

TENDER DOCUMENT
FOR
HIRING OF DIFFERENT TYPES OF VEHICLES ON “AS AND WHEN
REQUIRED” BASIS

Particulars	Details
Tender No.	IED/BBSR/ADMN-MISC/Vol.II/275/2026-27
Date of Issue	04/08/2026
Last Date & Time for Submission	20/08/2026 up to 05:00 PM
Date & Time of Opening of Technical & Financial Bids	21/08/2026 (Friday) at 11:30 A.M. at Conference Hall, IED Odisha, Bhubaneswar
Place of Submission / Opening	Plot No.123, Sec-A, Zone-A, M.I.E., Mancheswar, Rasulgarh, Bhubaneswar – 751010
Contract Period	One year from the date of award, extendable on satisfactory performance and mutual consent, subject to applicable rules.

Issued by: Chief Executive Officer, Institute of Entrepreneurship Development, Odisha

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1. ABOUT IED ODISHA

The **Institute of Entrepreneurship Development, Odisha (IED Odisha)** is an Institute of the **MSME Department, Government of Odisha**, engaged in promoting entrepreneurship and enterprise development across the State. The Institute undertakes various entrepreneurship development, capacity-building, skill development, training and other developmental activities and also facilitates the implementation of various schemes and programmes for the promotion and development of **Micro, Small and Medium Enterprises (MSMEs)**.

As part of its activities, IED Odisha conducts official meetings, training programmes, field visits, monitoring and inspection visits and other official activities at different locations within and outside the State. **For undertaking such activities, the Institute requires different categories of vehicles from time to time for official purposes.**

2. NOTICE INVITING TENDER (NIT)

Sealed tenders are invited from eligible, experienced and competent vehicle owners / travel agencies / tour operators / service providers for empanelment and hiring of different types of commercially registered vehicles on an “as and when required” basis for official use of the Institute of Entrepreneurship Development, Odisha (IED Odisha), Bhubaneswar, including local and long-distance/outstation journeys, whenever required.

The engagement shall be a rate contract. IED Odisha does not guarantee any minimum number of vehicles, trips, days, kilometres or minimum business during the contract period. Vehicles shall be requisitioned strictly according to official requirement.

3. TENDER SCHEDULE

Sl. No.	Event	Date / Time
1	Publication / Issue of Tender	06/08/2026
2	Last date and time for receipt of tender	20/08/2026 up to 05:00 PM
3	Opening of Technical & Financial Bid	21/08/2026 at 11:30 A.M.

4. SCOPE OF WORK

- To provide clean, roadworthy, air-conditioned vehicles of the required category with licensed and experienced drivers at short notice for official journeys.
- Vehicles may be required for local duty, long-distance/outstation duty, field visits, airport/railway station duty, meetings, training programmes, inspection visits, official tours and other institutional requirements.
- The successful bidder shall be capable of arranging more than one vehicle simultaneously whenever required.
- The vehicle categories covered by the rate contract shall include Sedan, Premium Sedan, MPV, Premium MPV and Mini Bus (13 seater or above), as detailed in the Financial Bid.
- Deployment shall ordinarily be against written/e-mail/telephone/other authorised requisition from the designated officer of IED Odisha.

5. VEHICLE CATEGORIES COVERED UNDER THE RATE CONTRACT

Category	Vehicle Category	Indicative Model / Equivalent	Condition	Requirement
A	Sedan	Maruti Dzire, Honda Amaze, Hyundai Aura or equivalent	AC; commercially registered; good condition	As and when required
B	Premium Sedan	Maruti Ciaz, Honda City or equivalent	AC; commercially registered; good condition	As and when required
C	MPV	Maruti Ertiga, Kia Carens, Toyota Innova or equivalent	AC; commercially registered; good condition	As and when required
D	Premium MPV	Maruti Invicto, Toyota Innova Crysta, Toyota Innova Hy-Cross or equivalent	AC; commercially registered; good condition	As and when required
E	Mini Bus (13 seater or above)	Force Traveller, Tata Winger or equivalent	AC; commercially registered; good condition	As and when required

