

GOVERNMENT OF ODISHA
DEPARTMENT OF AGRICULTURE & FARMERS' EMPOWERMENT

eProcurement Notice for Hiring of private vehicles

Tender ID- 2025_DANFE_122925

Bhubaneswar, dated 10-12-2025

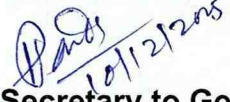
PT1-DAFE-OEII-MV-0001-2022/27477/DAFE, Sealed tenders are invited **Online** through the eTenders Odisha website- <https://tendersodisha.gov.in/> from interested reputed Travel Agencies / Tour Operators for providing different types of vehicles for official use in Department of Agriculture & Farmers' Empowerment on monthly or daily (Tour) basis. The detailed Tender Documents can be downloaded from <https://tendersodisha.gov.in/> and <https://agri.odisha.gov.in/> .

Tender Publication Date: 10.12.2025, 2:00 P.M.

Tender Submission Start Date: 10.12.2025, 2:00 P.M.

Tender Submission Closing Date: 23-12-2025, 1:00 P.M.

Tender Opening Date: 23-12-2025, 3:30 P.M. Onwards (at the office chamber of Special Secretary to Govt.)

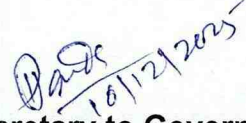

Deputy Secretary to Government

Memo No. 27478/ DAFE ,

dt. 10-12-2025

Copy along with enclosure forwarded to the Head, State Portal Group, I.T. Centre, Department of Electronics & Information Technology/ IMU Section, Department of Agriculture & FE for information and necessary action.

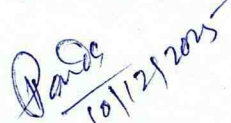
They are requested to upload the Tender Call Notice on the Government Website and on the Website of Department of Agriculture and Farmers' Empowerment by Dt. **10-12-2025** for wide circulation.


Deputy Secretary to Government

Memo No. 27479/DAFE ,

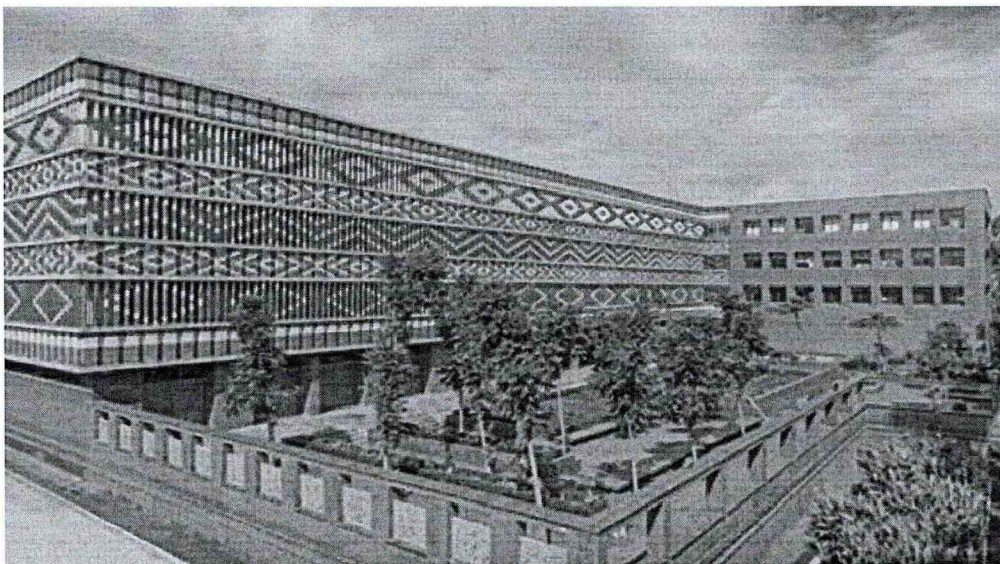
dt. 10-12-2025

Copy forwarded to the Director, I & PR Department with a request to take necessary steps for early publication of the above Tender Call Notice by Dt. **11-12-2025** in one of the local leading newspapers i.e. The Samaja, Sambad and Dharitri and copy of the publication along with necessary bill may be furnished to this Department for payment.


