

TENDER DOCUMENTS FOR ENGAGEMENT OF HIRING  
VEHICLE FOR ANIAML AMBULANCE SERVICE IN  
ANIMAL HELPLINE AT CUTTACK MUNICIPAL  
CORPORATION, NAYABAZAR, CUTTACK AND  
CHOUDWAR MUNICIPALITY AREAS FOR THE YEAR  
2025-26

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**TENDER CALL NOTICE FOR ENGAGEMENT OF HIRING VEHICLE FOR ANIAML AMBULANCE SERVICE IN ANIMAL HELPLINE AT CUTTACK MUNICIPAL CORPORATION, NAYABAZAR, CUTTACK AND CHOUDWAR MUNICIPALITY AREAS FOR THE YEAR 2025-26**

Sealed tenders are invited from registered travel agency / tour operator / individual having valid GST registration number , Income tax return for last two Financial Year , PAN Card, Details of Bank account etc. for providing 2 (Two) nos of BS- VI compliant **Diesel driven vehicle** ( Tata Winger, Bolero, TUV-300, Sumogold, and Scorpio ) having minimum sitting capacity for 4-7 persons including driver and to carry medicines, equipments for animals treatment comfortably on a monthly hiring basis to be used in Animal Ambulance Service in Animal HelpLine (AHL) unit of Cuttack Municipal Corporation, Cuttack and Choudwar Municipality areas under State Plan Scheme – Establishment of Animal Helpline Facility with Ambulance Service under Mukhya Mantri Prani Kalyan Yojana – 2025-26. The colour of the vehicle must be white / off white only.

The vehicle will be engaged in following urban / rural areas :-

Sl. No	Name of the Urban / Rural area	HQ of the vehicle	Area of operation	Remarks
1	Cuttack Municipal Corporation (CMC)	District Veterinary Hospital, Nayabazar	Within CMC Area	One vehicle
2	Choudwar Municipality	Veterinary Dispensary, Choudwar	Within Choudwar Municipality area	One vehicle

**The Maximum monthly hiring charge is Rs. 31,000/- (Rupees thirty-one thousand) only for each vehicle.**

The details of bidding procedure is as follows: -

Date	Bidding schedule	Date line	Remarks
1	Date of floating of tender	16-09-2025, 10.00 AM	
2	Pre-bidding Meeting	20-09-2025 11.00 AM to 11.30 AM	
2	Last date and time for submission of tender documents.	25-09-2025, 03.00 PM	
3	Opening of Technical bid	25-09-2025, 03.30 PM	
4	Opening of Financial bid	25-09-2025, 05.00 PM	
5	Place of evaluation of tender paper	Office of the Chief District Veterinary Officer, Cuttack At -- Khapuria, Po- Madhupatana, Cuttack District – Cuttack PIN :- 753010, Odisha	

**2. For each urban area (Cuttack Municipal Corporation / Choudwar Municipality), the bidder has to submit a separate set of bidding documents with all relevant documents as required in the tender papers. The bidding procedure will be separate for each municipal area.**

3. The interested bidder(s) can download the tender documents from the website ([www.cuttack.odisha.gov.in](http://www.cuttack.odisha.gov.in)) and submit the same only through register post / speed post / courier service.

4. The Tender must be accompanied by non-refundable tender document cost of **Rs 590.00 ( Rupees five hundred ninety) only** inclusive of GST which will be in shape of bank draft drawn on any nationalized / scheduled bank in favour of “ Chief District Veterinary Officer, Cuttack”, payable at Cuttack.

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5. All bid documents must accompany a refundable bid – security for **Rs. 5, 000/- ( Rupees five thousand) only** in shape of bank draft drawn in favour of “ The Chief District Veterinary Officer, Cuttack” , payable at Cuttack. The bid-security of both successful and un-successful bidders will be returned after the bidding process is over.

6. Without deposit of tender document cost and bid-security, the tender paper will be rightly rejected.

7. The successful bidder(s) will have to deposit Performance Security of **Rs.15,000/- ( Rupees fifteen thousand)** only for each vehicle in shape of bank draft drawn on any nationalized / scheduled bank in favour of “ Chief District Veterinary Officer, Cuttack” payable at Cuttack while signing the contract. The performance security will be refunded after successful completion of contract period of one year. If the successful bidder violates any terms and conditions of the contracts, then the performance security will be liable to be forfeited.

