OFFICE OF THE
ODISHA STATE COMMISSION FOR WOMEN
Block No. A1, 1ST Floor, Toshali Bhawan, Satyanagar,
Bhubaneswar-7, Ph: 0674-2573850, Email: oscw.od1@gmail.com

No. 12495 Dt. 19-11-26
SCW-39/25

TENDER CALL NOTICE FOR HIRING OF VEHICLE

Sealed quotations/Tenders are hereby invited from the interested reputed Travel Agencies/Service Providers/ Tour Operators/Private Individuals from Bhubaneswar City for providing 06 nos. (may be increased or decreased) of Electric Vehicles (EVs) for official use of the Members & Convenor Secretary (Rank of Additional Secretary to Govt) of Odisha State Commission for Women (OSCW), Bhubaneswar on monthly rent basis with the following terms and conditions :-

1) The vehicle must be in road worthy condition, must have valid Registration Certificate, Insurance Certificate. Fitness Certificate , valid Contract Carriage Permit, Proof of up- to date Tax Payment etc. which are mandatory for plying of vehicle.

2) The vehicle shall be in good condition and shall not be older than three years at the time of submission of bid. Vehicles older than seven years should be replaced by new vehicles by the service provider.

3) The monthly rent of hire charges be quoted according to the Finance Department Office Memorandum No. 14583/F dtd 04.06.2026 for the functionaries of the commission. The charging cost will be allowed extra at the rate Rs 2 per K.M.

4) The Service Providers will ensure that the vehicle is kept under optimum running condition and avoid accidents attributable to lack of maintenance/upkeep. The hired vehicles cannot be used by the service provider for any private/commercial purpose beyond office hours or during holidays.

5) The driver of the vehicle must have a valid driving licence for driving light transport passenger vehicle and transport passenger vehicle. The driver should be well behaved, gentle and obedient in nature.

6) The completed tenders in all respect should reach the undersigned on or before **02.12.2026 by 5.30 P.M by Speed Post and the same shall be opened on 03.12.2026 at 11.00 A.M** in the presence of the bidder or their authorized representatives. **The tenderer must write SEALED QUOTATION FOR HIRING VEHICLE on the envelope in bold letters.**

7) The Service Provider shall have a valid GST registration to participate in the tendering.

8) A sum of Rs. 3,000/- (Rupees three thousand) only shall be deposited by the intending bidder in shape of A/c payee Bank Draft drawn in favour of the Convenor Secretary, Odisha State Commission for Women and submitted along with the tender as a security deposit. After completion of tender process the amount will be refunded to unsuccessful bidders.

9) The application form of quotation/ tender containing General Bid Information and terms and conditions for hiring of vehicle etc. are available in the Office website **oscw.org** of this Commission.

10) The hire charges to be paid for monthly basis. All the expenditure of the vehicle towards repair, replacement of spare parts, Lubricating oil of Engine, Gear Box & different Coolant. Tyres & Tubes, Battery etc. will be borne by the bidder.

11) It shall be the responsibility of the bidder to provide a good driver and the salary of the drivers shall be borne by the owner.

12) In case of break down for reasons whatsoever the replacement of the vehicle of the same or better model shall be provided by the owner of the vehicle/bidder.

13) In case of vehicle do not report regularly, the authority will be at liberty to reject the agreement and may engage vehicle from other source.

14) The vehicle shall report for duty for minimum of 25 days in a month. Normal office hour shall be from 9 A.M to 8 P.M. In case of emergency the driver will have to report for duty as per the requirement of the hirer. No extra payment shall be demanded.

15) Monthly hire charges & charging cost etc. will be paid in every succeeding month, as far as possible within 15 days of the submission of the bills by the service provider and no advanced payment will be made.

16) The vehicle shall be in good running condition during the period of contract.

17) If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.

18) In case 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 & termination of agreement.

19) If the bidder violates any of the terms of contract, the entire amount of security deposit shall be forfeited.

20) The Agency has to furnish information as well as all documents as in **Annexure-I**

21) The authority reserves the right to cancel any portion or total tender without assigning any reason thereof.

22) The quotations/tenders received after due date and time shall be summarily rejected.

23) The hired vehicle shall be discontinued immediately, when the vehicle is no longer required due to retirement/ transfer of the concerned officer or closure of the office/project etc.

18/11/16

Convenor Secretary,
Odisha State Commission for Women

Convenor Secretary
Odisha State Commission for Women
Debasis Mohanty

Memo No. 12496 /OSCW Date:- 19-11-26

Copy forwarded to the Additional Secretary to Govt. W & CD Deptt. for information & necessary action. He /She is requested to take necessary steps to host the same Tender Call Notice in the official website of the W&CD Department.

Convenor Secretary,
Odisha State Commission for Women

Memo No. 12497 /OSCW Date:- 19-11-26

Copy forwarded to Special Asst. to Chairperson, OSCW for kind information of Hon'ble Chairperson, OSCW.

Convenor Secretary,
Odisha State Commission for Women

Memo No. 12498 /OSCW Date:- 19-11-26

Copy forwarded to the Selection Committee of OSCW for information & necessary action.

Convenor Secretary,
Odisha State Commission for Women

Memo No. 12499 /OSCW Date:- 19-11-26

Copy forwarded to Notice Board, OSCW & Notice Boards of the offices of Annex Building for information & necessary action.

Convenor Secretary,
Odisha State Commission for Women

Memo No. 12500 /OSCW Date:- 19-11-26

Copy forwarded to Guard File/Accounts Section, OSCW for information & necessary action.

Convenor Secretary,
Odisha State Commission for Women

Memo No. 12501 /OSCW Date:- 19-11-26

Copy forwarded to Diarist, OSCW for information with a direction not to open the Tender Call Notice at the time of receiving the tenders. After receiving the Sealed tenders, the same will hand over to the undersigned immediately.

Convenor Secretary,
Odisha State Commission for Women

Memo No. 12502 /OSCW Date:- 19-11-26

Copy forwarded to DEO, OSCW with a direction to host the Tender Call Notice in the official Website of OSCW for information of the general public.

Convenor Secretary,
Odisha State Commission for Women

Convenor Secretary
Odisha State Commission for Women
Debasis Mahanty

General Information

Annexure-I

Sl No	Particulars	
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	Name & complete address of the owner of vehicle	
10	Fitness Certificate validity	
11	Permit validity	
12	Insurance validity	
13	Name / Address of the Driver	
14	D.L. No. & Validity of the D.L. of the Driver	
15	Proposed hire Charge of the vehicle per month excluding charging cost	
16	Bank Draft No. dt. Amount	Name of Bank Branch IFSC
17	Contact Number of the Service provider (Tenderer/Quotationer)	
18	Contact number of Driver	

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

Seal & Signature of
Quotationer/Tenderer