

OFFICE OF THE JOINT DIRECTOR, ANIMAL DISEASE RESEARCH INSTITUTE, PHULNAKHARA,
CUTTACK, ODISHA

E-mail- adri.odisha1@gmail.com

TENDER CALL NOTICE FOR ENGAGEMENT OF VEHICLE FOR OFFICE OF

Bid Reference No, **576** ///ADRI Phulnakhara) Dated: **18.03.2026**

Sealed Tenders are invited from the interested reputed Travel Agencies / Tour Operators or private individuals who have valid GST Registration & PAN for providing vehicles of required specifications for office of the ADRI, PHULNAKHARA which shall confirm to the terms and conditions (Annexure-I) for office use in ARD Department, Cuttack on monthly rent basis. The sealed Tenders should reach to the undersigned on or before dt.02.04.2026 by 5.00PM. The tenders will be opened on dt.06.04.2026 at 3.00PM (Opening date may be shifted to any other date due to unavoidable circumstances) in presence of the Bidder or their authorized representatives. Absence of bidder/ authorized representative on the scheduled date & time, will not stop the opening of bid & bid related process. The undersigned reserves all rights to reject or cancel any or all Tenders without mentioning any reason thereof.

1. The vehicle model to be hired is Swift Dzire/Tiago or any other higher model subject to maximum hiring charge of Rs.24,000/month and minimum average mileage 17km/liter. The Vehicle should be preferably to hire **BS-6** Compliant vehicle. **(Petrol)**.
2. The vehicle must be in Road Worthy condition, shall not be **more than three-year-old** from the date of initial registration and during the period of contract. The vehicle must have valid Registration Certificate, Insurance Certificate, Fitness Certificate, valid Contract Carriage, 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 light transport passenger vehicle and should be sufficiently experienced in driving transport passenger vehicle.
4. The Driver should be well behaved, gentle and obedient in nature. He should be non-alcoholic.
5. The monthly rate of hiring charges is to be quoted separately in financial bid **Annexure-III** (Excluding fuel). The maximum allowed hiring charges should be equal to or less than **Rs.24,000/-** per month including GST. The bid containing hiring charges over and above **Rs.24,000/-** per month will be disqualified / cancelled.
6. The minimum average mileage of vehicle is **17 Kms.** per liter of fuel.


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7. 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 **technical bid** information to be furnished with the Tender (Annexure 'I').

The application form of tenderer containing eligibility criteria, scope of the work, terms and conditions of the tender, General Bid Information etc. can be downloaded from Odisha Govt. website <https://cuttack.odisha.gov.in/> from dt.19.03.2026

8. Bidder bidding for one Registration number vehicle need to apply One Technical bid and one financial bid. The Technical bid with all essential documents as enlisted (as per FORM T-1) to be put into a sealed **cover-A** and super scribed as "**Technical bid**". The Financial bid to be put into a sealed **cover-B** and super scribed as **financial bid** and both the sealed covers should be placed in a third sealed cover super-scribed "**BID FOR ENGAGEMENT OF VEHICLE FOR ADRI, PHULNAKHARA DISTRICT CUTTACK**" must reach the undersigned on or before due date & time. (Dt.02.04.2026 at 5.00 P.M.)
9. **Bids received after scheduled date and time will not be considered.**
10. All legal disputes if any raised in future relating to the tender are subject to jurisdiction of court of law at Cuttack only.