8. The tender will be in two parts, i.e. Technical Part ( Cover – A) and Financial Part (Cover – B) . The bidder should submit both Technical bid and Financial bid in two separate sealed envelope (cover - A and cover – B) with relevant documents and put both cover A & B in another sealed cover super – scribing “**Quotation for Animal Ambulance Service under MPKY – 2025 in Cuttack Municipal Corporation / Choudwar Municipality area of Cuttack District**”. The technical and financial bid envelop should be clearly marked as Technical Bid and Financial Bid on top of the envelop . All the envelopes including A, B and sealed cover envelop should be addressed to **the Chief District Veterinary Officer, Cuttack.**

9. The tender paper should reach the office of the Chief District Veterinary Officer, Cuttack on or before 25.09.2025 at 3.00 PM through register post / speed post/ courier post only and the same will be opened at 03.30 PM on same day. In case, this day is happened to be a holiday for any reason, then the tender will be received and opened on the next immediate working day at the same designated time and place. Application received after schedule date and time as mentioned in the tender call notice will not be accepted.

10. The financial bids of those bidders will be opened whose technical bids are found to be qualified.

11. Any doubt regarding the bidding process can be clarified during pre-bidding meeting.

12. The undersigned reserves the right to dismiss or reject any application received incomplete without citing the reason thereof.

The tender papers will be submitted to the following address only through register post / speed post / courier service.

The Chief District Veterinary Officer, Cuttack  
At – Khapuria, Po- Madhupatana Cuttack  
District – Cuttack  
PIN :- 753010, Odisha

**Chief District Veterinary Officer  
Cuttack**

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CDVO, Cuttack

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COLLECTOR, CUTTACK

## GENERAL BID INFORMATION

### 1. Type of Vehicle

- The vehicle model/type shall be preferably Bolero, TUV-300, Sumogold, Scorpio and should be **white/off white color only**.
- The vehicle should be suitable for movement in both **urban and rural operational areas** within the jurisdiction of the AHL unit.
- The vehicle must be capable of accommodating of staff (3 person) excluding driver and medicine and equipment for animal treatment comfortably.

### 2. Eligibility Criteria for Vehicle

- **Vehicle must not be more than 3 years old at the time of hiring.** (Preference will be given to newer vehicles).
- Vehicle should be **BS-VI compliant** as per emission norms.
- Vehicle must be in **roadworthy condition** and covered under valid **Registration, Fitness, Insurance, and Pollution under Control (PUC) Certificate**.
- The Vehicle must achieve a **fuel efficiency of minimum 10.00 KM per liter**

### 3. Hiring Rules & Charges

- The maximum monthly hiring charges of AHL vehicle shall be ₹31,000/- (Rupees Thirty-One Thousand only) excluding the salary of the driver. The drivers will be engaged separately by the department through Facilitating NGO (FNGO) / Service provider on outsourcing basis.
- Fuel cost shall be borne by the Department as per actual consumption and logbook entries. Further, expenditure towards engagement of drivers will be incurred separately as per scheme guidelines by the department.
- A Declaration (**in Non- Judicial Stamp Paper of Rs.10/-**) shall be given by the Owner of the vehicle/Bidder for having no objection for driving of his vehicle by outsourced driver engaged by the Department (**Annexure-III**).
- Maintenance and all other charges (insurance, repair, servicing, etc.) shall be borne by the supplier/vehicle owner

### 4. Operational Guidelines

- The hired vehicle shall remain exclusively available for AHL services during the contract period as per approved guidelines of the State Plan scheme "Establishment of Animal Helpline facility with Ambulance Service under Mukhyamantri Prani Kalyan Yojana (MPKY) 2025-26.
- Branding of the vehicle will be taken up as per the requirement. The branding will be taken up by CDVOs out of the contingency funds under the scheme. The size of the branding will be as per the specification of the hired AHL ambulance vehicle without changing the contents specified for branding.
- The vehicle shall be parked at the designated AHL office/parking point after duty hours unless otherwise instructed.
- A logbook shall be maintained daily, recording movement, distance covered, purpose, and fuel consumption.
- The hired vehicle, during the period of contract, shall have all necessary valid MV documents such as :- valid Registration Certificate, Insurance Certificate, Fitness Certificate, Pollution control

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certificate, valid Contract Carriage Permit, proof of up to date tax payment etc. and Driving License of the driver available all the times. The Department / Office hiring the vehicle shall not be responsible for any damage/loss caused to hired vehicles or losses of life / injury made to any person or damage to any property on account of use of hired vehicle any manner whatsoever. The owner of the vehicle shall be responsible for all such litigation.

