



**CONTROLLER OF ACCOUNTS, ODISHA**

**Treasury and Accounts Bhawan, Unit-III, Kharvel Nagar, Bhubaneswar**

**Website- <https://caodisha.gov.in> E-mail: [caoorissa@rediffmail.com](mailto:caoorissa@rediffmail.com)**

**QCN No. 01/2025-26 /CA Date 24.06.2025**

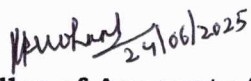
**QUOTATION CALL NOTICE**

Sealed quotations are invited from interested reputed Travel Agencies/ Tour Operators having valid GST Number for providing **1 (one) No. of Bolero/ TUV 300/ Sumo Gold/ Ertiga** or similar make BS-VI compliant vehicle having seating capacity not more than 7 (seven) including driver and **1 (one) No. of Zest/ Tigor/ Dzire/ Xcent/ Etios** or similar make BS-VI compliant vehicle having seating capacity not more than 4 (four) including driver, which shall conform to the Terms and conditions (**Annexure-I**), for official use in the office of the Controller of Accounts, Odisha, Under Finance Department, Government of Odisha, Bhubaneswar on monthly rent basis. The Terms and Conditions along with the application form and other details in respect of such engagement of Service Provider/ Agency can be downloaded from our official website from the following link: **<https://www.caodisha.nic.in/tenderinfo.php>**.

The quotations along with all supporting documents in the prescribed format should be sent through post/courier to this Office address i.e. Office of the Controller of Accounts Odisha, Bhubaneswar, 3<sup>rd</sup> Floor, Treasury & Accounts Bhawan, Unit-III, Kharavel Nagar, Bhubaneswar-751001 or the same may be dropped in the tender box placed in Establishment Section in the O/o the Controller of Accounts, Odisha, Bhubaneswar (3<sup>rd</sup> Floor) Treasury & Accounts Bhawan, Unit-III, Kharavel Nagar, Bhubaneswar on or before 16.07.2025, 05.30 PM and shall be opened on 17.07.2025, 11.00 AM.

The quotations received in incomplete shape and/or without enclosing the required details or after the schedule date and time are liable to be rejected. The undersigned reserves the right to accept or reject any or all quotations at any stage without assigning any reason thereof.

By order of Controller of Accounts, Odisha

  
**Asst. Controller of Accounts (Sr.)**

### Important Information for the Service Providers

Particulars	Details
Bid Inviting Authority	Controller of Accounts, Odisha, Bhubaneswar, Department of Finance, Govt. Of Odisha
Quotation Call Notice No:	<b>01/2025-26</b>
QCN publication date	<b>24.06.2025</b>
Place of submission of bid documents	Controller of Accounts, Odisha, Bhubaneswar, 3 <sup>rd</sup> Floor, Treasury & Accounts Bhawan, Unit-III, Kharavel Nagar, Bhubaneswar-751001
Address for correspondence	Controller of Accounts, Odisha, Bhubaneswar, 3 <sup>rd</sup> Floor, Treasury & Accounts Bhawan, Unit-III, Kharavel Nagar, Bhubaneswar-751001
Last date and time for submission of quotations/bids	<b>Date: 16.07.2025</b> Time: 5.30 PM Venue: Controller of Accounts, Odisha, Unit-III, Kharavel Nagar, Bhubaneswar.
Date, time and venue for opening of the bids	<b>Date : 17.07.2025</b> Time: 11.00 AM Controller of Accounts, Odisha, Unit-III, Kharavel Nagar, Bhubaneswar
Date, time and venue for declaration of the bids	<b>Date : 18.07.2025</b> Time: 4.00 PM Venue: Controller of Accounts, Odisha, Unit-III, Kharavel Nagar, Bhubaneswar
Contact Person	Mr. Manoj Kumar Mohanty Asst. Controller of Accounts (Sr.), Controller of Accounts, Odisha, Bhubaneswar Contact No: 9438677386

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**TERMS AND CONDITIONS**

The following terms and conditions must be fulfilled by the successful Service Provider for providing the vehicles on monthly hired basis.

