

**Odisha Information Commission**  
**Block B1, Toshali Bhawan, Satyanagar,**  
**Bhubaneswar-751007**

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No. 18108 Dt. 19.06.2025

**Corrigendum**

**Subject: Tender Call Notice No. 14918 dated 05.06.2025**

The last date for submission of tender i.e. 11.00 AM of 20.06.2025 is extended up to 11.00 AM of 24.06.2025 and the date of opening of Tender is extended to 03.00 PM of 24.06.2025, due to administrative reasons.

Further, EMD and Performance Security of the tender is hereby revised to 2% (Rs. 59,948/-) and 3% (Rs. 85,640/-) respectively, as per latest OGFR guidelines.

All the other terms & conditions shall remain unchanged.

-Sd-

AFA-cum-Under Secretary

16/19/125



## Odisha Information Commission

Block B1, Toshali Bhawan, Satyanagar,  
Bhubaneswar-751007

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### Tender Call Notice

Letter No. 14918 Dated 05.06.25

Sealed tenders are invited from interested reputed Travel Agencies/Tour Operators or private individuals for providing 02 (two) nos. of BS-VI compliant A/C vehicle (Swift Dzire/Toyota Innova) which shall conform to the terms and conditions for official use of Esteemed State Information Commissioners in Odisha Information Commission towards conveyance on monthly hire basis:

The prescribed tender papers containing the details of tender call notice, terms and conditions, general information can be downloaded from Odisha Information Commission's website i.e. <https://suchana.odisha.gov.in>.

The sealed tenders should be dropped in the tender box of the office of Odisha Information Commission, Bhubaneswar on or before **20.06.2025** by 11.00 AM and shall be opened on the same day at 03:00 PM in presence of the bidders or their authorized representatives.

AFA-cum-Under Secretary  
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Odisha Information Commission  
Bhubaneswar

**Odisha Information Commission**  
**Block B1, Toshali Bhawan, Satyanagar,**  
**Bhubaneswar-751007**

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**Tender Call Notice**

Sealed quotations/ tenders are invited from interested reputed Travel Agencies / Tour Operators / Individuals for providing 02 nos. of vehicles (Swift Dzire/ Toyota Innova) which shall conform to the Terms and conditions (Annexure-A) for official use in the office of Odisha Information Commission 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 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. 85,640/-** shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the **DDO, Odisha Information Commission** 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(Swift Dzire)/ 9 km per litre(Toyota Innova)
9. 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/Tender (Appendix-B). **Separate rates for Swift Dzire & Toyota Innova should be quoted.**
10. The Quotation completed in all respect should reach the undersigned on or before 20.06.2025 by 11 A.M. and shall be opened on the same day at 3 P.M. in 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 Vehicles etc. will be available with Odisha Information Commission can be downloaded from : <https://suchana.odisha.gov.in/> from Date 06.06.2025 to Date 20.06.2025.
12. The undersigned reserves the right to cancel any/all the quotations, without assigning any reason thereof.

Seal & Signature of

Tender Calling Authority with Designation

**AFA-cum-Under Secretary**  
**Odisha Information Commission**  
**Bhubaneswar**

**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 successful bidders(s) shall have to submit a performance security of ₹ 1,42,733/- in shape of Demand Draft / pay order, drawn on any Nationalized / Scheduled in favour of DDO, Odisha Information Commission Payable at Bhubaneswar at the time of signing of the contract. The performance security shall be refunded after completion of the terms of contract, subject to satisfactory completion of the job during the contract period. If the successful bidder violates any of the terms & conditions of the contract, the performance security shall be liable for forfeiture.
4. 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.
5. 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.
6. 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.
7. In case of the vehicle do not report regularly, the authority will be at liberty to terminate the agreement without prior notice.
8. The vehicles shall report for duty for minimum of 25 days in a month.
9. In case of emergency, the driver will have to report for duty as per the requirement. No extra payment shall be made.
10. 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.
11. 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.
12. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
13. 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.

14. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.

*Handwritten signature in green ink, dated 5/6/25.*

Seal & Signature of

Quotation / Tender Calling Authority with Designation

**AFA-cum-Under Secretary  
Odisha Information Commission  
Bhubaneswar**

**General Information**

Sl 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