

ODISHA STATE HIGHER EDUCATION COUNCIL  
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Email-oshec.hed@gmail.com

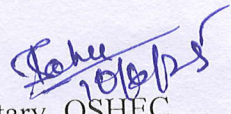
TENDER CALL NOTICE

No: 698 /24/OSHEC

Dated. 10/06/2025

Sealed quotation/tenders are invited from interested reputed Travel Agencies/ Tour Operators or private individuals having valid GST/GeM Registration for providing i) 01(one) no. of innova/Hexa/XUV500 vehicle and ii) 03(three) nos. of Tiago/Bolt/Celerio or equivalent AC Diesel/ Petrol driven vehicles on monthly rent basis (having sitting capacity of 05(five) including driver . The last date of receipt of quotation is **02.07.2025** till **3.00 P.M.** through Speed Post/Registered Post/Courier. The detail information can be obtained from the website www.dhe.odisha.gov.in and www.oshec.nic.in from **Date 11.06.2025 to Date: 01.07.2025**

The Authority reserves the right to accept/reject/cancel any or all the quotations in full or part without assigning any reason thereof.

  
Member Secretary, OSHEC



Model Bidding Document

**Government of Odisha  
Odisha State Higher Education Council, Bhubaneswar**

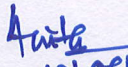
Quotation/Tender Call Notice

Sealed Quotations/tenders are invited from interest reputed Travel Agencies/Tour Operators or Private Individuals for providing i) 01(one) no. of innova/Hexa/XUV500 vehicle and 03(three) nos. of Tiago/Bolt/Celerio or equivalent AC Diesel/ Petrol driven vehicles having sitting capacity not more than 05(five) including driver, which shall conform to the Terms and conditions ( Appendix-A) for official use in Odisha State Higher Education Council, Bhubaneswar on monthly rent basis .

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 Travel Agency/Tour Operators should have his office at Bhubaneswar.
4. The vehicle must be in Road Worthy condition, shall not be more than 03 years old from the date of initial registration having valid Registration Certificate, Insurance Certificate, Fitness Certificate, Pollution under Control Certificate valid Contract Carriage Permit, proof of up to date tax payment etc. which are mandatory for plying of vehicle.
5. The Driver of the vehicle must have a valid Driving licence for driving light transport passenger vehicle and should be sufficiently experienced in driving transport passenger vehicle.
6. The Driver should be well behaved, gentle and obedient in nature.
7. A sum of **Rs.25,000/-** shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the Member Secretary, Odisha State Higher Education Council, Bhubaneswar and submitted along with the tender as EMD. After completion of tender process, EMD shall be refunded to unsuccessful bidders.
8. The monthly rate of hire charge, excluding GST be quoted separately, excluding fuel



9. The Innova/Hexa/XUV500 vehicle must achieve a fuel efficiency of **09 KM per litre**. All other vehicle must achieve a fuel efficiency of **17 km 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 with Driving License No. and period of validity should be specifically provided in the general bid information to be furnished with Quotation/ Tender (Appendix-B)
11. The Quotation completed in all respect should reach the undersigned on or before **02.07.2025** by **3.00 P.M** and shall be opened on the same day at **4.00 P.M.** in presence of the bidders of their authorized representatives.
12. The application form of quotation/ tender containing general bid information and terms & conditions for hiring vehicles etc. can be downloaded from Department of Higher Education website <https://dhe.odisha.gov.in> and from OSHEC website [www.oshec.nic.in](http://www.oshec.nic.in) from **Date 11.06.2025 to Date 01.07.2025**.

  
10/08/2025  
Finance Officer, OSHEC



**TERMS & CONDITIONS**

The following terms and conditions must be filled by the 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 reimbursement 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.
10. The vehicles shall not be more than 03(three) years old from 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 service 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, Council shall forfeit the entire amount of security deposit.

*Amita*  
10/06/2025  
Finance Officer, OSHEC



**Appendix-B****GENERAL INFORMATION**

<b>Sl. No.</b>	<b>Particulars</b>	
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 owner of Vehicle	
11.	Fitness Certificate validly	
12.	Pollution Certificate validity	
13.	Permit validity	
14.	Insurance validity	
15.	Name /Address of the Diver	
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 the  
Quotationer/ Tenderer**