Deputy Secretary to Government



**GOVERNMENT OF ODISHA
DEPARTMENT OF AGRICULTURE & FARMERS EMPOWERMENT**



Tender Documents

**eProcurement Notice for Hiring of Private Vehicles on Monthly
& Daily Basis (Tour)**

Tender Notice No.& Date	: 27477/DAFE
Tender ID	: 2025_DANFE_122925
Tender Publication Date	: 10.12.2025, 2:00 P.M.
Tender Submission Start Date	: 10.12.2025, 2:00 P.M.
Tender Submission Closing Date	: 23-12-2025, 1:00 P.M.
Tender Opening Date	: 23-12-2025, 3:30 P.M. Onwards

INSTRUCTION TO BIDDERS

1. Sealed tenders are invited **Online** through the eTenders Odisha website-<https://tendersodisha.gov.in/> from interested reputed Travel Agencies / Tour Operators / Individuals for providing following categories of vehicles having sitting capacity not more than eight including driver, which shall conform to the Terms and conditions given below for official use in Department of Agriculture & Farmers' Empowerment on monthly or daily basis (tour). The number of vehicles in each type of vehicle may increase or decrease depending on the requirements.

Sl. No.	Category	Type of Vehicle	Nos. of vehicle required
1	Monthly basis	Tiago/ Bolt/ Celerio	5
		Zest/ Tigor/ Swift Dzire/ Xcent/ Etios	7
		Ciaz/ Honda City	0
		Innova Crysta/ Hexa/ XUV 500	1
2	Daily basis	Zest/ Tigor/ Swift Dzire/ Xcent/ Etios	As & when required
		Innova Crysta/ Hexa/ XUV 500	

2. The Vehicles of both categories must achieve a minimum fuel efficiency as indicated below.

Sl. No.	Type of Vehicle	Minimum Fuel Efficiency
1	Tiago/ Bolt/ Celerio	17
2	Zest/ Tigor/ Swift Dzire/ Xcent/ Etios	17
3	Ciaz/ Honda City	12
4	Innova Crysta/ Hexa/ XUV 500	9

3. No cost towards cost of tender paper shall be charged.
4. The EMD amount of Rs.5,000/- shall only be deposited through <https://tendersodisha.gov.in/> portal. EMD of the unsuccessful bidders will be returned without interest on finalization of bid. EMD of the successful bidder (s) will be returned after submission of Performance Security.
5. The bidder shall scan all the written/printed pages of the EMD and upload the same in portable document format (PDF) to the system in designated place of the technical BID. Furnishing

scanned copy of such documents is mandatory otherwise his/her bid shall be declared as non-responsive and liable for rejection.

6. The successful bidders(s) shall have to submit a performance security of **Rs.10,000/- (Rupees Ten Thousand)** only in shape of Demand Draft / pay order, drawn on any Nationalized / Scheduled in favour of **DDO-cum-Under Secretary to Government, Department of Agriculture & Farmers' Empowerment, Government of Odisha** Payable at Bhubaneswar at the time of signing of the contract. The performance security shall be refunded after completion of the terms of contract, subject to satisfactory completion of the job during the contract period. If the successful bidder violates any of the terms & conditions of the contract, the performance security shall be liable for forfeiture.
7. The tender will have to be submitted in two covers i.e. **Technical Bid (Cover-A)** as given at **Annexure-I** and **Financial Bid (Cover-B)** as given at **Annexure-II**. The formats & documents to be submitted in technical & financial bid are mentioned in the tender document.
8. Tenders received other than through Tenders Odisha portal shall not be entertained.
9. The financial bids of those bidders shall be opened whose technical bids are found to be qualified.

