

**Directorate of Scheduled Castes & Scheduled Tribes
RESEARCH AND TRAINING INSTITUTE (SCSTRTI)
CRPF Square, Bhubaneswar – 751003, Odisha
Telephone No.-0674- 2563645 Email id: scstrti@yahoo.co.in**

No. 488 /OSWAS/SS-MISC-0005-2025 Dated: 05/03/2026

TENDER CALL NOTICE FOR HIRING OF PRIVATE VEHICLES

Sealed tenders are invited from registered Travel Agencies/Tour operators having valid PAN, GST & GeM registration certificate for providing various class/types of private Vehicles for providing on Monthly rented basis as well as on-call basis for the official use at the Office of Scheduled Castes and Scheduled Tribes Research and Training Institute (SCSTRTI), Bhubaneswar– 751003, Odisha. The interested and eligible tenderers may submit their offers in a sealed envelope duly super-scribing on the top of the sealed envelope i.e. tender of vehicles for a monthly rent basis as well as on-call basis.

Sl. No.	Event Description	Date
1	Publication of tender in website	06/03/2026
2	Pre-Bid meeting	13/03/2026 at 12:30 PM Conference Hall, SCSTRTI, CRP Square, Bhubaneswar-751003
3	Last Date and time for submission of Proposal	26/03/2026 by 05:30 PM
4	Opening of Technical	30/03/2026 at 11:00 AM.
5	Opening of Financial Bid	30/03/2026 at 12:30 PM.

The interested and eligible tenderers may submit their pre-bid queries through mail (scstrti@yahoo.co.in) prior to the scheduled date of the Pre-bid meeting.

Interested parties are requested to submit their details in the prescribed format under “**General Information**”. The financial bid for **monthly vehicle** hiring shall be submitted in **Annexure–A**. Rates for different types of light vehicles, minibuses, buses, and goods transportation vehicles required for official tours/visits, including local and long-distance travel, on a temporary/on-call basis (as and when required), shall be submitted in the format provided at **Annexure–B**, in accordance with the detailed Terms & Conditions mentioned at **Annexure–C**. The complete tender, along with all required documents as prescribed at **Annexure–D**, must be submitted via Registered Post/Speed Post/Courier Post only. Detailed information regarding the Tender Call Notice is available on www.odisha.gov.in, <https://scstrti.in> and <https://stscodisha.gov.in>.

The undersigned reserves the right to reject any or all the tenders without assigning any reason thereof.

Sd/-
Director

Memo No. 489 Dated: 05/03/2026

Copy to Office Notice Board, ST & SC Development, M. & BCW Department /SCSTRTI/ ATLC for information and wide publicity.

Sd/-
Deputy Director (Admn.)

Memo No. 490 Dated: 05/03/2026

Copy to the Head Portal Group Secretariat IT Center, Bhubaneswar, Luminous for which circulation of the notice through above mentioned website.

Sd/-
Deputy Director (Admn.)

General Information

Sl No	Particulars	Yes/No	Remarks
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 liter		

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

(Signature & Seal of the Authorized Signatory tenderer)

BID FORM
Part-I – Financial Bid
(In the letter head of the Bidder)

Ref: Tender Call Notice for Hiring of Private Vehicles (Monthly Vehicle)

Published vide Advertisement No. _____ dated _____

Class	Types of vehicles	Minimum Average Mileage (in KM/Lit)	Tentative Requirement of vehicle in No	Maximum Rate (In Rs) per vehicle	Total Hiring Charges per month
A	B	C	D	E	D
I	Tlago/ Bolt / Celerio etc.	17	01	24000	
II	Swift Dzlre/ XcenV ZesV Etiosf Tigor	17	01	31200	
Total Monthly Cost for Hiring of Vehicle excluding GST (I + II)					

(Signature & Seal of the Authorized Signatory tenderer)