1. The bidder(s) shall have a valid GST registration to participate in the tendering.
2. Bidder(s) shall ensure their experience criteria of at least 2 years for providing vehicles to offices of Central Govt. / State Govt. / PSUs located anywhere in the State of Odisha before submission of their bid. Documents in this regard shall be attached with the Bid document.
3. Average Annual Turnover of the bidder for last 2 financial years, ending 31st March of 2025 should not be less than Rs. 10 Lakhs. Supporting documents in this regard shall be attached with the Bid document.
4. The hired vehicles must be in road worthy condition and shall not be more than 2 years old and shall not run more than 30,000 K.M. from the date of initial registration and must have all necessary documents such as: - Valid Registration Certificate, Insurance Certificate, Fitness Certificate, Pollution Certificate/ valid Contract Carriage Permit/ proof of up-to-date Tax Payment etc. as well as valid D.L of the Driver should be available all the time.
5. The Service Provider while quoting hiring charges for the vehicle must take a note of the fact that the maximum rate of hiring charges per month excluding GST and Petrol/Diesel should not exceed **Rs. 37,200/-** for hiring of Bolero/ TUV 300/ Sumo Gold/ Ertiga or similar make vehicle and **Rs. 31,200/-** for hiring of Zest/ Tigor/ Dzire/ Xcent/ Etios or similar make vehicle at any cost.
6. The minimum average mileage of the vehicle will be **10 Km/litre** for Bolero/ TUV 300/ Sumo Gold/ Ertiga or similar make vehicle and **17 K.m/litre** for Zest/ Tigor/ Dzire/ Xcent/ Etios or similar make vehicle.
7. 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 **(Annexure-II & III)**.
8. The Driver of the vehicle must have a valid Driving License and should be experienced in driving transport passenger vehicle. The driver should be well trained, well conversant with roads and routes and adjoining areas as well as having good eyesight, devoid of bad habits and having proper valid driving license. The driver should observe all etiquette and protocol while performing duty and shall be neatly dressed as well as carry a cell phone in proper working condition for which no separate payment shall be made by the Quotation Calling Authority. The driver should always remain with the vehicle during entire period of duty. In case of any emergency, the driver may seek permission from the concerned officer to whom the vehicle is attached at the time of duty.
9. The Controller of Accounts, Odisha shall not be responsible for any damage/loss caused to hired vehicle or loss of life/injury made to any person or damages to any property on account of use of hired vehicle any manner whatsoever. The Service Provider shall be responsible for all such litigation.
10. 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 immediately.

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11. In case of the driver along with the vehicle does not report regularly and if the services are found to be unsatisfactory, the authority will be at liberty to terminate the agreement without any prior notice.
12. In no way the engaged vehicles can be used for private and commercial purpose beyond office hours and on holidays. Any change in vehicles or Drivers will be allowed only in exceptional circumstances and that too with the prior information/approval of the Authority.
13. The vehicles shall report for duty on all working days throughout the month. If in any day, the vehicle becomes unavailable for duty for reasons not relatable to this office, it shall be treated as "No Service Day" and pro-rata deduction shall be made for each "No Service Day @agreed monthly rent divided by total days of the month
14. In case of emergency, the driver will have to report for duty as per the requirement. No extra payment shall be demanded. The Vehicle shall move all over the state of Odisha as and when required for tour and official purposes.
15. 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 Controller of Accounts, Odisha.
16. In case the service provider intends to withdraw the services of his vehicle and terminate the agreement, it shall be mandatory upon him to give one-month prior notice to Controller of Accounts, Odisha before such withdrawal of service and termination of agreement. If the Service Provider violates any of the terms of contract, the entire amount of Performance Security will be forfeited.
17. The drivers who are supposed to be deployed by the bidder shall neither have any right for any claim whatsoever such as employer & employee relationship with the Quotation Calling Authority nor shall be entitled to claim other facilities as admissible for regular/ contractual/ outsourced employees.
18. The salary of the Driver shall be borne by the Service Provider. The service provider shall also comply with the provisions of labour Law, EPF, GIS. Minimum Wages Act applicable and other statutory compliances.
19. Monthly hire charges of selected Service Provider will be paid in every succeeding month, as far as possible within 15 days of the submission of bills by the Service Provider and no advance payment will be made. TDS as per GST and IT Act and Rules will be applicable as per Rule.
20. All the expenditure of the vehicle towards repair, replacement of spare parts, lubricating oil of the Engine, Gear Box and differential Coolant, Tyres and Tubes, Battery etc. including repairing of the vehicle will be borne by the Service provider.
21. Submission of more than one competitive bids by the same firm in response to the Quotation Call Notice is prohibited. All such bids except the one received first will be cancelled by the Quotation Calling authority. The quotations (also called bids) which are not submitted in prescribed format or in prescribed manner shall be rejected by the Quotation Calling Authority at the risk and responsibility of the bidder. The decision in this regard by Controller of Accounts, Odisha shall be final and binding on the bidder.
22. A bid once submitted cannot be withdrawn. The bidder or his authorized representative (one person only) will be allowed to be present at the time of opening of quotations. They shall not be allowed to participate in any deliberations. However, clarification, if any, required by the

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Quotation Calling Authority shall be provided by the bidder(s). The quotations received after the stipulated date and time will not be taken into consideration and will be liable for rejection.