I. Evaluation Criteria

1. A bidder can submit bid for one or both categories of services (Daily / Monthly basis)
2. Evaluation and Selection Criteria:
 - a. Evaluation shall be done separately for Daily Basis (Tour) and Monthly Basis.
 - b. The bids shall be evaluated in two stages i.e. technical bid evaluation and financial bid evaluation.
 - c. The financial Bids shall be opened for those bidders who qualify in their technical bid evaluation.
 - d. Evaluation shall be done in line with the provisions of O.G.F.R., Finance Department, Govt. of Odisha Office Memorandum No. 22924 dated 14.08.2023, O.M. No.15836 dated 27.05.2025 and Clarification on Engine Oil / Lubricant vide Finance Department, Govt. of Odisha Letter No.35340 dated 19.12.2024.

II. Award of Contract:

The lowest evaluated bid (for each type of vehicle) shall be decided based on the lowest evaluated price bid for each category (Daily & Monthly basis) and the L1 bidder (s) shall be decided accordingly. The Department may enlist more than one Agency for supply of vehicles at the rate so finalized.

Further, Department reserves the right to accept/reject/negotiate any or all part of the Tender without assigning any reason thereof.

If the successful Bidder fails to execute the order, the Performance Security of the Bidder(s) will be forfeited, and the Bidder will be debarred for 3 three years from Department of Agriculture & Farmers' Empowerment.

The successful Bidder shall furnish copy of all the documents pertaining to vehicles and drivers along with the duly filled in **Annexure-III** at the time of signing of the contract/ agreement.

III. Period of Contract:

The period of the contract shall be for a period 3 (three) year. The contract shall be renewed subject to satisfactory performance.

IV. Terms and Conditions for Hiring of Vehicle

1. The Service Provider's Obligations:

- a. Service provider agrees to terms and conditions of the contract and shall ensure full compliance to them.
- b. Agency agrees to provide quality services as per SLAs mentioned in the contract.
- c. Agency to ensure that vehicle deployed shall arrive at designated location on time. In an event of delay in arrival beyond 15 minutes, user shall have right to hire other taxi services (which may or may not be of similar hired car type). The fare charges shall be charged to service provider.
- d. In case of requisition of vehicles on Daily Basis (Tour), the Department shall place requisitions of required numbers of vehicles at least 08 hours before with the Service Provider, if requirement is for more than three vehicles at a time. In case of one or two number of vehicles, the Service Provider shall supply within one hour of the requisition.
- e. Agency to ensure that all maintenance work related to assigned vehicle shall be carried out in off duty hours.
- f. In the event of break-down, servicing & repairs of the assigned vehicle the service provider at his own cost shall make alternate arrangement by providing similar or higher class of vehicle(s) for which agreement is entered into. Failure to do so will evoke penalty or possible termination of contract.
- g. In the event of failure on the part of Service Provider to provide required number of vehicles on Daily (Tour) Basis within the stipulated time, the Department may impose fine on the Service Provider evaluating loss or inconveniences sustained by the Department, besides black listing it.
- h. The Agency shall not be allowed to sub-let the Contract.
- i. The Agency shall only provide vehicles which have the comprehensive insurance.

- j. Police verifications for deployed driver shall be ensured by the Agency.
- k. Agency shall update the log book at least once in every 72 hours. Failure to do so shall be penalized as per this contract. At the time of termination of contract, the service provider shall hand over the log book (s) to the principal.

2. Vehicle:

- a. The vehicle should have commercial license. The vehicle should not be more than three years old. Vehicles older than seven years should be replaced by the service provider. During replacement of the vehicle or driver the pass/id card issued, if any, shall be surrendered.
- b. The Agency will deploy the vehicle, which is well maintained, cleaned thoroughly both internally and externally. Vehicle shall be equipped with first-aid medical kit. The vehicle should have a mobile charger and ambient freshener.
- c. The Agency shall ensure that all electrical connections including lights (both brake and front), horn, turn indicators, and other vehicle systems shall be periodically checked and maintained to avoid any inconvenience to the Department.
- d. Agency shall ensure that the vehicle should be parked at the place as advised by the Department and should be available, when not in duty. If the vehicle needs to be away for some reasons like refueling, petty repairing etc., it should be with the knowledge of the Controlling Officer of the Principal. Moving away without the knowledge of the Controlling Officer of the Principal will be considered as non-available and will be liable for penalty.
- e. In case of the vehicles supplied to the Department goes out of order en-route, the Service Provider shall take immediate steps to make the vehicle road worthy immediately or replace the vehicle by supplying another vehicle to the spot at his own cost. In case the Service Provider fails to comply the above, the Department shall hire vehicles from local market and the entire payment made to the third party shall be recovered from the Service Provider.
- f. The hired vehicles, during the period of contract, shall have all necessary valid MV documents such as valid Registration Certificates, Insurance Certificates, Fitness Certificates, valid Contract Carriage Permits, D.L. of the Drivers, etc. available at all the time. The Department shall not be responsible for any damage/loss caused to the hired vehicles or loss of life / injury made to any person or damage to any property on account of use of hired vehicles in any manner whatsoever. The service provider shall be responsible for all such litigations.