Rate of Good Transportation Vehicles excluding GST (in Rs.)					
Sl. No.	Prescribed Mileage	Type of Vehicles 01 hr free is every 50 Km			
		Tata ACE/and equivalent (LGV)	Mahindra & Mahindra Pick up Van/Bolero camper/Tata 407/Tata Yodha pickup and Equivalent	Truck Small/ Medium and equivalent	Truck Big
	Local Trip below 0 to 50 KM	Per day			
		Extra per hr			
		Per Km			
	Local Trip below 50 to 100 KM	Per day			
		Extra per hr			
		Per Km			
	Local Trip below 100 to 200 KM	Per day			
		Extra per hr			
		Per Km			
	Long Trip above 200 KM	Per Km			
		Detention			
		Night Halt			

(Signature & Seal of the Authorized Signatory tenderer)

Terms and Conditions

The following terms and conditions as fixed by Government in F.D.O.M.No. 22924/F., dated 14.8.2023, OM No. 2477/F dt.29.01.2024 & OM No. 15836 dt. 27.5.2025 must be fulfilled by the successful bidder for providing a vehicle (car) on hire on a monthly rental and on call basis (as and when required).

1. The service provider shall have a valid GST registration Certificate and up-to-date copy of GST deposit acknowledgement payment Challan to participate in the tendering.
2. The vehicle must be in Road Worthy condition, shall not be more than 03 years old from the date of initial registration, and must have a valid Registration Certificate, Insurance Certificate, Fitness Certificate, Pollution Certificate, valid Contract Carriage Permit, proof of up-to-date tax payment, etc, which are mandatory for plying of vehicle.
3. The Driver of the vehicle must have a valid Driving License for driving a light transport passenger vehicle and should be sufficiently experienced in driving a transport passenger vehicle.
4. The Driver should be well-behaved, gentle and obedient. He should be neatly dressed in proper uniform and should maintain all protocol while on duty. He should have a specific Mobile number to attend the calls round the clock, if required. No separate payment shall be made for the same.
5. The agency shall submit a Demand Draft of Rs. 1000/- (Rupees One Thousand) only towards bid processing fees (Non-refundable) drawn through any Nationalized Bank in favour of the Director, SCSTRTI, Bhubaneswar.
6. A sum of Rs. 25,000/- (Rupees Twenty-Five Thousand) Only shall be deposited by the intending bidders in the shape of an Account Payee Bank Draft drawn in favour of the Director SCSTRTI, Bhubaneswar, and submitted along with the tender as a security deposit. After completion of the tender process, the amount will be refunded to unsuccessful bidders without interest
7. The application form of tender containing General Bid Information, price format & Terms and conditions for Hiring of Vehicles etc. will be available with the Office of the Directorate of Scheduled Castes & Scheduled Tribes Research and Training Institute (SCSTRTI) CRPF Square, Bhubaneswar on monthly rent basis and annual basis can be downloaded from SCSTRTI official website on www.odisha.gov.in, <https://scstrti.in> and <https://stscodisha.gov.in>. from 06/03/2026 to 26/03/2026.
8. The monthly rate of hire charge should be quoted separately in the general bid information (excluding fuel and lubricants).
9. The Monthly vehicle must achieve a fuel efficiency of minimum average mileage of 17 (Seventeen) Kms per liter.
10. The details of the make and year of manufacture of the vehicle, registration no, mileage (Kms covered per liter) and name of the Driver with Driving License No. and period of validity should be specifically provided in the general bid information to be furnished with the Tender in the format specified Application Form.
11. The hired vehicles, during the period of the contract, shall have all necessary valid MV documents such as a 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 which are mandatory for plying of vehicle. Preference will be given to new/latest BS-VI emission-compliant vehicles.
12. The 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 the use of the hired vehicle in any manner whatsoever. The service provider shall be responsible for all such litigation.
13. 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 vehicle cannot be used for any private/commercial purpose beyond office hours or during holidays.