- All the expenditure of the vehicle towards minor/ major repair, replacement of spare parts, lubricating oil of Engine, Gear Box & differential Coolant, Tyres & Tubes, Battery etc. and payments towards insurance, road tax, fitness etc. will be borne by the supplier.
  - The vehicle should be regularly serviced and maintained to avoid any breakdown. 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 without compromising the services of Animal Ambulance Service in Animal Help Line. If the owner failed to arrange/replace, alternative arrangement will be made by the client and the expenditure will have to be borne by the owner of the vehicle. If he/she fails to pay the expenditure so incurred, the same will be deducted from the bill of the owner.
5. A sum of **Rs.5,000/-** (Rupees five thousand) only shall be deposited by the intending bidders in shape of accounts payee bank draft in favour of the **Chief District Veterinary Officer, Cuttack** and submitted along with the quotation as Bid-security. After completion of tender process, the amount will be refunded to bidders.
  6. The monthly rate of hire charges (excluding fuel and lubricants) is to be quoted separately. In case of similar quoted price, preference will be given to newer vehicle. In addition, lower hiring charges with higher mileage than the specified rate will also be given preference.
  7. The details of the make and year of manufacture of the vehicle, registration no., mileage (Km covered per litre) and period of validity etc. should be specifically provided in the general bid information sheet of the vehicle (provided with the application form) to be furnished (**Annexure-I**).
  8. The Quotation completed in all respect should reach the undersigned **on or before Dt.25.09.2025 by 03.00 PM** through Speed Post /Regd. Post/ Courier and shall be opened on **Dt.25.09.2025 at 03.30 PM** in presence of the bidder(S) or their authorized representative(S). There will be no bar in opening of the sealed quotations, if the bidder(S) or their authorized representative(S) remain absent within the schedule time.
  9. The Application form of quotation containing General Bid Information & Terms and Conditions for Hiring of Vehicles etc. (from **Annexure-I to III**) is available at the Cuttack district portal ([www.cuttack.odisha.gov.in](http://www.cuttack.odisha.gov.in)) from **Dt.16.09.2025 to 24.09.2025 by 03.00PM**.
  10. Any tender received after the due date & time will be rejected and this Office shall not be responsible for any postal delay. Incomplete Tender paper shall not be accepted.
  11. The authority reserves right to accept /reject all the bids or any part of it without assigning any reason thereof. The bidder is to submit self-attested photocopies of the required documents with duly filled in tender paper

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Chief District Veterinary Officer,  
Cuttack

### TERMS & CONDITIONS FOR HIRING/ENGAGEMENT OF VEHICLE

The following terms and conditions must be fulfilled by the successful bidder for providing a vehicle on hire on monthly rent basis.

- 1) The hired vehicles, during period of contract, shall have all necessary valid MV documents such as:- Valid Registration certificate, insurance Certificates, Fitness Certificate, valid Contract Carriage Permit, proof of up to date tax payment etc. The Departmental/Office hiring the vehicles shall not be responsible for any damage/loss caused to hired vehicles or loss of life/ injury made to any person or damages to any property on account of use of hired vehicle any manner whatsoever. The hirer shall not be responsible for all such litigation.
- 2) The hiring charges to be paid on monthly basis. The cost of diesel, which is to be paid separately basing on actual consumption and the cost of lubricants will be paid as per existing Government norms.
- 3) The amount of the POL will be paid to the Owner of the vehicle after production of bills in succeeding month. All the expenditure of the vehicles towards repair, replacement of spare parts, Lubricating oil of Engine, Gear Box & differential Coolant, Tires & Tubes, Battery etc. will be borne by the bidder.
- 4) 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 vehicles/bidder.
- 5) In case of the vehicle does not report regularly, the authority will be at liberty to reject the agreement and may engage vehicle from other source.
- 6) Monthly hire charge and reimbursements towards cost of diesel (as per actual) and lubricants (as per Govt. norms) of selected bidder will be paid in every succeeding month, subject to availability of funds as per as possible within fifteen days of the submission of bills by the service provider and no advance payment will be made.
- 7) If the services are found to be unsatisfactory, the client shall be given one month notice and terminate the agreement.
- 8) In case the service provider intends to withdraw the services of the vehicle and terminate the agreement, it shall be mandatory upon him to give one month notice before such withdrawal of service and termination of agreement.
- 9) The hired vehicle cannot be used by the service provider for any private/commercial purpose beyond office hour or during holidays.
- 10) The vehicle shall be parked at the **designated AHL office/parking point** after duty hours unless otherwise instructed.
- 11) The agreement shall be discontinued immediately when the vehicle is no longer required due to closure of the scheme or any other reason etc.
- 12) If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposited.
- 13) The bidder shall not be an employee/ relative of the employee of this office.
- 14) The bidder/ Vehicle owner earlier engaged in Animal Ambulance Service in Animal Help Line and found to have deviated the norms of Agreement will not be considered for selection even if he/ she gives lowest quotation in the present bid.