3. Driver:

The Agency shall be responsible for the acts and deeds of drivers of the vehicles that include following:

- a. Driver having a valid commercial driving license shall be deployed.

- b. Driver should be properly dressed in neat and clean attire, if required driver should wear uniform of specific colour as per requirement of the Department. The Agency shall provide, at his own cost, proper uniform and badges as per STATE MOTOR VEHICLES RULES (amended up to date) and photo identity cards to the drivers.
- c. The driver of the vehicle deployed for user department duties maintain polite & courteous behavior towards department users as well as to other departmental staff. Following may be construed as "Misbehavior" and shall attract penalties as per provisions of the contract. Repeated instances may result in termination of services.
 - i. Denial of duty during contract period, or during hours as noticed by user departments.
 - ii. Use of abusive language.
- d. The driver in no case shall report to duty in an inebriated state or consume alcohol while on duty. In such an event user department shall have full rights to terminate the contract with immediate effect.
- e. Driver must be provided with a working mobile phone and the contact number be provided to user department.
- f. In an event that for any reasons the driver changes his contact number during the tenure of the contract then Agency will immediately notify the same.
- g. The driver shall always be reachable during duty hours.
- h. Gossiping with the guests and using mobile phone during driving is not allowed. In case of urgency, driver should park the vehicle with permission from the user and talk in the mobile to the minimum duration.
- i. As soon as the driver is advised to attend any guest by the administration, the driver should call /SMSs the guest giving his mobile and vehicle details. Charges of calls /SMSs will be on agency's account.
- j. Vehicle and driver should not be changed frequently. Any such changes should be informed by the agency to the authority well in advance for permission.

4. Statutory Rules compliance & Taxes:

- a. The hiring charges do not include fuel cost (petrol/diesel) which is to be paid separately basing norms. All the expenditure of the vehicle towards repair maintenance, replacement of spare parts, lubricating oil of engine, Gear Box & differential coolant, Tyres & Tubes, Battery etc. and salary of the driver, payment of insurance/Road tax etc. required for operation of the vehicle will be borne by the Agency.
- b. No part claim or advance for fuel shall be paid to the travel agencies for hiring of vehicles.

- c. The Agency shall take comprehensive insurance cover with third party unlimited liability risk of the vehicles as per the user department requirement. User shall not be liable for any damages whatsoever to public property and /or any third person due to any accident arising out of and in the course of deployment of service provider's vehicle.
- d. The Agency shall be solely responsible for any claims by any third party and/or employees of user department traveling in the vehicle for any injuries caused by the driver of the vehicle whether by accident or otherwise.
- e. The user department will in no way be responsible for violation of traffic rules and /or infringement of any other law for the time being in force, either by the driver of the vehicle or by the service provider. The driver as well as Agency shall comply with relevant rules and regulations of Motor Vehicles Act and Rules applicable at present or in future during the tenure of the contract and as may be enforced from time to time for which this Department would not be held liable/responsible in any manner what so-ever. Onus of compliance of all the applicable Laws/Acts/Rules including those under Motor Vehicle Acts/Rules shall rest with the Agency only and user/user departments will not be liable in any manner.
- f. The Agency shall be responsible for ensuring compliance with the provisions related to Labour Law and especially Minimum Wages Act, Payment of Wages Act, PF, ESI Act, Payment of Bonus Act, Contract Labour [R&A] Act, Workmen Compensation Act etc. as applicable from time to time. The employees of the Agency shall not be deemed to be employees of the user department and hence the compliance of the applicable acts or laws will be the sole responsibility of the Agency.
- g. The Agency shall be personally responsible for any theft, misconduct and /or disobedience on the part of drivers so provided by him.
- h. During the contract period, if the vehicle is seized or detained or requisitioned by Police / Motor Vehicle Authority or any other authorities for whatsoever reasons that will be at the service provider's risk. Also, alternate vehicle of similar or higher type will be provided by Agency without any extra charges.
- i. The vehicles deployed for duty for this department shall at no point of time carry any person other than personnel authorized by the department.
- j. The vehicle cannot be put to any private/commercial use beyond the duty hours or on holidays. Unauthorized use of the vehicle by the driver/service provider will lead to unilateral termination of the contract with immediate effect. The Agency must ensure the safety of passenger by avoiding negligent driving by their drivers such as over speeding, rash driving, and driving vehicle without brakes/defective brakes.