14. The hire charges to be paid every month are final but do not include the cost of fuel, which is to be paid separately based on actual consumption and 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
15. It shall be the responsibility of the bidder to provide a good driver, and the salary of the driver shall be borne by the owner.
16. In case of breakdown for reasons whatsoever, the replacement of a vehicle of the same or better model shall be provided by the owner of the vehicle/bidder.
17. In case the vehicle does not report regularly, the authority will be at liberty to terminate the agreement without prior notice.
18. The vehicle shall report for duty for a minimum of 25 days in a month. In case of emergency, the driver will have to report for duty as per the requirement. No extra payment shall be demanded.
19. Monthly hire charges and reimbursement towards the cost of fuel (as per actual) of the selected bidder will be paid every succeeding month, as far as possible within fifteen days of the submission of bills by the service provider and no advance payment will be made.
20. The hiring may be discontinued immediately when the vehicle is no longer required for office.
21. The selected/successful bidder will have to execute an Agreement with the Authority as per Government in F.D.O.M.No.15836/F., Dt. 27.05.2025.
22. The period of the contract shall be initially for 02 (two) years which can be extended subject to satisfactory performance.
23. If the services are found to be unsatisfactory, the client shall give 01 (one) months' notice and terminate the agreement.
24. In case the service provider intends to withdraw the services of his vehicle and terminate the agreement, it shall be mandatory for him to give 01(One) month notice before such withdrawal of service and termination of the agreement.
25. If the bidder violates any of the terms of the contract, this Office shall forfeit the entire amount of security deposit.
26. The bidder/firm/service provider may submit their bid in Three separate sealed envelopes on or before the due date. Envelope ONE marked in bold, as "Technical Bid" shall contain all supporting documents to ascertain the eligibility of the firm to participate in the bidding process. Envelop Two marked in bold, as "Financial Bid" Shall contain a detailed schedule of prices for the proposal as per Annexure-A and Annexure-B. Both the sealed envelopes are to be put in one large envelope which should be superscribed as "Tender for providing of vehicles". The envelopes are to be addressed to the Director, SCSTRTI, CRPF Square, Bhubaneswar-751003.
27. The Complete tender must be submitted via Registered post/Speed post/Courier Post only. Tender completed in all respect should reach the undersigned on or before 26/03/2026 by 05:30 PM and shall be opened on 30/03/2026 at 11:00 AM. and opening of Financial Bid on 30/03/2026 at 12:30 PM. in the presence of the bidders or their authorized representatives.
28. The Firms/Individuals whose services were previously found unsatisfactory, need not apply. The same will not be considered.
29. The undersigned will not be responsible for late/non-receipt of the tender sent by Registered & Speed post/Courier Post .
30. Clear and legible copies of all documents should be attached.
31. The travel agency of the vehicles has to execute an agreement in a stamped paper before the vehicle is engaged.

The Authority reserves the right to cancel the tender or any part of it at any time without assigning any reason thereof.

(Signature & Seal of the Authorized Signatory tenderer)

BID FORM
Part-I – Technical Bid

(The documents have to be arranged serially as per the order mentioned below. All the documents are mandatory for evaluation of Technical Bid.)

Sl. No.	Name of Document	Documents/ Information to be provided	Submitted (YES/NO)	Page No.
1	Name & Address of the Organization/Firm with telephone no, e-mail id	i) Date of registration as per the Certificate of Incorporation/ Registration Certificate/ Partnership Deed. ii) Photocopy of PAN Card. iii) Photocopy of GST Registration Certificate and up-to-date copy of GST deposit acknowledgement payment Challan iv) Photocopy of GeM Registration Certificate. (All documents should be self-attested.)		
2	Name & Contact details of the Authorized signatory.	Power of Attorney/ Authority letter/ Board Resolution.		
3	Registered Office at Bhubaneswar for last three years.	The bidder must have its office at Bhubaneswar for last three years. It is the responsibility of bidder to submit proper address proof or copy of rent agreement (if any) or any other statutory document in support of its registered office.		
4	EMD of Rs. 25,000/- from any Scheduled Bank.	Original Bank Draft of Rs. 25,000/-		
5	Ownership of minimum 03 Nos. of own vehicles of any model as prescribed in the name of Registered Firm or Proprietor.	In the prescribed format for each vehicle along with supporting documents to be furnished in General Information.		
6	IT Returns (i.e. A.Y. 2022-23, A.Y. 2023-24 & A.Y. 2024-25) & Annual Turnover of Rs. 1.00 crore each in 3 (Three) i.e. (F.Y. 2022-23, F.Y. 2023-24 & 2024-25).	IT Returns along with CA certificate in the prescribed format Annexure-E.		
7	Experience Certificate if any, for last three years (F.Y. 2022-23, F.Y. 2023-24 & F.Y. 2024-25).	Self-attested Copies of Experience Certificate/ Work Order/ any Official documents received in connection with deployment of hired vehicles in any Govt. organization/ PSUs etc.		
8	Self-declaration towards non-blacklisted	In the Form of an affidavit on Rs. 100/- non-judicial stamp paper as per format enclosed at Annexure-F.		