Complete address for submission of bid

Animal Disease Research Institute, Phulnakhara, Cuttack
P.O Phulnakhara, Dist. Cuttack, Odisha
PIN:754001. Odisha


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Schedule for Invitation of BID

Name of Assignment	ENGAGEMENT OF VEHICLE FOR CDVO OFFICE
Name of the Department & Address	Animal Disease Research Institute, Phulnakhara, Cuttack Under the control of Directorate of A.H & V.S, Cuttack, Odisha
Date of issue of BID	18/03/2026
Last Date & time of submission of BID	02/04/2026
Date & time of opening of Technical Bid	06/04/2026 at 3.00 P.M.
Tentative Date & time of opening of Financial Bid	06/04/2026 AT 3.00 P.M.
Period of Contract	One(01) year from the date of effectiveness of the contract
Mode of submission of BID	Offline
BID document Downloading Place & Period (<i>Dist. website</i>)	https: cuttack.odisha.gov.in
BID submission address & Contact No.	Animal Disease Research Institute, Phulnakhara, Cuttack, E-mail- <u>adri.odisha1@gmail.com</u> 8249751125
Performance Security	Rs. 5,000/- payable by account payee demand draft in favour of " Animal Disease Research Institute, Phulnakhara, Cuttack "

INSTRUCTION TO BIDDERS: A-General Information

The Animal Disease Research Institute, Phulnakhara, Cuttack requires the services of reputed Travel Agencies/ Tour Operators or private individuals who have valid GST Registration for providing vehicle of required specifications for office of ADRI, Phulnakhara which shall conform to the terms and conditions (Annexure-I) for office use in ARD Department, Cuttack on monthly rent basis.

The period of contract for providing the aforesaid service will be for **(one) year** from the date of effectiveness of the contract. The contract may be extended for another one year on mutual consent depending upon the performance of the Service Provider and at the discretion of the authority. The authority reserves the right to terminate the contract at any time after giving 30 days' notice to the Service Provider.

B-Submission of Bid:

The bid should be sent through Speed Post / Registered Post / Courier / drop in Tender box at Office of the **ADRI, Phulnakhara Cuttack**. so as to reach the authority by due date & time.


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C-List of Documents for submission

Bidders are required to furnish the documents as enlisted in check list attached at Bid submission.

Checklist (Form T-3) along with the Technical Bid

Annexure- I

GENERAL TERMS & CONDITIONS FOR HIRING OF VEHICLES

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

1. Vehicle to be engaged in ADRI Office shall conform to the terms and conditions on monthly rent basis.
2. The vehicle to be hired is Swift Dzire/Tigor or any other higher model subject to maximum hiring charge of Rs.24000/month and minimum av. mileage 17km/liter. In view of the high pollution through use of Petrol vehicles, it is preferable to hire **BS-6** Compliant vehicle.
3. The hired vehicle, during period of contract, shall have all necessary valid MV documents such as valid Registration certificate, Insurance Certificate, Fitness 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 loss of life/ injury made to any person or damage to any property on account of use of hired vehicle in any manner whatsoever. The vehicle owner shall be responsible for all such litigation.
4. The hire charges to be paid for monthly basis is final but does **not include** cost of fuel i.e. Petrol, which is to be paid separately basing on actual consumption. All the expenditure of the vehicle towards major or minor repair, replacement of spare parts. Lubricating oil of Engine, Gear Box & differential Coolant, Tyers & Tubes, Battery etc. will be borne by the bidder. The hiring charges of vehicle will be inclusive of lubricants, spare parts, maintenance, and **salary of the driver**, payment of insurance/ Road tax etc. required for operation of vehicle.
5. It shall be the responsibility of the bidder to provide a good driver who should be non-alcoholic, well behaved, gentle and obedient in nature.
6. 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 and should be available as and when required.
7. In case, absence of driver for whatsoever reasons the owner shall arrange substitute alternate driver for the vehicle.


