



**OFFICE OF THE ASST. DRUGS CONTROLLER, ODISHA,
CUTTACK CIRCLE-II, CUTTACK.**

**At: -Plot No.11-4C/1447, CDA, Sector-11, Post-Abhinav Bidanasi, PS-CDA Phase-II
CUTTACK-753014.**

Email-adcctccircle2@gmail.com

SHORT TENDER CALL NOTICE

Advt. No.01 /A.D.C-CTC-II /25-26/Vehicle

Dated- 06.12.2025

Sealed tenders are invited from any private individuals/ Local registered Travel Agency only having valid GSTIN/ PAN for providing of vehicle on monthly hiring basis under the undersigned of office of the Assistant Drugs Controller, Cuttack Circle-II, Cuttack on contract basis.

The sealed tenders should reach at office of the Assistant Drugs Controller, Cuttack Circle-II, Cuttack in any working day by 18.12.2025 till 5.00 P.M. along with all required documents by speed post/ registered post/ courier only by super scribing on the top of the envelope "**Tender for hiring of vehicle**". The tender will be open on 19.12.2025 at 12:30 P.M. in the office of the undersigned in presence of the bidders/ authorized representative of the bidders. Details regarding terms and conditions may be obtained from office of the Assistant Drugs Controller, Cuttack Circle-II, Cuttack or may be downloaded from www.cuttack.odisha.gov.in. The undersigned reserves the right to accept or reject any or all quotations without assigning any reason thereof.

Sd/-

**Asst. Drugs Controller, Odisha,
Cuttack Circle-II, Cuttack**

Annexure-I
 "HIRING OF VEHICLE ON MONTHLY BASIS"
TECHNICAL BID

The details in respect of the Agency / Individual are as given below:

1	Name of the Bidder	
2	Status of the Bidder (Local Travel Agency / Individual)	
3	Details Address with Phone No. of Bidder	
4	Registration Certificate in case of (Local Travel Agency) (Proof to be attached)	
5	GST Registration No. (Proof to be attached)	
6	PAN Detail (Proof to be attached)	
7	Detail of tender fee of Rs. 1,000/- In favour of "Assistant Drugs Controller, Cuttack Circle-II"	
8	No. of Vehicle available other than bid vehicle	
9	No. of drivers employed by the organization (Proof of Driving License to be attached)	
10	Vehicle Details (All proof to be attached and originals to be produced at the time of bid opening)	Name of Owner
		Model of Vehicle
		Date of Registration
		Registration No.
		Fitness Certificate
		Road Tax Clearance up to
		Validity of Insurance up to
Pollution Certificate up to		
11	Declaration- I/We are not blacklisted by any Central/State Government/ Public Sector undertaking in India.	
12	Undertaking: That the vehicles to be provided will not belong to any employee of Govt. Staff & Assistant Drugs Controller or his/her relative. (To be furnished in non-judicial stamp paper of worth Rs.10/- duly certified by Notary.	

Date:
Place:

(Signature of the Authorized Signatory)

Name:
Designation:
Seal:

Annexure-II
FINANCIAL BID

Rate quoted for hiring of vehicle (4-wheeler Passenger vehicle) on a monthly basis

Particulars	Monthly Hiring charges in Rs. Including all charges of the Driver (Exclusive of Fuel Cost & Service Tax)
Type of Vehicle	
Variant of the Vehicle (Petrol/ Diesel)	
Monthly hiring charges of the Passenger Vehicle (without fuel) with Driver	
Provision of AC (YES / NO)	

- Fuel shall be reimbursed @ 10 Km / Litre basis

DECLARATION

1. We are not involvement in any major litigation that may have an impact of affecting of comprising the delivery of services as required under this tender.
2. We are not blacklisted by any Central / State Government / Public Sector undertaking in India.

