



GOVERNMENT OF ODISHA
ODIA LANGUAGE, LITERATURE & CULTURE DEPARTMENT

No. OLLCD-OE1-ESTT-0003-2025- 1179 /OLLCD, Date- 28.01.2026

TENDER CALL NOTICE

Sealed tenders are invited from interested reputed Travel Agencies/ Tour Operators/ Private individuals for providing 02 (Two) no. of AC Petrol driven vehicle having seating capacity not more than 05 (five) including driver, which shall conform to the Terms and conditions (Annexure-A) for official use in the Directorate Wing of Odia Language, Literature & Culture Department on monthly rent basis:

1. The service provider shall have a valid OGST 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 and shall not be more than three 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 the vehicle.
4. The Driver of the vehicle must have a valid Driving License for driving light transport passenger vehicles and should be sufficiently experienced for a minimum period of 03 years in driving transport/passenger vehicles.
5. The Drivers should be well-behaved, gentle and obedient in nature.
6. A sum of **Rs.5,000/-** (Rupees five thousand) only shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the Director, Odia Language, Literature & Culture Department, Odisha, Bhubaneswar and submitted along with the tender as Earnest Money Deposit (EMD). After completion of tender process, the amount will be refunded to unsuccessful bidders.
7. The monthly rate of hire charge excluding GST be quoted separately excluding Fuel.
8. The maximum hiring charge is capped to **Rs. 24,000/- per month per vehicle**.
9. The vehicle must achieve a fuel efficiency of **17 K.M. per litre**.
10. 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 mentioned in the General Bid Information to be furnished with the Tender paper (Annexure-B).
11. Submission of more than one competitive bid by the same firm or individual in response to this Tender is prohibited. All such bids except the one received first will be cancelled by the Tender Inviting Authority. The decision in this regard by the Tender Inviting Authority shall be final and binding on the bidders.
12. The tender papers complete in all respect should reach the undersigned **on or before 10.02.2026 by 5.00 P.M.** and shall be opened on the next working day, i.e. on **11.02.2026 at 11.30 A.M.** in presence of the bidders or their authorized representatives in the Office chamber of the Director, OLL & Culture Department, Sanskruti Bhawan, Kalpana Square, Bhubaneswar-751014. Any change in the schedule due to unavoidable circumstances, if any, will be notified in the Official website of the Odia Language, Literature & Culture Department, i.e. culture.odisha.gov.in.
13. The application form of tender containing General Bid Information and Terms and Conditions for hiring of vehicle etc. will be available in the Official website of the Odia Language, Literature & Culture Department, i.e. culture.odisha.gov.in.

14. The applicant shall deposit a non-refundable amount of **Rs. 1000/-** (Rupees one thousand) only in shape of Account Payee Bank Draft drawn in favour of the Director, Odia Language, Literature & Culture Department, Odisha, Bhubaneswar towards the cost of application along with their application.
15. The tender documents received after the stipulated date and time will not be taken into consideration under any circumstances and will be rejected.
16. All disputes hence relating to this Tender are subject to judicial jurisdiction of the competent Court at Bhubaneswar only.

Memo No. 1180 /OLLCD,

KP/16
27.1.26
Director, OLL & Culture
Date- 28.01.2026

Copy forwarded to the TASU, O.L.L & C Department, Bhubaneswar with a request to upload the Tender Call Notice and its enclosure in the Official Website of the Odia Language, Literature & Culture Department.

Memo No. 1181 /OLLCD,

KP/16
27.1.26
Deputy Director, Culture
Date- 28.01.2026

Copy forwarded to the F.A-cum-Joint Secretary to Govt., O.L.L & C Department for information and necessary action.

Memo No. 1182 /OLLCD,

KP/16
27.1.26
Deputy Director, Culture
Date- 28.01.2026

Copy forwarded to all Departments of Government with a request to display the Notice in their Notice Boards for wide publicity.

Memo No. 1183 /OLLCD,

KP/16
27.1.26
Deputy Director, Culture
Date- 28.01.2026

Copy forwarded to Accounts Section (Directorate Wing), Odia Language, Literature & Culture Department for information and necessary action.

KP/16
27.1.26
Deputy Director, Culture



TERMS & CONDITIONS FOR HIRING OF VEHICLE

The following terms and conditions must be fulfilled by the successful Bidder for providing vehicle on monthly rent basis.