6. ELIGIBILITY CRITERIA

1. The bidder shall be an individual proprietor, partnership firm, company, society or other legally recognised entity engaged in vehicle hiring / travel / transport services.
2. The bidder should possess valid PAN and GST registration, where applicable.
3. The bidder should have experience in providing hired vehicle services, preferably to Government Departments, PSUs, autonomous bodies, banks, educational institutions or reputed organisations.
4. The bidder shall have access to an adequate fleet of commercially registered vehicles, whether owned or lawfully arranged, to meet IED Odisha's requirements.
5. Vehicles offered must possess valid Registration Certificate, permit, fitness certificate, insurance, Pollution Under Control certificate and other statutory documents required under applicable law.
6. The bidder shall not have been blacklisted / debarred by any Central/State Government Department, PSU, autonomous body or public institution as on the date of submission of bid.
7. The bidder shall have an office / operational arrangement capable of providing vehicles in Bhubaneswar at short notice.

7. DOCUMENTS TO BE SUBMITTED WITH TECHNICAL BID

- Signed and stamped copy of the complete tender document as acceptance of terms and conditions.
- Bidder information in Annexure-II.
- Copy of PAN.
- Copy of GST Registration Certificate, if applicable.
- Registration / incorporation / partnership / proprietorship proof, as applicable.
- Experience details and copies of relevant work orders / agreements / completion or performance certificates, where available.
- List of vehicles available / accessible to the bidder in Annexure-III.

- Self-declaration regarding non-blacklisting in Annexure-IV.
- Copies of statutory vehicle documents may be sought at technical evaluation stage and shall mandatorily be produced before deployment.
- EMD / Bid Security document, if prescribed. If exemption is claimed, valid supporting document as permissible under applicable rules shall be furnished.

8. EARNEST MONEY DEPOSIT (EMD) / BID SECURITY

EMD/Bid Security, if applicable, shall be Rs.5,000/- in the form and manner specified by IED Odisha. Exemption, where permissible under applicable Government rules/orders, shall be considered only on submission of valid documentary proof. Bids not accompanied by the required EMD or valid exemption document may be rejected. No interest shall be payable on EMD.

9. PERFORMANCE SECURITY

The successful bidder may be required to furnish Performance Security of Rs.20,000/- of the estimated contract value or such amount as decided by the competent authority, in an acceptable form and within the stipulated period. The Performance Security may be forfeited/encashed in case of material breach, persistent service failure or other defaults, subject to the terms of the contract and applicable rules.

10. GENERAL TERMS AND CONDITIONS

1. The contract shall initially remain valid for one year from the date of award. It may be extended on the same or mutually agreed terms, subject to satisfactory performance, requirement and applicable rules.
2. IED Odisha reserves the right to accept or reject any or all bids, cancel the tender, reduce/increase the scope, or withdraw any vehicle category, subject to applicable procurement rules.
3. No minimum business, minimum kilometres, minimum number of trips or minimum monthly payment is assured.
4. The successful bidder shall provide the vehicle within the time specified in the requisition and shall make best efforts to arrange urgent requirements at short notice.
5. Only vehicles having valid statutory documents shall be deployed. IED Odisha may reject any vehicle found unsuitable, unclean, unsafe, mechanically defective or not conforming to the requisition.
6. Substitution shall be permitted only with an equivalent or higher category vehicle at the accepted rate of the originally requisitioned category, unless otherwise approved.
7. No vehicle deployed for IED Odisha shall carry unauthorised passengers or goods during official duty.
8. The bidder shall be solely responsible for fuel, lubricants, repairs, maintenance, insurance, taxes, permits, driver wages and all operating expenses except items expressly made reimbursable under this tender.
9. The bidder shall comply with all applicable labour, motor vehicle, tax, insurance and other statutory requirements.
10. The successful bidder shall nominate a responsible contact person available for receiving requisitions and handling service issues.