Yours faithfully,

(Signature)

Name:
Designation:
Seal:

Date:
Place:

Date & Time of Tender Submission and Finalization

RFP No. **01/2025-26**

Dated: 06/12/2025

DETAILED PROPOSALS ARE INVITED FROM ELIGIBLE BIDDERS FOR HIRING OF VEHICLE AT ASSISTANT DRUGS CONTROLLER, CUTTACK CIRCLE-II OFFICE

1	Period of Availability of RFP Document	From 08.12.2025 to 18.12.2025 (May be obtained from O/o the Assistant Drugs Controller, Cuttack Circle-II, Cuttack)
2	Last date for submission of Tender & address	Date: 18.12.2025, Time: 5.00 PM Address: O/o the Assistant Drugs Controller, Cuttack Circle-II, Cuttack At- Plot No. 11-4C/1447, CDA, Sector-11, Post- Abhinava Bidanasi, PS-CDA Phase-II, Cuttack-753014
3	Modality of submission	Through Speed Post/ Registered Post / Courier only
4	Date, Time and place of opening of Tender (Technical and Financial Bid)	Date: 19.12.2025 Time: 12:30 P.M Place of Tender opening: O/o the Assistant Drugs Controller, Cuttack Circle-II, Cuttack (Bidders / authorized representative may remain present at the time of opening of Tender)

REQUIREMENT OF HIRED VEHICLE

<i>Sl. No</i>	<i>Name of Institution</i>	<i>Quantity</i>
1	Assistant Drugs Controller, Cuttack Circle-II, Cuttack	1 No.

TERMS AND CONDITIONS FOR HIRING OF VEHICLES

General Features:

- Any private individuals/ Local registered Travel Agency only can participate in the tender process
- Bidders must be applied the tender along with all documents related to the vehicles. No undertaking towards supply of vehicle on hiring of basis is admissible
- The monthly rate of hire charges shall be quoted separately in the price bid including all charges of the Driver. (Exclusive of fuel Cost & Taxes)
- The requirement of vehicle as mentioned may vary as per need.

Essential features of vehicle:

- The Vehicle should have valid – Registration, Commercial permit. (Contract Carriage Permit), Insurance coverage, Fitness certificate, Pollution clearance and Road tax clearance.
- The Vehicle preference should be given to – Ertiga (1st preference) / TUV 300 (2nd preference) / Bolero (3rd preference) / Sumo Gold (Last Preference)
- The vehicle shall not be more than 3 years old as on date of advertisement from the date of registration of vehicle and also good running condition during the period of contract. Latest model with BS-6 engine shall be preferable. Vehicles older than seven years should be replaced by new vehicle by the service provider.

Ceiling limit & Mileage of Vehicles:

Type of Vehicles	Maximum Hiring Charges per month excluding fuel cost	Minimum Average Mileage in KM per litre	Remarks
Ertiga / TUV 300 Bolero / Sumo Gold	Rs. 31000/- per month	10	With A/C facility

Major features of contract:

- The hiring charge should include the cost towards salary of driver, service, repair & maintenance of the Vehicle but excludes the cost of fuel & oil. Only oil and fuel cost will be borne by the office by reimbursement @10 km per litre only and 1 litre lubricant per 1000 Kms.
- Salary of the driver will be paid by the owner, The fuel cost initially will be borne by the party and reimbursed from authority through bill.
- GST registration is compulsory for transport agency not compulsory for private individuals.
- Maintenance and all the taxes of the vehicle will be borne by the owner. (Except toll tax, entry tax, permit fee, parking charge etc.)
- 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.
- For effective communication, the driver of the vehicle has to be provided with a mobile phone by the Vehicle owner. The mobile no. must be shared with the concerned authorities and it should be kept open 24x7.
- The Driver should have a clean track record without any history of conviction in the court of law.
- Owner must make alternative arrangements if regular driver is absent or the vehicle become off road.
- No compromise will be made with respect to punctuality, cleanliness, obedience, promptness, behaviour etc. of the driver.
- 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.
- If during the course of engagement of the vehicle any accidents etc. occurred either to vehicle or to the third party, authority will not be responsible and any liability arising out such accident will be the responsibility of the party only.
- The hiring charges will be deducted per day basis if the service is not provided in any day by the party.
- No advance payment is payable by the authority to the party. The billing will be done on a monthly basis (Monthly hiring charge + Reimbursement of fuel cost + Lubricants) and it should be submitted by the party within first week of the following month. The payment will be made only those log books and duty slips which have been signed by the authority or any authorized officer.