9	Self-declaration not having poor/performances records of the travel agency for preceding five years.	Self-declaration in the Company/ Firms letter pad.		
10	Financial Bids	To be submitted in prescribed Financial Bid format in the letter head in a separate envelope.		
11	Bank Account Details Name of Bank: Name of Branch: Type of Account (Savings / Current): Account No: IFSC:	Self – attested copy of Bank passbook cancelled cheque / any other Bank document		

DECLARATION

I/We hereby certify that the terms and conditions given with the bid notice have been read carefully and are acceptable to me/us and that the information furnished above are full and correct to the best of my/our knowledge. I/We understand that in case of any deviation/false information in the above statement at any stage, our Firm/Agency will be blacklisted/debarred and will not have any dealing with your organization in future.

Place:

Date:

(Signature & Seal of the Authorized Signatory / Tenderer)

Financial Capacity of the Bidder

**Tender Call Notice for Hiring of Private Vehicles
Published vide Advertisement No. _____ dated _____**

Financial Capacity of the Bidder (Average Annual Turnover)

Sl. No.	Financial Year	Annual Turnover in Rs. ('Lakhs')
1.	2022-23	
2.	2023-24	
3.	2024-25	

Certificate from the Statutory Auditor / Chartered Accountant

This is to certify that _____ (Name of the Applicant) has achieved the annual turnover of the firm as shown above for the respective three (03) financial years. The calculated average annual turnover for the last three (03) financial years is Rs. _____ (In words: _____), which matches the books of accounts and the audited statement of accounts.

Name of the Audit Firm: _____

Seal of the Audit Firm: _____

Date: _____

(Signature, name and designation of the authorized signatory)

Membership Number:

Note:

In case the Applicant does not have a statutory auditor, it shall provide the certificate from its chartered accountant that ordinarily audits the annual accounts of the Applicant.

(Signature & Seal of the Authorized Signatory / Tenderer)

Form for self-declaration of not been Blacklisted

(To be submitted in the form of affidavit in Rs. 100/- Non-Judicial Stamp Paper
(Notarized))

To,
The Director,
SCSTRTI, Bhubaneswar

**Sub: Declaration of not been blacklisted in response to the Tender invited for Hiring of
Private Vehicles, published vide Advertisement No. _____ dated**

Dear Sir,

We, the company/firm, M/s _____, is hereby undertaking the
followings:

1. That, our company/firm is not blacklisted in any manner whatsoever by any of the State/UT and/or central government in India/any PSUs on any ground including but not limited to indulgence in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in the last five years up to the date of submission of bid or the black listing shall not be in force till the date of submission of bid, if awarded, prior to the said five years.

2. That, neither the Company/Firm nor any of its director/s nor partner/s have been convicted by any court of law nor any criminal case be pending against them before court of law.

Also, it is to undertake herewith that in case it is found any such misrepresentation to the above-mentioned fact, SCSTRTI shall have the right to cancel/reject the bid document submitted with respect to this Tender or disqualify the bid without further notice.

Place: _____
Date: _____

Bidder's Company Seal: _____

Authorized Signatory's Signature: _____
Authorized Signatory's Name and Designation: _____

Note: The Bidder shall necessarily provide a copy of 'Power of Attorney' authorizing the signatory for signing the Bid on behalf of the Bidder.

(Signature & Seal of the Authorized Signatory / Tenderer)