the office of the undersigned on or before **date 29.12.2025 by 01:00 P.M.** and **shall be opened on the same day at 03:30 P.M.** in presence of the bidders or their authorized representatives.
12. The application form of quotation/tender containing General Bid Information & Terms and Conditions for Hiring of Vehicles etc. will be available with the office of the Superintending Engineer -cum- Dy. Electrical Inspector, Cuttack and can be downloaded from the Official Website **www.eicelectricityodisha.nic.in / https://eicelectricity.odisha.gov.in from date 01.12.2025 to date 29.12.2025, 01:00 PM.**

28.11.2025

Superintending Engineer-cum-
Dy. Electrical Inspector, Cuttack

Memo No. 921 /Date: 28.11.2025

Copy submitted to the E.I.C. (Electricity) -cum- P.C.E.I., Odisha, Bhubaneswar for favour of kind information & necessary action. It is requested to kindly make it convenient to upload the tender documents in the official website **www.eicelectricityodisha.nic.in from date 01.12.2025 to date 29.12.2025, 01:00 PM** for public.

28.11.2025

Superintending Engineer-cum-
Dy. Electrical Inspector, Cuttack

Memo No. 922 /Date: 28.11.2025

Copy submitted to the Chief Engineer -cum- Chief Electrical Inspector, Bhubaneswar for favour of kind information.

28.11.2025

Superintending Engineer-cum-
Dy. Electrical Inspector, Cuttack

Memo No. 923 /Date: 28.11.2025

Copy submitted to the Addl. Chief Engineer -cum- Electrical Inspector, Cuttack for favour of kind information.

28.11.2025

Superintending Engineer-cum-
Dy. Electrical Inspector, Cuttack

Memo No. 924 /Date: 28.11.2025

Copy submitted to the Dy. Director (Advertisement), I & PR Department, Govt. of Odisha for publication of the Tender advertisement in the two leading Odia daily Newspaper (all Odisha edition) **on or before date 01.12.2025**. The bills in triplicate and a copy of advertisement may be placed for necessary payment.

28.11.2025

Superintending Engineer-cum-
Dy. Electrical Inspector, Cuttack

Memo No. 925 /Date: 28.11.2025

Copy to the Notice Board for display and wide circulation.

28.11.2025

Superintending Engineer-cum-
Dy. Electrical Inspector, Cuttack

Annexure-A

Terms and Conditions

The following terms and conditions must be fulfilled by bidder:

1. The hired vehicle, 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.
2. The Department/Office hiring the vehicle shall not be responsible for any damage/ioss caused to hired vehicle 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.
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 remuneration of the driver shall be borne by the service provider.
5. The service provider will ensure that the vehicle is kept under optimum running condition and avoid accidents attributable due to lack of maintenance/upkeep.
6. 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.
7. In case of the vehicle do not report regularly, the authority will be at liberty to terminate the agreement without prior notice.
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. No extra payment shall be made.
10. The hired vehicle cannot be used by the service provider/driver for any private/commercial purpose beyond office hours or during holidays.
11. Monthly hire charges and reimbursements towards cost of fuel (as per norm) 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.
12. 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.
13. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
14. 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.
15. The service provider shall carry out an agreement before **date 01.01.2026** as per Annexure-II of Govt. of Odisha, Finance Department Office Memorandum no. 15836 dated 27.05.2025.
16. Log Books shall be maintained as per the prescribed format i.e. Annexure-III of Govt. of Odisha, Finance Department Office Memorandum no. 15836 dated 27.05.2025.
17. GST and TDS as applicable shall be deducted as per the Govt. norms.
18. GST return shall be filed by the service provider on monthly basis.
19. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.
20. The authority reserves the right to reject any or all the tenders without assigning any reason thereof.

26.11.2025

Superintending Engineer-cum-
Dy. Electrical Inspector, Cuttack

Annexure-B

Application and General Bid Information

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

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 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 Charge 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 Tenderer