- k. The mileage count will start from the location of pickup and no extra kilo metres from the garage to the pickup point will be provided. The mileage count will also terminate at the dropping point and not up to the garage.

5. Obligations of the Department:

- a. The Department shall make the payment towards hiring charges of the vehicle by credit into the bank account of the Agency within 15 days from the date of receipt of bills complete in all respect. The Bills for monthly hiring vehicles should be accompanied by copy of Logbook duly signed by the officer using the vehicle. And bills for vehicle hired for daily basis (Tour) should be accompanied by Duty Slip or any other admissible claims duly signed by the user officer.
- b. The payment shall be subject to any deductions such as penalties, statutory deduction etc.
- c. The tax deducted at source (TDS) shall be made by the Department while making payment as per the provisions of the Income Tax and GST Act and Rules made there under in the applicable cases and a certificate to this effect shall be provided by the Department.
- d. The Department shall accept the logbook entries updated by Driver. Failure to take action on logbook entries updated by Driver shall result in auto acceptance of reading provided by service provider.
- e. Costs relating to fuel, toll gate charges and parking charges and other statutory levies, if any, paid by the Agency during the journey would be billed on actual and shall be paid by the Department.
- f. All distances shall be calculated from the reporting point. No payment shall be made for journey from garage to reporting point.

6. Termination:

- a. The Department shall have the right to terminate the contract/ agreement, upon it giving 1 (one) month notice in writing.
- b. The Agency shall have the option to terminate the contract/ agreement upon giving 1 (one) month notice in writing and upon refund of any rental fees paid in advance, over and above the notice period.
- c. Final payment after termination of the contract shall be released on submission of the logbook(s) of the vehicle, car pass and pass/id card issued to the driver, if any.

7. Force majeure

Neither party of the contract shall be liable for failure to perform any of its obligations hereunder if prevented from doing so by reason of force majeure.

8. Waiver of remedies

No forbearance, delay of indulgence by either Party in enforcing the provisions of the Agreement shall prejudice or restrict the rights of either Party nor shall any waiver of its rights operate as a waiver of any subsequent breach and no right, power or remedy herein conferred upon or reserved for the Party is exclusive of any other, power or remedy available to the Party and each such right, power or remedy shall be cumulative.

9. Assignment & change in ownership/management:

- a. The Agency shall not assign or transfer its obligations and or rights under the Agreement to any third party, whether an associated entity or not, whether in whole or in part without the prior written consent of the Department.
- b. The Agency shall immediately notify the Department of any change of ownership or management of the Agency's business.

10. Headings:

The headings to the clauses of the Agreement are for the ease of reference only and shall not affect the interpretation or construction of the Agreement.

11. Resolution of disputes:

In the event of any dispute or difference relating to the interpretation and/or application of the provisions of the Agreement, such dispute or difference shall be resolved through mutual consultation by the Controlling Officer of the Department on behalf of Government of Odisha and the Authorized signatory of the Service Provider.

12. Applicability of laws:

The Agreement shall be governed by the Indian Laws for the time being in force.

