

OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE, CUTTACK  
(SOCIAL WELFARE SECTION)

Letter No. 41899 /SW, Dt. 13.08.2025

Quotation Tender Call Notice

Sealed quotations/tenders are invited from interested reputed Travel Agencies/Tour Operators Individuals for providing one No of vehicles having sitting capacity not more than 9 including driver, which shall confirm to the Terms and conditions (Appendix-A) for official use in DSWO Departments/Office on monthly rent basis:

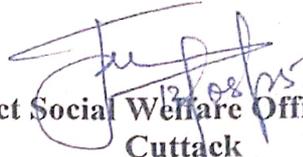
1. The service provider shall have a valid GST registration to participate in the tendering.
2. The service provider, participating in the bidding process under the jurisdiction of Municipal Corporations. Shall be registered on Gem platform
3. The vehicle must be in road worthy condition, shall not be 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.5000 shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the D.S.W.O, Cuttack and submitted along with the tender as EMD & 1000 paid for purchase of tender paper. 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 liter.
9. The details of the make and year of manufacture of the vehicle, registration no, mileage (KM covered per liter) 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 20.08.2025 by 3.00 P.M. and shall be opened on 21.08.2025 at 2.30 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 downloaded from Odisha Govt. Website [cuttack.odisha.gov.in](http://cuttack.odisha.gov.in), [www.Odisha.gov.in](http://www.Odisha.gov.in) from 13.08.2025 Date can be to Date 19.08.2025

  
Seal & Signature of  
District Social Welfare Officer  
Tender Calling Authority with Designation



Memo 4900 dt 13.08.2025

Copy to the District e-Governance Manager, Cuttack for information and necessary action with a request to host the extension of date for Quotation call notice in Cuttack District Website and Gem Portal as per the schedule enclosed at Annexur-1.

  
District Social Welfare Officer,  
Cuttack

Memo 4901 dt 13.08.2025

Copy to the all CDPOs Cuttack Dist/Office Notice Board for information  
For wide publication.

  
District Social Welfare Officer,  
Cuttack

GOVERNMENT OF ODISHA  
FINANCE DEPARTMENT

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No. 15836 /F

Date 27-05-2025

FIN-CGD-MV-0004-2018

OFFICE MEMORANDUM

Sub: Comprehensive instruction regarding hiring of private vehicles for official use by State Government Offices - Reg.

1. Hiring charges were fixed last in 2019 and, in the meantime, 6 years have already elapsed. Hence, in supersession of provisions of FDOM No 22924/F dated 14.08.2023 and FDOM No 2477/F dated 29.01.2024, it has now been decided to revise hiring charges of various categories of vehicles hired in Government offices as given below.

(a) For official use:

Sl No.	Category of Offices	Maximum Monthly Hiring charge (exclusive of applicable taxes) (in Rs.)		Minimum Average Mileage (in KM/Lit)
		Present	Now Revised	
1	Blocks/ Tahasils /and other filed offices	31,000	37,200	10
2	District/ Range level offices	20,000	<del>24,000</del>	17
3	Collectors / SPs / other equivalent officers (for their own official use)	37,000	44,400	10
4	Heads of Department / Administrative Departments (Pool vehicle)	20,000	24,000	17
5	Special Secretary / Additional Secretary / Director (For their own official use)	26,000	31,200	17
6	Principal Secretary / Commissioner-cum-Secretary / other equivalent officers (For their own official use)	30,000	36,000	12





Sl No	Category of Offices	Maximum Monthly Hiring charge (exclusive of applicable taxes) (in Rs)		Minimum Average Mileage (in KM/Lit)
		Present	Now Revised	
7	Officers of Apex Scale	42,000	50,400	9
8	Hon'ble Ministers / Other Dignitaries	42,000	50,400	9
9	College / University / Training Institute (Bus)	85,000	90,000 (32-seater)	6
10			71,500 (25-seater)	
11			58,500 (15-seater)	

b) For special purposes:

