



**Government of Odisha**  
**Directorate of Technical Education and Training, Odisha**  
(Under the administrative control of Skill Development & Technical  
Education Department, Odisha)

**Invites Quotations/Tender Call Notice**

For Hiring of 01 (one) Vehicle

NIT No. DTE&T/2025-26/02

Dated: 23.02.2026

**Issuer:**

Directorate of Technical Education and Training (DTE&T), Odisha  
Killa Maidan, Buxi Bazar,  
Cuttack-753001  
Phone No-0671(2301061),  
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**GOVERNMENT OF ODISHA**  
**DIRECTORATE OF TECHNICAL EDUCATION AND TRAINING, ODISHA**  
**QUOTATION/ TENDER CALL NOTICE**

**NIT No. DTE&T/2025-26/02**

**Dated: 23.02.2026**

Sealed quotations/tenders are invited from interested reputed Travel Agencies / Tour Operators or Private Individuals having GST registration for providing 01 (one) No. of AC Hybrid/ Petrol /Diesel driven TOYOTA INNOVA or equivalent having sitting capacity not more than seven (including driver), which shall conform to the terms & conditions mentioned at Annexure-I for official use in Directorate of Technical Education and Training, Odisha on monthly rental 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.7500 (Rupees Seven Thousand Five Hundred only) shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the 'Director, DTE&T Odisha', payable at Cuttack 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 minimum 09 (Nine) km per litre.**
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 (Annexure-II).

10. The Quotation completed in all respect should reach the office of the undersigned on or before 05.03.2026 up to 05.00 P.M. through Registered/Speed Post/Courier Service and can also be submitted by Hand in the office of the DTE&T Odisha. The sealed quotation will be opened on 06.03.2026 at 12.30 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. can be downloaded from website of DTE&T Odisha (<https://dtet.odisha.gov.in/en/tenders>) and also can be obtained from the Office of the Directorate of Technical Education and Training, Odisha from 23.02.2026 to 05.03.2026 during office hours.

  
Joint Director 23/2/26

Directorate of Technical Education &  
Training, Odisha, Cuttack

## **Annexure-I**

### **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 DTE&T Odisha 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 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.
10. 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. The vehicle must be BS-VI emission compliant.
11. If the services are found to be unsatisfactory, the DTE&T Odisha shall give one month notice and terminate the agreement.
12. 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.
13. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.

Sd/-  
Director  
DTE&T, Odisha, Cuttack

## Annexure-II

### General Information

SL No.	Particulars	
1	Name of the Service Provider	
2	Complete Address	
3	GST Number	
4	PAN Number	
5	GeM Registration Number	
6	Bank Account No and IFSC Code	
7	Registration No. of Vehicle	
8	Year of Manufacture	
9	Make & Model	
10	Date of registration	
11	Name & complete address of the owner of vehicle	
12	Fitness Certificate validity	
13	Pollution Certificate validity	
14	Permit validity	
15	Insurance validity	
16	Name / Address of the Driver	
17	D.L. No. & Validity of the D.L. of the Driver	
18	Contact Number of the Service provider	
19	Contact number of Driver	
20	Proposed hire Charge of the vehicle per month excluding fuel cost	
21	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 Bidder

## **Annexure-III**

### **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 “Director, Directorate of Technical Education and Training, Odisha” having its office at Killa Maidan, Buxi Bazaar, Cuttack-753001. (hereinafter referred to as “**DTE&T**” 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 DTE&T 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 period of the contract shall be initially valid till 30.09.2026 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.15836/F Dated 27.05.2025**. 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 DTE&T.

**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 DTE&T.

4.13 Agency shall ensure that the vehicle should be parked at the place as advised by the DTE&T 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 DTE&T. Moving away without the knowledge of the Controlling Officer of the DTE&T 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 DTE&T. 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 whatsoever. 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 DTE&T:**

5.1 DTE&T 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 DTE&T 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 DTE&T 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 DTE&T.

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 DTE&T 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 DTE&T.

10.2 The Agency shall immediately notify DTE&T 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)

DTE&T

**WITNESS:**

- 1.
- 2.

**FOR AND ON BEHALF OF Service Provider/Agency**

(AUTHORISED SIGNATORY)

**WITNESS:**

- 1.
- 2.

In the presence of

Name:

Address:

Signature: \_\_\_\_\_

## Annexure-IV

### 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

**Annexure-V**

**Self Declaration for Non-Blacklisted by any Central/State/PSU agency**

<< An affidavit on a non-judicial stamp paper of INR 10/- by Company Secretary/ Authorized Representative and Signatory of the Applicant with his/her dated Sign and duly notarized >>

**AFFIDAVIT**

**(to be executed on INR 10 non judicial stamp paper and to be duly notarized)**

Date: \_\_\_\_\_

Sub: NIT No. \_\_\_\_\_

In response to the Tender Document above stated, I/We hereby declare and solemnly swear that our Company/ firm \_\_\_\_\_ is not banned/blacklisted as on date by any competent court of Law, forum or any State Government or Central Government or their agencies or by any statutory entities or any PSUs.

AND, if at any stage the declaration/statement on oath is found to be false in part or otherwise, then without prejudice to any other action that may be taken, I/We, hereby agree to be treated as a disqualified Bidder for the ongoing Contract.

In addition to the disqualification our concern/entity may be banned/blacklisted.

AND, that I/We, shall have no right whatsoever, to claim for consideration of my/our bid at any stage and the money deposited in the form of EMD shall be liable for forfeiture in full, and the tender, if any to the extent accepted may be cancelled.

Signature of the Deponent

(Authorized signatory of the Bidder with Seal)

Date:

Place:

**Annexure-VI****FINANCIAL BID**

<b>SL No</b>	<b>Particulars</b>	<b>Details</b>
1	Name of the Bidder (Travel Agency/ Tour & Travel operator/ Individual/ Service Provider)	
2	Address	
3	GST Registration No. or GeM Registration and PAN Number	
4	Registration No. of Vehicle	
<b>5</b>	<b>Quoted Hire Charges</b>	<b>Amount (Rs.) (Both in figure and words)</b>
*5.1	Rate quoted towards Hire Charges of the Vehicle per month (As per the instructions Given below)..... <b>Please read the instructions produced below</b>	

01. The rate quoted by the bidder should exclude GST and Fuel Charges as per the Resolution No.15836/ FIN-COD-MV-0004-2018, Dtd: 27.05.2025 of Finance Department, Government of Odisha.
02. The rate quoted by the bidder will be treated as the rate including the remuneration of the Driver provided by the Service Provider along with the vehicle.
03. Maximum Monthly Hire Charges (exclusive of applicable taxes) must be within the limit prescribed by the Finance Department, Government of Odisha through the Resolution No.15836/ FIN-COD-MV-0004-2018, Dtd: 27.05.2025.
04. The quotations with L1 bidder will be selected and contract may be awarded with the terms & conditions already mentioned in the 'Annexure-III'.
05. DTE&T Odisha reserves the right to accept, negotiate, cancel or reject any bid or to annul and reject all bids or cancel entire tender process at any time prior to the award of the contract without incurring any liability to the affected bidders or any obligation to inform affected bidder, the grounds of such action.