11. VEHICLE AND DRIVER CONDITIONS

- Vehicle should preferably be a recent model and in good mechanical and cosmetic condition as per applicable Government/Finance Department norms.
- The vehicle must be clean, hygienic, odour-free and equipped with functional air-conditioning, seat belts, spare wheel, basic tools and first-aid kit.

- The driver must possess a valid driving licence appropriate for the vehicle and comply with all legal requirements.
- The driver shall be experienced, medically fit, well-behaved, sober, punctual and properly dressed.
- The driver shall not smoke, consume alcohol/intoxicants or use tobacco inside the vehicle while on duty.
- The driver shall maintain confidentiality regarding official travel, destinations, discussions and documents encountered during duty.
- Use of mobile phone while driving, except through legally permitted hands-free arrangements, is prohibited.
- In case of breakdown, accident or inability to continue duty, a suitable replacement vehicle shall be arranged promptly without additional burden on IED Odisha.

12. BASIS OF CHARGING / JOURNEY CALCULATION

The Financial Bid contains separate rate components for Local and Long duty. The following principles shall govern billing:

- For Local duty, the bidder shall quote a fixed rate for 10 hours and 100 km, an extra rate per km beyond 100 km, and an extra rate per hour beyond 10 hours.
- For Long duty, the bidder shall quote a fixed rate for 12 hours and 300 km or above, extra hour/detention charges after 12 hours, and night-halt charges after 12:00 midnight, as provided in the Financial Bid.
- Kilometres shall normally be calculated from the designated reporting point / IED Odisha office to the final release point, unless otherwise specified in the requisition. Garage-to-garage kilometres shall not be payable unless expressly authorised.
- Time shall be reckoned from the reporting time to the release time recorded in the certified duty slip/log sheet.
- Where both excess kilometres and excess hours arise under Local duty, admissible charges shall be calculated strictly on the basis of the accepted quoted components and certified duty details.
- Night-halt charges shall be payable only when the vehicle/driver is actually retained on authorised Long duty beyond 12:00 midnight and the same is certified by the authorised official.
- Toll, parking and authorised entry fees shall be reimbursed at actuals against valid receipts. Interstate permit/tax, if specifically incurred for an authorised journey, shall be reimbursed only when expressly permitted and supported by documentary proof.

13. FINANCIAL BID – PRICE COMPONENTS

The bidder shall quote rates only in the prescribed Financial Bid at Annexure-I. Rates shall be quoted in Rupees and shall be exclusive of GST. GST shall be payable as applicable under Government norms. No separate or alternative financial format shall be entertained.

Duty	Rate Component	Applicable Basis
Local	Fixed Rate	10 hours / 100 km
Local	Extra Rate per Km	Beyond the included 100 km
Local	Extra Rate per Hour	Beyond the included 10 hours
Long	Fixed Rate	12 hours / 300 km or above, as quoted
Long	Extra Hour / Detention	After 12 hours
Long	Night Halt	After 12:00 midnight, when applicable

14. GST, TOLL, PARKING AND OTHER CHARGES

- The rates quoted in Annexure-I shall be exclusive of GST. GST shall be payable as applicable under Government norms against a valid tax invoice.
- Toll and parking charges incurred during authorised duty shall be reimbursed at actuals against valid receipts.
- Interstate permit/tax, where specifically required for an authorised journey, shall be reimbursed at actuals with supporting proof, subject to approval.
- Traffic fines, challans and penalties arising from violation by the vehicle/driver shall be borne entirely by the bidder and shall not be reimbursed.
- No separate charge for fuel, lubricants, washing, maintenance, driver salary/food, garage or mobilisation shall be payable except the rate components and reimbursable statutory/user charges expressly provided in the tender.

15. DUTY SLIP / LOG SHEET

The driver shall maintain a duty slip/log sheet showing date, vehicle number, reporting place, reporting time, opening kilometre, places visited, closing kilometre, release time, total kilometres and other relevant details. The duty slip shall be certified by the authorised official/user. Claims unsupported by duly certified duty slips may not be admitted.

