



Regional Plant Resource Centre

FOREST, ENVIRONMENT AND CLIMATE CHANGE DEPARTMENT, GOVERNMENT OF ODISHA
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RPRC-OE-MISC-0007-2025 No. 130 /RPRC.

Date: 29.1.2026

TENDER CALL NOTICE FOR HIRING OF VEHICLES

Sealed Tenders are invited from reputed Travel Agencies having GST & PAN number for providing vehicles for official works (mentioned below) on hire basis along with Driver.

<u>Category of Vehicle</u>	<u>Nature of engagement</u>
1. