

PANCHAYAT SAMITI OFFICE, GUDVELLA
DIST. BALANGIR (ODISHA) – 767046
Email: ori-gudvella@nic.in
Phone – 286036 (06652)

No. 1065 Date 16-06-2026

To

The Chief Executive Officer,
Odisha Renewable Energy Development Agency,
S-59, Mancheswar Industrial Estate,
Bhubaneswar, Odisha, 751010
Email: ceoreda@oredaorissa.com

Sub: - Hiring of Electrical Vehicle for Official Use.

Ref: - Memo No.14589 /F dated 04.06.2026 of Under
Secretary to Government, Finance Department,
Odisha, Bhubaneswar to your address.

Sir,

With reference to the communication cited above, I am to request you to kindly arrange to provide an Electrical Vehicle on monthly hiring basis for official use by this Block on the terms and conditions envisaged in the aforesaid communication at an early date.

Yours faithfully,

Block Development Officer,
Gudvella

Memo No. 1066 / Dated 16-06-2026.

Copy to Chief Development Officer-cum-Executive Officer, Zilla Parishad, Balangir for information and necessary action.

Block Development Officer,
Gudvella



Government of Odisha
P.R. & D.W. Department,
PANCHAYAT SAMITI OFFICE, GUDVELLA

QUOTATION/TENDER CALL NOTICE

Sealed quotations/tenders are invited from interested reputed Travel Agencies / Tour Operators / Individuals for providing One No. of E. vehicles having sitting capacity not more than 5 (Five including Driver) seated including driver, which shall conform to the Terms and conditions (Appendix-A) for official use in Panchayati Raj Department, Panchayat Samiti Office, Gudvella 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. 10,000/- (Rupees ten thousand) shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the Block Development Officer, Gudvella 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 charging cost.
8. The Vehicle must achieve a charging efficiency of 500 KM with full charge capacity.

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).
10. The Quotation completed in all respect should reach the undersigned on or before 30.06.2026 by 2.00 P.M. and shall be opened by the Tender Committee on the same day at 3.30 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. will be available with Block Development Officer, Gudvela and can be downloaded from Balangir District Website – balangir.odisha.gov.in from date 20.06.2026 to 30.06.2026


Block Development Officer,
Gudvela

Memo No. *1063* / Date *16-06-2026*

Copy along with its enclosures forwarded to District Informatics Officer, NIC, Collectorate, Balangir with a request to publish the Tender Notice in Balangir District Website for wide publicity and information of interested parties.


Block Development Officer,
Gudvela

Memo No. *1064* / Date *16-06-2026*

Copy along with its enclosures forwarded to Collector, Balangir / CDO-cum-EO, ZP, Balangir / Sub-Collector, Balangir / Tahasildar, Tusura / Executive Officer, Tusura NAC / CDPO, Gudvela with a request to publish the tender notice in their office notice board for wide publicity and information of interested parties.


Block Development Officer,
Gudvela

TERMS & CONDITIONS

APPENDIX-A

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 in 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 charging, 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 charging (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.



General Information

Appendix - B

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 charging cost cost	
20	Rate of charging consumption / Mileage for full charge.	

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

Seal & Signature of Tenderer



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 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.


Block Development Officer,
Gudvela