16. BILLING AND PAYMENT

1. Bills shall ordinarily be submitted monthly or after completion of specific duty, as directed by IED Odisha.
2. Each bill shall be supported by certified duty slips/log sheets and receipts for reimbursable toll/parking/interstate permit or tax, wherever applicable.
3. Payment shall be released after verification of satisfactory service and admissibility of the claim, subject to statutory deductions including TDS, as applicable.
4. No advance payment shall ordinarily be made.
5. Disputed or unsupported portions of a bill may be withheld until clarification/verification.

17. PENALTY / SERVICE FAILURE

Default	Indicative Action / Penalty
Failure to provide confirmed vehicle	Recovery of additional cost of alternate arrangement plus penalty up to ₹1,000 per instance, as decided by competent authority.
Late reporting without acceptable reason	Proportionate deduction / penalty up to ₹500 per instance.
Vehicle breakdown due to poor maintenance and no prompt replacement	Recovery of alternate arrangement cost and/or penalty up to ₹1,000 per instance.
Unclean / unsuitable vehicle or misbehaviour of driver	Warning/replacement; repeated instances may attract deduction/penalty and termination.
Invalid statutory documents / unsafe vehicle	Immediate rejection of vehicle; serious/repeated violation may lead to termination and other action.

18. ACCIDENT, INSURANCE AND LIABILITY

The bidder shall be solely responsible for the vehicle, driver, passengers and third-party liabilities to the extent arising under applicable law and insurance coverage. All vehicles must carry valid comprehensive/appropriate insurance and statutory coverage. IED Odisha shall not be liable for claims arising from negligence, unlawful conduct, statutory non-compliance or inadequate insurance attributable to the bidder/driver.

19. EVALUATION OF BIDS

1. Technical bids shall first be scrutinised for eligibility, responsiveness and required documents.
2. Financial bids of technically qualified bidders shall be considered for evaluation.
3. Financial evaluation shall be based on the rates quoted in Annexure-I for the five vehicle categories and the specified Local and Long rate components. Conditional rates or rates quoted in a format different from Annexure-I may be rejected.
4. IED Odisha may determine the lowest responsive rate category-wise / rate-component-wise or adopt an approved comparative methodology appropriate for the anticipated requirement. The methodology finally approved by the competent authority shall be applied uniformly to all responsive bids.
5. For continuity of service, IED Odisha may empanel one or more eligible service providers at accepted/approved rates, subject to the decision of the competent authority and applicable procurement rules.
6. Merely being the lowest bidder shall not create an absolute right to award where the bid is non-responsive, conditional, unbalanced, abnormally low without satisfactory justification, or otherwise unacceptable under applicable rules.

20. AWARD OF CONTRACT / EMPANELMENT

The successful bidder(s) shall be informed through a Letter of Award / Work Order / Rate Contract. The selected bidder shall execute the agreement, furnish Performance Security if required, and provide contact details and vehicle documents within the stipulated period. No service shall be treated as authorised unless requisitioned/approved by the competent or designated authority of IED Odisha.

21. TERMINATION

IED Odisha may terminate the contract, wholly or partly, by giving reasonable notice for persistent service deficiency, breach of contract, submission of false information, statutory non-compliance, misconduct, blacklisting/debarment, insolvency, or other sufficient cause. In cases of serious breach, fraud, safety risk or illegality, termination may be immediate, subject to applicable procedure.

22. FORCE MAJEURE

Neither party shall be liable for failure to perform obligations to the extent caused by events beyond reasonable control, such as natural calamity, war, civil disturbance, epidemic restrictions, government prohibitions or similar force majeure events, provided prompt notice is given and reasonable mitigation measures are taken.