1. The hired vehicle during period of Agreement (a model of the same is enclosed) shall have all necessary valid MV documents such as valid Registration Certificate, Insurance Certificate, Fitness Certificate, Pollution Under Control (PUC) Certificate, Valid Contract Carriage Permit, Proof of up to date Tax payment, etc. and valid Driving License of the Driver available all the times.
2. The Directorate Wing of OLL & Culture Department shall not be responsible for any damage/loss caused to the hired vehicle or loss of life/injury made to any person or damages to any property on account of use of the hired vehicle in any manner whatsoever. The hirer shall be responsible for all such litigation.
3. The successful Bidder will have to submit an undertaking regarding non involvement of the vehicle and Driver in any case registered in any offices/ police station within the territory of India at **Annexure-B**. Successful Bidder shall submit the character and antecedent certificates obtained from the local police establishments in respect of the Drivers within one month of signing of the agreement or engagement of the vehicle whichever is earlier before the Tender Inviting Authority.
4. The Driver should be well-trained and well conversant with the roads and routes and adjoining areas as well as having good eyesight, devoid of bad habits and having proper valid 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 Tender Inviting Authority. The Driver should always remain with the vehicle during his entire duty hours.
5. The hiring charges to be paid on monthly basis is final; but will not include cost of fuel which is to be paid separately basing on actual consumption and as per the existing Government norms. All the expenditure of the vehicle towards repair, replacement of spare parts, lubricants of the Engine, Gear Box and different Coolant, Tyres, Tubes, Battery, etc. will be borne by the successful Bidder.
6. 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. The service provider shall also comply with the provisions of Labour Law, EPF, ESI and Minimum Wages Act as applicable and other statutory provisions.
7. In case of breakdown for reasons whatsoever, another vehicle of the same or better model shall be provided by the Bidder immediately.
8. In case, the Driver along with the vehicle does not report regularly, the Authority shall be at the liberty to cancel the agreement and may engage vehicle from other source.
9. The vehicle shall be reported for duty for minimum 25 days in a month.
10. In case of emergency, the Driver will have to report for duty as per the requirement of the hirer even on Govt. holidays. No extra payment shall be demanded for this purpose.
11. Monthly hire charges and reimbursements towards cost of fuel (as per actual) of the selected Bidder will be paid in every succeeding month as far as possible within fifteen days of submission of the bills by the service provider and in no case 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 Agreement. Vehicle older than seven years should be replaced by a new vehicle by the Service Provider, if Agreement is extended beyond initial period of engagement.
13. If the services of the vehicle or Driver are found to be unsatisfactory, the client shall have liberty to give one month notice for termination of the Agreement.

14. In case, the service provider intends to withdraw the services of his vehicle and terminate the Agreement, it will be obligatory for him to give one month notice before such withdrawal of service and termination of the agreement.
15. If the Bidder violates any of the terms of Agreement, Government shall forfeit the entire security deposit.
16. The vehicle shall be kept under optimum running condition and avoid accidents attributable to lack of maintenance/ upkeep. The hired vehicle cannot be used for any private / commercial purpose beyond office hours or during holidays.
17. Hiring shall be limited to the ceiling of maximum of 2000 KMs in a month.
18. The Drivers who are supposed to be engaged by the successful Bidder shall have no right in any manner for any claim as per "Employer-Employee Relationship" with the Tender Inviting Authority nor shall be entitled to claim other facilities as admissible for regular/ contractual/outsourced employees.
19. The tenders also called as bids which are not submitted in prescribed format or in prescribed manner shall be rejected by the Tender Inviting Authority. The decision in this regard by Tender Inviting Authority shall be final and binding on the Bidder.
20. 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 the tenders. They shall not be allowed to participate in any deliberations. However, clarification, if any, required by the Tender Inviting Authority shall be provided by the bidder(s).
21. Non-submission of any of the required documents or information will attract rejection of the submitted bid. The decision in this regard by the Tender Inviting Authority is final and binding on the bidder(s).
22. In case, two or more bidders are found to be equal, then preference shall be given to the bidder having of more experience in providing similar service in Central Govt./ State Govt./ PSUs.
23. The bidder should have neither been blacklisted by any Central/ State Government/ Local Bodies/ Public Sector Undertakings nor remarked adverse by any Hon'ble Courts of Law during the last five years prior to this bid.
24. A following affidavit in shape of undertaking to this effect shall be submitted by the bidders. "I/We on behalf of M/s _____, address _____ GSTIN _____ hereby undertake that my/our entity has neither been blacklisted by any Central /State Government/ Local Bodies/ Public Sector Undertakings nor remarked adverse by any Hon'ble Courts of law during the last five years prior to this bid."
25. Proper Log Book in the prescribed format shall be maintained by the Service provider. Kilometers run and fuel filled up shall be recorded in the relevant columns of the Log Book on daily basis. The same shall be verified by an authorized Officer of the respective establishment before drawal of fuel charges.
26. Successful Bidder shall have to enter into an agreement with the Director of the Odia Language, Literature & Culture Department before issuance of the Work Order and subsequent engagement of the vehicle. The proposed vehicle must be provided w.e.f 01.03.2026 failing which the Agreement shall deem to be cancelled at the discretion of the Tender Inviting Authority.
27. The Tender Inviting Authority reserves all rights to decide the requirement of number of vehicle to be hired on the basis of actual requirements/ need at any point of time.
28. The Office of the Director, Odia Language, Literature & Culture Department reserves all rights to cancel the bidding process at any stage without assigning any reason thereof.
29. The Tender Inviting Authority shall have the discretion to terminate the Agreement at any time if the service provider fails to comply with the statutory provisions as well as the terms and conditions or the service is found to be unsatisfactory. In such circumstances of termination of the Agreement, the service provider shall have to stop the services immediately and the charges up to the date of termination of service shall be recouped on production of bills/ documents by the Bidder.