Sl No	Type of vehicle	Maximum Monthly Hiring charge (exclusive of applicable taxes) (in Rs)	Minimum average Mileage (in KM / Lit)
1	TATA Ace and Equivalent (LGV)	33,500	16
2	Mahindra & Mahindra Pick up Van/Bolero Camper/Tata 407/ Tata Yodha Pick Up and equivalent	42,000	6

Note-1: Only those HoDs who do not have an earmarked vehicle and who have to perform extensive tours, will be allowed to hire a vehicle at par with Collectors/Superintendent of Police on case-to-case basis with prior concurrence of Finance Department.

Note-2: The mileage, as prescribed above shall also be applicable for equivalent model of Government Vehicles.

2. Officers in the rank of Additional Secretary and above or equivalent and Heads of Department are entitled for independent vehicle. Provision of "Pool Vehicle" shall be made only for the officers in the rank of Under Secretary / Deputy Secretary / Joint Secretary or of equivalent rank working in State Government Departments and Heads of Department.

3. Terms and Conditions for Hiring Vehicles:

- i. Administrative Departments can hire vehicles, at their level, for official use in substitution of existing Government vehicles after completion of condemnation and scrapping of the vehicle in terms of guidelines issued by Commerce & Transport (Transport) Department
- ii. Hiring sought for, without condemnation of existing vehicles and hiring of vehicle for new offices/entitled officers, will require prior concurrence of Finance Department. In case any vehicle has been hired with prior concurrence of Finance Department, no further concurrence of Finance Department is required for successive renewals or fresh contracts. Head of Office concerned is empowered to renew the contract or go for a new hiring contract. However, hiring must be discontinued immediately if the vehicle is no longer required for the office concerned or when the post of the officer concerned falls vacant.
- iii. The procuring entity shall follow a transparent bidding process for selection of the Service Providers for hiring BS-VI emission compliant Vehicles. A standard model bidding document (MBD) is at Annexure-I.
- iv. The hiring charges do not include fuel cost (petrol/diesel) which is to be paid separately basing norms
- v. The vehicles shall be in good condition and shall not be older than three years at the time of submission of bid. Vehicles older than seven years should be replaced by new vehicles by the service provider.
- vi. 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 vehicles cannot be used by the service provider for any private/commercial purpose beyond office hours or during holidays.
- vii. Vehicles may also be hired through electronic platform such as GeM etc. by adhering to the aforesaid norms. While floating the bid, it should be specifically stated that hiring charge does not include cost towards fuel which is to be paid separately basing on norms.
- viii. The service provider shall have a valid GST registration to participate in the tendering
- ix. The service provider, participating in the bidding process under the jurisdiction of Municipal Corporations, shall be registered on GeM platform.
- x. The recurring expenditure involved in hiring of vehicles shall be met from the Budget sanctioned for respective Offices under the object head of "Motor Vehicles".
- xi. In the Log books, Kilometre reading and POL shall be recorded in relevant columns and verified regularly by the authorized officer before releasing payment.
- xii. The hired vehicle shall be discontinued immediately, when the vehicle is no longer required due to retirement / transfer of the concerned officer or closure of the office/ project etc.

- vi Administrative Department shall sanction hiring of vehicle at their level for one-time sporadic requirement on case-to-case basis (For example One-time hiring for a week/fortnight, etc.)
- xiv The period of the contract shall be for a period of 3 years which may be extended by maximum 1 year subject to satisfactory performance.
- xv Provision of Odisha General Financial Rules, 2023 and Delegation of Financial Power Rules, 1978 shall be applicable for hiring of vehicles. EMD / Bid Security and Performance Security shall be as per the provision of Odisha General Financial Rules and as amended from time to time.
- xvi No cost towards cost of tender paper shall be charged while inviting the tender.