It will be responsibility of the driver to get approved log book and duty slips for each occasion of journey signed by the authority or any authorized officer on day-to-day basis.

- The vehicle will be designed / branded by the authority as per NHM norms and connected with GPRS by the Health department.
- The vehicle shall report the concerned authorities of the different wings/departments for duty on all days in a month except Govt. Holidays. If emergency arises the driver may be called to report in any holidays.
- The vehicle shall be required generally for 12 hours in a day (8 AM to 8 PM). It will make halt if required.
- In case of emergency, the driver will have to report for duty as per requirement. No extra payment shall be demanded.
- The successful bidder shall execute an agreement with the Assistant Drugs Controller, Cuttack Circle-II, Cuttack.
- There will be an agreement between concerned authority and bidder that in the event of discontinuation of service, either party will be required to give one month period notice intimation to the other party.
- The contract shall be initially for a period of one year. It may be extended for another one year subjected to the satisfactory performance.
- If the services are found to be unsatisfactory, the authority shall give one month notice and terminate the agreement. The contract will also be terminated in case of following reasons;

If the behaviour of the driver is not proper;

Any attempt to tamper the logbook / GPRS device;

In case of the vehicle do not report regularly;

In case the driver of the vehicle is found to be convicted.

Location & Operational area:

- Each vehicle will be located at O/o the Assistant Drugs Controller, Cuttack Circle-II, Cuttack at the disposal of the authority of different department / wings. The area of operational will be within the district & provide fixed day services at Cuttack district for inspection, Raid, other enforcement activities & official work. Minimum tour to be undertaken by the team will be 25 days per month. Micro plan & route chart to be prepared accordingly by the authority of the department with the staffs in the district in consultation with the Assistant Drugs Controller.
- The Vehicle with driver will report for duty daily as per the need of concerned authority and will leave with due permission.

Tender Fees:

Tender must be accompanied by Rs. 1000 /- Only (Non-Refundable) as processing fees by way of Demand Draft (Must be submitted), drawn on any nationalized Bank in favour of **Assistant Drugs Controller, Cuttack Circle-II**. Tenders if not accompanied by processing fees will not be considered.

- Contract period is provisionally for three (3) years subject to performance of the service provider.

Other Features:

- The income tax as applicable will be charged on prevailing rate.
- The selection will be made basing on monthly hiring charges; The agreement will be executed between Assistant Drugs Controller & Approved L1 bidder.

- The application in the prescribed format i.e., technical bid in annexure-1 & Financial bid in Annexure-II if along with all relevant documents should reach to the office of the undersigned on or before **18.12.2025 within 5:00 P.M.** through Regd. Post / Speed Post / Courier only. Tenders should come during office working hours, which should be super scribed as “**Tender for hiring of vehicles** for Assistant Drugs Controller.”
- The undersigned reserves the right to reject all or any offers without assigning the reason thereof.

Note: The bidders can apply for Cuttack as mentioned and get them empanelled through this tender.

Documents to be submitted with the tender:

1. Copy of registration for the vehicle.
2. Copy of driver’s driving license.
3. Copy of up-to-date road tax payment receipts.
4. Copy of Vehicle Insurance.
5. Copy of Pollution Certificate.
6. Copy of PAN card.
7. Copy of GST Certificate if any.
8. Affidavit for declaration of not blacklisted by any Organization.
9. Copy of GEM Portal Registration.