GENERAL INFORMATION OF VEHICLE PROPOSED FOR HIRING

1	Name of the Service Provider	
2	Complete Address	
3	GST Number	
4	GeM Registration Number	
5	Bank Account Number and IFSC Code	
6	Registration No. of the Vehicle (Copy to be enclosed)	
7	Year of Manufacture	
8	Make & Model with AC	
9	Date of Registration	
10	Name & complete Address of the Owner of the 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 (Copy enclosed)	
17	Proposed hire charge of the vehicle per month excluding fuel cost	
18	Rate of fuel consumption/ Mileage per litre	
19	Total distance run in Kilometer as on the date of bidding	
20	Contact Number of the Service Provider (Tenderer)	
21	Contact Number of the Driver	
22	Aadhar/ Voter ID/ PAN No. of the Driver (Copy to be enclosed)	

CERTIFICATE

- i. Certified that the above vehicle bearing Regn. No. _____ has not been involved in any case registered in any Office/Police Station within the territory of India.
- ii. Certified that the above Driver, Sri _____ has not been involved in any case registered in any Office/ Police Station within the territory of India.
- iii. Certified that the information submitted above is true to the best of my knowledge and belief.

Seal & Signature of the Bidder

Place:

Date:

Service Provider Agreement

1. This Agreement is made on this _____ day of _____ (Month) _____ (Year) on the orders of Governor of Odisha by and between the "Principal" _____ Name of the Office, address ((which expression shall unless be excluded by or repugnant to the context be deemed to include its successors and assigns) and "Service Provider" Name , having its registered office (detailed address) herein after called "agency" which expression shall unless excluded by or repugnant to the context be deemed to include its successors and assigns; herein after described as 2nd Party.

2. Whereas the Principal is desirous of engaging the Agency to provide vehicle on hiring basis and the Agency is agreed to provide the vehicle as its service provider with the terms and condition mentioned hereinafter.

2.1 Whereas the Agency is the owner of a make and model of motor vehicle of the following description: Registration number _____; Model _____; Chassis number _____; Engine number _____; Color _____; Year of Manufacture _____.

2.2 Whereas the Service Provider having PAN No. _____ and GST No _____ which are valid on this date.

3. RENTAL:

The motor vehicle is hereby hired for _____ year at the rate of _____ per month (excluding GST) payable monthly and the mileage of the vehicle, which will be governed as per the Finance Department O.M No _____ Dated _____. The contract will be renewed subject to satisfactory performance.

4. The Service Provider Obligations:

4.1 Service provider agrees to terms and conditions of the contract and shall ensure full compliance to them.

4.2 Agency agrees to provide quality services as per SLAs mentioned in the contract.

4.3 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 category). The fare charges shall be charged to service provider.

4.4 Agency to ensure that all maintenance work related to assigned vehicle shall be carried out in off duty hours.

4.5 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.

4.6 The Agency shall not be allowed to sub-let the Contract.

4.7 The Agency shall only provide vehicles which have the comprehensive insurance.

4.8 Police verifications for deployed driver shall be ensured by the Agency.

4.9 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.