4 Ceilings of Usage:

- i Vehicles used by Officers of the grade of Heads of Department and above up to maximum of 2500 kms in a month
- ii Vehicles used by other Officers and for pool duty up to maximum of 2000 kms in a month
- iii In case of variation exceeding 20%, Administrative Department shall accord approval recording the reason of variation.

Note-1: The ceiling on usage, as prescribed above, shall also be applicable for equivalent model of Government Vehicles.

5. 4 model Service Provider Agreement is at Annexure-II. Log books shall be maintained as per the format at Annexure-III.

6. The revised rate will be applicable to new contracts for which bids will be invited after issue of this office memorandum.

By orders of the Governor,

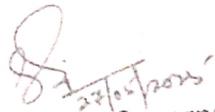


27.05.2025  
Principal Secretary to Government

Memo No. 15841 /F

Date 27.05.2025

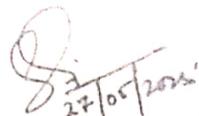
Copy forwarded to all Officers/ all Branches of Finance Department for information and necessary action.

  
27/05/2025  
Under Secretary to Government

Memo No. 15842 /F

Date 27.05.2025

Copy forwarded to Commissionerate of CT & GST, Odisha / Directorate of Treasuries & Inspection, Odisha / Odisha Sales Tax Tribunal/ Directorate of Local Fund Audit, Odisha/ Controller of Accounts, Odisha/ Madhusudan Das Regional Academy of Financial Management, Odisha for information and necessary action.

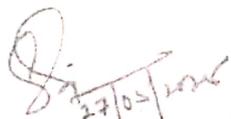
  
27/05/2025  
Under Secretary to Government

Memo No. 15843 /F

Date 27.05.2025

Copy forwarded to Shri Tapan Kumar Pattanaik, Sub-Nodal Officer (E-Gazette), FID, Finance Department for kind information and necessary action.

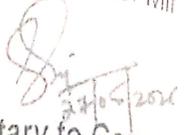
It is requested to upload this letter in the official website of Finance Department.

  
27/05/2025  
Under Secretary to Government

Memo No. 15837 /F

Date 27.05.2025

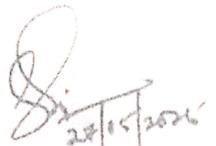
Copy forwarded to P.S. to Hon'ble Chief Minister for kind information of Hon'ble Chief Minister

  
Under Secretary to Government

Memo No. 15838 /F

Date 27.05.2025

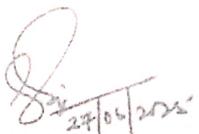
Copy forwarded to OSD to Chief Secretary/ OSD to DC-cum-ACS to Government / P.S. Principal Secretary, Finance Department for kind information of Chief Secretary/ DC-cum-ACS / Principal Secretary, Finance Department.

  
Under Secretary to Government

Memo No. 15839 /F

Date 27.05.2025

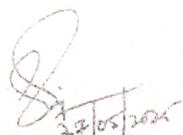
Copy forwarded to P.S. to Additional Chief Secretary to Government/P.S. to Principal Secretary to Government/ P.S. to Commissioner-cum-Secretary to Government/ P.S. to Secretary to Government (All Departments) for kind information of Additional Chief Secretary to Government/Principal Secretary to Government/ Commissioner-cum-Secretary to Government/ Secretary to Government (All Departments).

  
Under Secretary to Government

Memo No. 15840 /F

Date 27.05.2025

Copy forwarded to All Heads of Departments / All Revenue Divisional Commissioners/ All Collectors /All SPs/ All Financial Advisors / All Assistant Financial Advisors /All Treasury Officers/All Special Treasury Officers /All Sub-Treasury Officers/Accountant General (G & SSA) Odisha, Bhubaneswar / Accountant General (E&RSA), Odisha, Bhubaneswar/ Accountant General (A & E), Odisha, Bhubaneswar for information and necessary action.

  
Under Secretary to Government