Technical Bid

(The documents must be arranged serially as per the order mentioned below)

1	Name of the Service Provider	
2	Address of the Service Provider with Phone No.	
3	Email Id of the Service Provider	
4	GST Registration	(Attach self-attested copy of GST Registration Certificate)
5	PAN	(Attach self-attested copy of PAN Card)
6	EMD of Rs.5,000/- (online through Tenders odisha portal)	(Scan copy of payment details)
7	Income Tax Return for last 3 Assessment Years i.e., 2023-24, 2024-25, & 2025-26	(Attach self-attested Income Tax Return Acknowledgement)
8	Similar Work Experience for minimum 3 years with government	(Attach self-attested copies of Work Orders received from govt.)
9	Undertaking to provide good-conditioned vehicles (not more than 3 years old from the date of initial registration) along with all necessary documents required under traffic rules (refer Annexure-III)	(Attach the undertaking with signature & seal of the Agency)
10	Undertaking that the Agency has not been debarred/blacklisted by any Govt. Organization or PSUs	Attach the original copy of undertaking on a Non-judicial Stamp Paper of Rs.20/- with signature & seal of the Agency)
11	Name of the Authorized Signatory	
12	Specimen Signature of the Authorized Signatory	
13	Phone No. of Authorized Signatory	
14	Bank Details of the Agency	(Attach a Cancelled Cheque/ self-attested copy of the 1 st page of Bank Passbook)

Declaration:

I/we hereby certify that the terms and conditions given with the Tender Notice have been read carefully and are acceptable to me/us and that the information furnished above are full and correct to the best of my/our knowledge. I/ we understand that in case of any deviation/ false information in the above statement is found at any stage, my/our Agency will be blacklisted/ debarred and will not have any dealings with your organisation in future.

Place:

Date:

(Signature & Seal of the Authorized Signatory)

Financial Bid**A. Monthly Basis Rate**

Sl. No.	Category of Vehicle	Minimum Average Mileage (in KM/Lit)	Maximum Monthly Hiring Charges in Rs. (exclusive of GST)	Quoted Rate for Monthly Hiring Charges in Rs. (exclusive of GST)
1	Tiago/Bolt/Celerio	17	24,000	
2	Zest/ Tigor/ Swift Dzire/ Xcent/ Etios	17	31,200	
3	Ciaz/ Honda City	12	36,000	
4	Innova Crysta/ Hexa/ XUV 500	9	50,400	

***Only the Quoted Rate for Monthly Hiring Charges** shall be considered while evaluating the bid. The mileages have been fixed as above, and bidders shall not quote separately for that.

B. Daily Basis (Tour) Rate

Sl. No.	Category of Vehicle	Rate per K.M. (In Rs.) which includes vehicle charge, fuel, driver etc.	Halting Charge per Hour (Beyond Running Hours 50 KM / Hr.) (Rs.)	Night Halt Charge (In Rs.)
1	Swift Dzire			
2	Innova Crysta			

* The evaluation of the bid for daily vehicles shall be done based on the **rate quoted for per K.M.** (which includes all charges such as vehicle rent, fuel, driver charge excluding all taxes except toll gate charges, justified parking fees), **Halting Charge per Hour** and **Night Halt charge**. No other charges will be considered during evaluation.

Place:

(Signature & Seal of the Authorized Signatory)

Date:

Form for Vehicle & Driver Details

(To be furnished during signing of the contract/ before replacement/ before deployment of vehicle, as the case may be)

Sl. No.	Particulars	Details
1	Registration No. of Vehicle (Attach a Self-attested copy of RC)	
2	Year of Manufacture	
3	Make & Model	
4	Date of registration	
5	Name & complete address of the owner of vehicle	
6	Fitness Certificate validity (Attach a Self-attested copy)	
7	Pollution Certificate validity (Attach a Self-attested copy)	
8	Permit validity (Attach a Self-attested copy)	
9	Insurance validity (Attach a Self-attested copy)	
10	Name/ Address of the Driver	
11	D.L. No. & Validity of the D.L. of the Driver (Attach a Self-attested copy)	
12	Contact Number of Driver	

(Signature & Seal of the Authorized Signatory)

