

GOVERNMENT OF ODISHA

DEPARTMENT OF WOMEN AND CHILD DEVELOPMENT

\*\*\*\*\*

QUOTATION / TENDER CALL NOTICE

No. WCD-OE-VEH-0002-2022- 29903

/WCD, Date: 24-11-2025

Sealed quotation/tenders are invited from interested reputed Travel Agencies / Tour Operators / Private individuals for providing one vehicles (BS-VI emission compliant vehicles), with maximum hire charges of Rs. 31,200/- per month excluding taxes, having sitting capacity not more than 5 including driver, which shall confirm to the Terms and conditions (**Annexure-A**) for official use of Addl. Secretary in the Department of Women and Child Development on monthly rent basis. The number of vehicles may be increased (up to maximum 10 vehicle) as per requirement of the Department, if any, in future.

1. The service provider shall have a valid 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. 7,488/-** shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the **W & CD DEPARTMENT, Lokseva Bhawan, Bhubaneswar** 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 **17 KM** per litre.
9. The details of the make and year of manufacture of the vehicle, registration No., mileage (Kms 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**).


10. The Quotation completed in all respect should reach the undersigned on or before **09.12.2025** by **3.00 P.M** and shall be opened on the **same day at 4.00 PM** in the presence of the bidders or their authorized representatives.
11. The application form of quotation/tender containing General Bid Information & Terms and Conditions for Hiring of vehicle etc. will be available with OE Branch of the Department of W&CD or can be downloaded from the Department Website [www.wcd.odisha.gov.in](http://www.wcd.odisha.gov.in) and [www.Odisha.gov.in](http://www.Odisha.gov.in) from 26.11.2025 to 09.12.2025.
12. The authority reserve the right to cancel any / all quotations /tenders without assigning any reason thereof.

Complete Address for submission of Tender

Officer on Special Duty (OE)

Department of W&CD

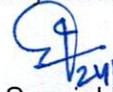
Lokaseva Bhavan, Bhubaneswar-751001

  
24/11/2025

Officer on Special Duty  
Officer on Special Duty  
W & CD Department

Memo No. **29904** /WCD, Date: **24-11-2025**

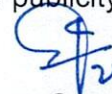
Copy along with enclosure forwarded to all Department of Government for information and necessary action. It is requested that the Tender Call Notice may kindly be displayed in the Notice Board of the Department concerned for wide publicity.

  
24/11/2025

Officer on Special Duty  
Officer on Special Duty  
W & CD Department

Memo No. **29905** /WCD, Date: **24-11-2025**

Copy forwarded to the Director, I&PR for information and necessary. He is requested to publish the above notice in two widely circulated Odia daily for its wide publicity before 28th November 2025.

  
24/11/2025

Officer on Special Duty  
Officer on Special Duty  
W & CD Department

Memo No. **29906** /WCD, Date: **24-11-2025**

Copy along with copy of the enclosure forwarded to the Head, State Portal Group, IT Centre, Secretariat, Bhubaneswar. It is requested to float the notice in official website of Govt. of Odisha.

  
24/11/2025

Officer on Special Duty  
Officer on Special Duty  
W & CD Department

Memo No. 29907 /WCD, Date: 24-11-2025

Copy along with copy of the enclosure forwarded to the Additional Secretary, IT, Department of W&CD for information and necessary action. It is requested to take immediate steps to webhost the notice in the official website of this Department.

24/11/2025  
Officer on Special Duty

Memo No. 29908 /WCD, Date: 24-11-2025.

Officer on Special Duty  
W & CD Department

Copy forwarded to Chief Receptionist/ Addl. D.C.P, Secretariat Security for information and necessary action.

The Chief Receptionist is requested to issue Lokaseva Bhawan Entry Pass to the intending Bidders to enable them to submit their bid to the Department on or before 09.12.2025 to facilitate the bidders/ representatives of bidder to participate in the bidding process.

24/11/2025  
Officer on Special Duty  
Officer on Special Duty  
W & CD Department

**Terms & Conditions**

The following terms and conditions must be fulfilled by bidder:

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 D.L. 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 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. 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.

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 made.

9. Monthly hire charges and reimbursements towards cost of fuel (as per norm) 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.

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.



Seal & Signature of  
Officer on Special Duty  
Quotation / Tender Calling Authority with Designation

General Information

SI 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