23. All or any of the quotations (or bids) submitted can be rejected without assigning any reason thereof by the Quotation Calling Authority. No claim whatsoever shall be admissible for the alleged loss/damage suffered by the bidders on account of such rejections by the Quotation Calling Authority.
24. In case, two or more bidders are found to be L-1, i.e., Bid amount submitted by them are found to be equal then preference shall be given to the bidder having highest average annual turnover for last 2 (two) financial years. Secondly, if average annual turnover for last 2 (two) financial years are equal, then preference shall be given to the bidder having highest period (years) of experience for providing similar services in Central Govt. /State Govt/PSUs.
25. An Affidavit in shape of undertaking to this effect shall be submitted by the bidder(s) that: "I/we, on behalf of M/s \_\_\_\_\_ address \_\_\_\_\_ GSTN \_\_\_\_\_ hereby undertake that my/our entity had neither been blacklisted by any Central/State Government/Local Bodies/Public Sector Undertakings nor had been remarked adversely by any Hon'ble Courts of law for last five years prior to this bid".
26. The bidder should ensure numbering of pages serially while submitting the quotation document and properly fill the Index Page (**Annexure-IV**). All the papers/documents (in all pages) submitted by the bidder should be adduced with original signature with date and seal of the authorized person of the bidding entity.
27. The selected Service Provider will have to execute agreement with Controller of Accounts, Odisha within the period 15 days from the date of receipt of order.
28. This office reserves right to cancel the bidding process at any stage without assigning any reason thereof.
29. The authority may increase or decrease the number of hired vehicles with existing terms as per the requirement.

**Contract Validity:**

The period of the contract shall be for a period of **2 years** which may be extended by maximum 1-year subject to satisfactory performance.

**Bid Security:**

A sum of Rs. 16,420/- shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the Controller of Accounts, Odisha, Bhubaneswar and submitted along with the quotation as Bid Security. After completion of the process, Bid Security shall be refunded to unsuccessful bidders.

**Performance Security:**

The successful service provider has to furnish a Performance Security at the rate of five percent of the total value of the contract in the shape of Insurance Surety Bond, Account Payee Demand Draft, Fixed Deposit Receipt, Bank Guarantee including e-Bank Guarantee from any of the scheduled commercial banks and duly pledged in favor of the Controller of Accounts, Odisha. After receipt of the Performance Security, the Bid Security will be returned.



**General Information**for **Bolero/ TUV 300/ Sumo Gold/ Ertiga** or similar make vehicle .

<b>Sl. No.</b>	<b>Particulars</b>	
<b>1</b>	Name of the Service Provider	
<b>2</b>	Complete Address	
<b>3</b>	GST Number	
<b>4</b>	Bank Account No. and IFSC Code	
<b>5</b>	Registration No. of Vehicle	
<b>6</b>	Year of Manufacture	
<b>7</b>	Make & Model	
<b>8</b>	Date of Registration	
<b>9</b>	Rate of fuel consumption/Mileage per litre	
<b>10</b>	Name & complete address of the owner of vehicle	
<b>11</b>	Fitness Certificate Validity	
<b>12</b>	Pollution Certificate Validity	
<b>13</b>	Contract Carriage Permit Validity	
<b>14</b>	Insurance Validity	
<b>15</b>	Name/ Address of the Driver	
<b>16</b>	D.L. No. & Validity of the D.L. of the Driver	
<b>17</b>	Contact number of the Service Provider	
<b>18</b>	Contact number of Driver	
<b>19</b>	<b>Proposed hire Charge of the vehicle per month excluding fuel cost &amp; GST</b>	

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

**Seal & Signature of Tenderer**

**General Information**for **Zest/ Tigor/ Dzire/ Xcent/ Etios** or similar make vehicle

<b>Sl. No.</b>	<b>Particulars</b>	
1	Name of the Service Provider	
2	Complete Address	
3	GST Number	
4	Bank Account No. and IFSC Code	
5	Registration No. of Vehicle	
6	Year of Manufacture	
7	Make & Model	
8	Date of Registration	
9	Rate of fuel consumption/Mileage per litre	
10	Name & complete address of the owner of vehicle	
11	Fitness Certificate Validity	
12	Pollution Certificate Validity	
13	Contract Carriage 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	<b>Proposed hire Charge of the vehicle per month excluding fuel cost &amp; GST</b>	

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

**Seal & Signature of Tenderer**

INDEX PAGE

<b>Sl. No.</b>	<b>Document Details</b>	<b>Page No.</b>	<b>Remarks, if any</b>
1.	General information for Bolero/ TUV 300/ Sumo Gold/ Ertiga or similar make vehicle		
2.	General information for Zest/ Tigor/ Dzire/ Xcent/ Etios or similar make vehicle		
3.	Copy of GST Registration Certificate		
4.	Past Experience (Certified copy of previous Contract Order/ Agreement Copy)		
5.	Proof of Average Annual Turnover for last two financial years.		
6.	Copies of Registration Certificates of each Vehicles		
7.	D.L. copies of Drivers		
8.	Copies of Fitness Certificate		
9.	Copies of Pollution Certificate		
10.	Copies of Insurance Certificate		
11.	Declaration as per point 26 of the T & C mentioned at Annexure- I		
12.	Others, if any		