23. DISPUTE RESOLUTION AND JURISDICTION

The parties shall first attempt to resolve disputes amicably through mutual discussion. Failing settlement, the matter shall be dealt with in accordance with the dispute resolution mechanism approved in the final contract and applicable law. Courts at Bhubaneswar, Odisha shall have jurisdiction, subject to applicable law.

24. RESERVATION OF RIGHTS

IED Odisha reserves the right to seek clarifications, verify documents, inspect vehicles, seek rate matching/negotiation where permissible, cancel or re-tender the requirement, or modify the procurement process in accordance with applicable Government procurement rules and approval of the competent authority.

ANNEXURE-I: FINANCIAL BID

Important: The bidder shall quote clearly and without overwriting. Rates shall remain firm for the contract period. The quoted rates are exclusive of GST; GST shall be applicable as per Government norms.

All in Rs. (₹)

Sl. No.	VEHICLE CATEGORY	MODEL	FIXED RATE 10 HR. / 100 K.M.	EXTRA RATE PER K.M.	EXTRA RATE PER HOUR	FIXED RATE 12 HR. / 300 K.M. OR ABOVE	EXTRA HOUR / DETENTION AFTER 12 HR.	NIGHT HALT (AFTER 12:00 O'CLOCK)
			Local			Long		
1	Sedan	Maruti Dzire, Honda Amaze, Hyundai Aura or equivalent						
2	Premium Sedan	Maruti Ciaz, Honda City or equivalent						
3	MPV	Maruti Ertiga, Kia Carens, Toyota Innova or equivalent						
4	Premium MPV	Maruti Invicto, Toyota Innova Crysta, Toyota Innova Hy-Cross or equivalent						
5	Mini Bus (13 seater or above)	Force Traveller, Tata Winger or equivalent						
<i>*The above rates are exclusive of GST & will be applicable as per Government Norms.</i>								

Financial Bid Declaration: I/We certify that the above rates have been quoted after understanding the scope and all terms and conditions of the tender and that no undisclosed charge shall be claimed. Toll, parking and specifically authorised interstate permit/tax shall be dealt with in accordance with Clause 13 of the tender.

Place: _____ Date: _____

Signature of Authorised Signatory: _____ Name & Seal: _____

Address & E-mail ID: _____

ANNEXURE-II: BIDDER INFORMATION

Sl.	Particulars	Details to be filled by Bidder
1	Name of Bidder / Firm	
2	Registered Address	
3	Office Address in/near Bhubaneswar	
4	Name & Designation of Contact Person	
5	Mobile Number	
6	E-mail ID	
7	PAN	
8	GSTIN, if applicable	
9	Registration / Incorporation details	
10	Years of experience in vehicle hiring	
11	Details of major clients	
12	Bank details (to be furnished after award, if desired)	

ANNEXURE-III: DETAILS OF VEHICLES AVAILABLE / ACCESSIBLE

Sl.	Vehicle Make/Model	Registration No.	Year	Owned / Arranged	Permit/Fitness Validity
1					
2					
3					
4					
5					
6					

ANNEXURE-IV: DECLARATION REGARDING NON-BLACKLISTING

I/We hereby declare that I/we have not been blacklisted, debarred or banned from participating in procurement by any Central Government Department, State Government Department, PSU, autonomous body or public institution as on the date of submission of this tender. I/We further declare that the information and documents submitted with the bid are true and correct. If any information is found false or misleading, IED Odisha may reject the bid/terminate the contract and take action as permissible under applicable rules.

Place: _____

Date: _____

Signature of Authorised Signatory: _____

Name: _____

Designation: _____

Seal of Bidder

ANNEXURE-V: TECHNICAL BID CHECKLIST

Sl.	Document / Requirement	Submitted (Yes/No)	Page No.
1	Signed tender document		
2	Bidder Information – Annexure-II		
3	PAN copy		
4	GST Registration, if applicable		
5	Entity registration / constitution proof		
6	Experience documents		
7	Vehicle list – Annexure-III		
8	Non-blacklisting declaration – Annexure-IV		
9	EMD / exemption document, if applicable		
10	Any other document required in NIT		