Vehicle:

4.10 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, as the case may be, the pass/id card issued, if any, shall be surrendered.

4.11 The Agency will deploy the vehicle, which is well maintained, cleaned thoroughly both internally and externally. Vehicle shall be equipped with fast-aid medical kit. The vehicle should have a mobile charger and ambient freshener.

4.12 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 Principal.

4.13 Agency shall ensure that the vehicle should be parked at the place as advised by the Principal and should be available, when not in duty. If the vehicle needs to be away for some reasons like refuelling, 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.

Driver:

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

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

4.15 Driver should be properly dressed in neat and clean attire, if required driver should wear uniform of specific colour as per requirement of the Principal. 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.

4.16 The driver of the vehicle deployed for user department duties maintain polite & courteous behaviour towards department users as well as to other departmental staff. Following may be construed as "Misbehaviour" 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;

4.17 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.

- 4.18 Driver must be provided with a working mobile phone and the contact number be provided to user department.
- 4.19 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.
- 4.20 The driver shall be reachable at all times during duty hours.
- 4.21 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.
- 4.22 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.
- 4.23 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.

Statutory Rules compliance & Taxes:

- 4.24 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.
- 4.25 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.
- 4.26 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.
- 4.27 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 user departments 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.
- 4.28 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 laws will be the sole responsibility of the Agency.
- 4.29 The Agency shall be personally responsible for any theft, misconduct and /or disobedience

on the part of drivers so provided by him.

4.30 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 category will be provided by Agency without any extra charges.

4.31 The vehicles deployed for duty for the user department shall at no point of time carry any person other than personnel authorized by user department.

4.32 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 has to 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.

4.33 The mileage count will start from the location of pickup and no extra kilometres 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 Principal:

5.1 Principal shall make the payment towards hiring charges of the vehicle at the end of every month by credit into the bank account of the Agency within 15 days from the date of receipt of bills complete in all respect.

5.2 The payment shall be subject to any deductions such as penalties, statutory deduction etc.

5.3 Principal shall accept the log book entries updated by Driver. Failure to take action on log book entries updated by Driver shall result in auto acceptance of reading provided by service provider.

5.4 The Principal shall be responsible for costs relating to fuel, toll gate charges and parking charges and other statutory levies, if any, paid during the journey would be billed on actual and shall be paid by Principal.

5.5 All distances shall be calculated from the reporting point. No payment shall be made for journey from garage to reporting point.

6. Termination:

6.1 The Principal shall have the right to terminate this Agreement, upon it giving 1 (one) months' notice in writing.

6.2 The Agency shall have the option to terminate this Agreement upon giving 1 (one) months' notice in writing and upon refund of any rental fees paid in advance, over and above the notice period.

6.3 Final payment after termination of the contract shall be released on submission of the log book(s) of the vehicle, car pass and pass/id card issued to the driver, if any.

7. Force majeure

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

8. Entire agreement

This Agreement together with the schedules and annexes hereto constitutes the entire agreement and understanding between the Parties and supersedes all previous agreements, understandings and/or representations between the Parties.

9. Waiver of remedies

No forbearance, delay of indulgence by either Party in enforcing the provisions of this 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.

10. Assignment & change in ownership/management:

10.1 The Agency shall not assign or transfer its obligations and or rights under this Agreement to any third party, whether an associated entity or not, whether in whole or in part without the prior written consent of the Principal.

10.2 The Agency shall immediately notify Principal of any change of ownership or management of the Agency's business.

11. Headings:

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

12. Resolution of disputes:

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

13. Applicability of laws:

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

WITNESS WHEREOF the parties hereto have subscribed their respective hand this _____ day of _____ first above written.

FOR AND ON BEHALF OF Governor of Odisha

(AUTHORISED SIGNATORY)

Principal

WITNESS:

1.

2.

FOR AND ON BEHALF OF Service Provider/Agency

(AUTHORISED SIGNATORY)

WITNESS:

1.

2.

In the presence of

Name:

Address:

Signature: _____

Annexure-III**Log-Book**

Date	Place of departure and time	Place of arrival and time	Odo-meter opening reading	Odo-meter closing reading	Distance travelled	Mileage In (KM/Lit)	Purpose of journey
1	2	3	4	5	6	7	8

Name and designation of Officer using the vehicle	Signature of Officer	Petrol/Diesel					Signature of Driver
		OB	Petrol/ Diesel supplied	Total	Petrol/ Diesel consumed	CB	
9	10	11	12	13	14	15	16