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8. 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.
9. In case of the vehicle do not report regularly, the authority will be at liberty to reject the agreement and may engage vehicle from other source.
10. **The owner has to supply / Petrol for the month**
11. Monthly hire charges and reimbursements towards cost of fuel (as per actual consumption) of selected bidder will be paid in every succeeding month, as far as possible within fifteen days of the submission of bills by the bidder and no advance payment will be made.
12. The vehicle shall not be more than 03(Three) years old from the initial registration and also in good running condition during the period of contract.
13. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
14. In case the service provider intends to withdraw the services of his vehicle and terminate the agreement, it shall be mandatory upon him to give **two (02) months' notice** before such withdrawal of service and termination of agreement.
15. If the bidder violates any of the terms of contract, Government shall forfeitThe entire amount of security deposit and pending hiring charges of the vehicle.
16. The vehicle should be kept clean and tidy.
17. No extra charges will be paid for emergency night halts at out station and the lodging/ boarding charges of the driver will be borne by the owner of the vehicle.
18. Bidder bidding for one Registration number vehicle need to apply One Technical bid and one financial bid.
19. An agreement will be made with the Service provider / vehicle owner before engagement of his vehicle.
20. Bid security declaration (as per enclosed format) is mandatory.
21. The tender document must accompany a bid security amount / Earnest money deposit of Rs. 5,000/- (refundable to unsuccessful bidders) payable by **account payee demand draft** drawn from any Schedule Commercial Bank, in favour of "**Animal Disease Research Institute, Phulnakhara, Cuttack**".
22. The monthly rate of hiring charges be quoted separately in the general bid information (excluding fuel).
23. The Hiring charges do not include fuel cost (Petrol) which is to be paid separately basing on actual consumption.
24. Vehicle should be regularly serviced and kept under optimum running condition so as to avoid any break down and accidents attributable to lack of maintenance and upkeep. In case of break down an alternate vehicle should be immediately arranged by the service provider / owner without compromising the services at O/O **Animal Disease Research Institute, Phulnakhara, Cuttack.**

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25. **GST registration is compulsory** for Service provider/ Vehicle Owner to provide hired vehicles to Government offices.
26. Service provider or individual (Vehicle Owner) must provide copy of PAN & GST Registration number.
27. The hired vehicles cannot be used for any private / commercial purpose during the period of engagement.
28. All pages of documents are to be serially numbered and bear signature of the bidder/his authorized person.
29. The agency shall ensure that the vehicle should be parked at the place as advised by P.A. department and should be available, when not in duty. If the vehicle needs to be away for some reasons like refueling, petty repairing etc..It should be with the knowledge of the controlling Officer of the office where the vehicle has been deployed.
Moving away without the knowledge of the controlling Officer will be considered as non-available and will be liable for penalty.
30. The Driver shall be reachable at all times during duty hours.
31. Vehicle and driver should not be change frequently .Any such changes should be informed by the agency to the authority well in advance for permission.
32. Driver must be having a mobile phone and contact number be provide to the office of JD,ADRI,phulnakhara,Cuttack .The agency shall bear any cost related to the mobile call charges by the drivers.


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EVALUATION PROCESS:

1. In view of controlling pollution, preference will be given to hire **BS-6** Compliant vehicle within the maximum allowed hiring charges equal to or less than Rs.24,000/- per month including GST.
2. First the technical bids will be opened and valid bidders will be shortlisted as per the requirements mentioned in checklist.
3. Then the financial bids of the qualified bidder in the technical bid will be opened and the selection of the successful bidder will be done on the basis of lowest rate quoted (L₁) for monthly hiring charges.


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Annexure II
TENDER APPLICATION FORM: FORM-T 1

Sl.no	Particulars	Submitted/not submitted
0		
1	Registration No. of Vehicle:-	
2	Type of Vehicle	
3	Year of Manufacture of vehicle	
4	Engine Number of the vehicle	
5	Chassis Number of the vehicle	
6	MAKE, Model:-	
7	Date of registration:-	
8	Name & complete address Of the owner of vehicle:-	
9	Fitness Certificate validity:	
10	Permit validity:-	
11	Insurance validity:-	
12	Name/ Address of the Driver:-	
13	D.L. No. & Validity of the D.L. of the Driver:-	
15	Rate of fuel consumption/ Mileage per liter	
16	Contact Number of the service provider (Tenderer)	Mobile/phone no Email__