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Chief District Veterinary Officer  
Cuttack

To

The Chief District Veterinary officer,  
Cuttack

Sub: - Submission of Quotation for engagement of vehicle for Animal Ambulance Service in Animal Help Line of Cuttack Municipal Corporation / Choudwar Municipality area for the Year 2025-26 on monthly rate basis.

Ref.- Tender Call Notice No. \_\_\_\_\_/Date \_\_\_\_\_ of CDVO, Cuttack

Sir,

With reference to your Tender Call Notice for hiring of vehicles for Animal Ambulance Service in Animal Help Line in Cuttack District for the Year 2025-26 on monthly rate basis. I am to inform you that I have gone through the general bid information and terms & conditions mentioned in the application form and accordingly submitting herewith my offers in filled in application forms as per the prescribed formats along with the required self-attested documents for consideration for engagement in Animal ambulance Service in Animal Helpline (AHL) at **Cuttack Municipal Corporation / Choudwar Municipality Area** . The demand draft bearing no .....Date.....for Rs. **Rs.5,000/- ( Rupees five Thousand)** and bearing no .....Date.....for Rs. **Rs.590/- /- ( Rupees five hundred ninety)** are enclosed along with other forms and documents for necessary action at your end.

Encl:-

Your sincerely,

Full signature of the applicant

With date and address

*Handwritten signature and date: 12/09/2024*

*Handwritten signature*

**Annexure-I**

**OFFICE OF THE CHIEF DISTRICT VETERINARY OFFICER, CUTTACK**

**TENDER FORM**

**Part -1 Technical Bid (Cover A)**

**(The Documents have to be arranged serially as per the order mentioned below)**

**For : - Animal Help Line .....**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Details</b>
1	Name of the Organization/Private Bidder (attached ID Proof)	
2	Address of the organization/ Private Bidder with telephone No. (Attached Address proof)	
3	e-mail ID of the Organization/Bidder	
4	Name of authorized signatory	
5	GST Registration No of Organization/Bidder	
6	PAN No.	
7	Specimen signature of the authorized signatory	
8	Telephone number of authorized signatory	
9	Name and Model of the vehicle	
10	Type of Vehicle	
11	Regd. No. of Vehicle	
12	Year of manufacture	
13	<b>Date of Registration</b>	
14	Fitness Certificate validity	
15	Permit validity	
16	Insurance validity	
17	Pollution under Control (PUC) Certificate validity	



**Annexure-II**

**OFFICE OF THE CHIEF DISTRICT VETERINARY OFFICER, CUTTACK**

**TENDER FORM**

**Part-II-Financial Bid-Cover B**

**Name :-**

**Address :-**

**For : - Animal Help Line .....**

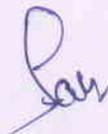
Sl. No.	Type of Vehicle and Model	Fuel efficiency per Kilo Meter(KM)	Quoted hiring Charges including GST in Rs.
1		..... Km per liter of HSD	Rs. .... ( Rupees ..... ) only

**Declaration:**

I hereby declare that all the above particulars are correct. I have read the terms and conditions of the tender bid and I shall abide the same.

**Date :-**

**(Full Signature of the Bidder)**



**DECLARATION FORM**

**(Rs.10/- NON- JUDICIAL STAMP PAPER)**

**(Affidavit before Executive Magistrate/Notary Public)**

I/We.....(NAME& DESIGNATION) having My/our firm at..... Do hereby declare that I/We have carefully read all the terms & conditions of tender of the **Chief District Veterinary Officer, Cuttack** for the Animal Helpline, (Cuttack Municipal Corporation / Choudwar Municipality) area. I will abide with all the terms & conditions set for in the tender paper bearing Tender Call Notice no. .... dated .....

I/We do hereby declare that, I/We have no objection for driving my vehicle by outsourced driver engaged by the department through Facilitating NGO (FNGO) / Service Provider as per Guideline.

That, I have no objection for branding the vehicle as per requirement by the Animal Helpline guideline.

I/We agree that the Tender Inviting Authority can debar / blacklist me/us if, any information furnished by me/us proved to be false at the time of inspection / verification and not complying with the Tender terms & conditions.

That, the information furnished by me / our organization are true and factual and I clearly understand that My / our proposal is liable for rejection if any information furnished is found to be incorrect and not factual at any point of time without assigning any reason thereof, will have right to initiate any action as deemed fit.

That, I / our organization have / has not been blacklisted / debarred by any Government ( State / Central) / PSU organization during the recent past.

Signature of the bidder  
Date  
Name & Address of the Bidder

*12/9/25*  
**Chief District Veterinary Officer  
Cuttack**

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