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17	GST Registration certificate	
18	PAN No	
19	XEROX Copy of the documents to be attached i,e(i) Valid registration certificate ,(ii) Insurance Certificate, (iii)Fitness Certificate, (iv) Valid Contract Carriage Permit, (v)proof of up to date tax payment, etc.of vehicle, (vi) D.L. of the Driver certificate,(vii) PAN Card are to be enclosed. (viii) Residential proof of owner (Adhar No/Electricity bill phone Bill)	

1.,Sri /Smt _____ owner /Service Provider of Vehicle

No _____ agree to the above terms and conditions laid down in ANNEXURE-II for providing hired vehicle as above stated.

Seal & Signature of the Applicant

FORM-T2
UNDERTAKING

(On the Stamp Paper of appropriate value in shape of affidavit from the Executive Magistrate

Notary regarding non-black listed)

I, hereby undertake that, our organization / myself (for individual owner) has not been blacklisted / debarred by any of the Central / State Government Department/ Office or by any Public Sector Undertaking (PSUs) and not blacklisted by any authority during the recent past.

Yours sincerely,

Authorized Signature [In full and initials]

Name and Designation of the

**Signatory: Name of the Bidder
and Address**

BID SUBMISSION CHECK LIST (Form T-3)

Sl. No.	Description	Submitted (Yes/No)	Page No.
TECHNICAL BID (ORIGINAL)			
1	Completed application form(T-1)		
2	Copy of PAN		
3	Copy of GSTIN Registration certificate & latest return certificate		
4	Valid Registration certificate of the vehicle		
5	Valid Insurance Certificate of Vehicle		
6	Valid Fitness Certificate of vehicle		
7	Valid Contract Carriage Permit		
8	Proof of up to date tax payment, etc. of vehicle		
9	Commercial LMV D.L. of the driver		
10	Residential proof of vehicle owner (Aaddhar / electricity bill/phone bill)		
11	Undertaking for not have been black-listed by any Central / State Govt. any Autonomous bodies during the recent past. (FORM-T2)		
12	BID SECURITY DECLARATION (Annexure-IV)		
FINANCIAL BID (ORIGINAL)			
14	Duly Filled in Financial Bid (Annexure III)		

It is to be ensured that:

- ▶ Xerox copy to be submitted & original documents to be produced for verification.
- ▶ All information has been submitted as per the prescribed format only.
- ▶ Paging of Each page of bid documents for technical bid .
- ▶ All pages of the proposal needs to be signed by the authorized representative Vehicle owner.

Authorized Signatory

Name and Designation with Date and Seal:

Signature:

Annexure-III

FINANCIAL BID

To

Animal Disease Research Institute, Phulnakhara, Cuttack

Sub: Tender for engaging vehicle for ADRI, Phulnakhara, Cuttack

Sir,

I, the undersigned, offer to provide the services for **engaging vehicle** Animal Disease Research Institute, Phulnakhara, Cuttack in accordance with your Tender No Dated: with a monthly hiring charge @Rs..... per month including GST as follows.

I hope the rate quoted will best shoot your requirement.

Yours faithfully,

Signature of Proprietor /owner of vehicle
/Authorized Signatory with Date and Seal Address
of the Bidder :

Annexure-IV

BID SECURITY DECLARATION

To

The Animal Disease Research Institute, Phulnakhara, Cuttack.

I/We the undersigned declare that,

I/We accept that I/We may be suspended to submit bids for contract (s) with you for a period of three years from the date of bid opening and / or other actions as deemed proper shall be taken up if I am/ We are in a breach of any obligation under the bid conditions, because I/We

- a. Have withdrawn/ modified my/ our bid during the period of bid validity specified in the form of BID or
- b. Having been notified of the acceptance of our bid by the purchaser during the period of bid validity.
- c. Fail or refuse to execute the contract, or
- d. Fail or refuse to submit the Performance Security of the amount specified in the bid.

Signature of the Bidder:

Date:

Official Seal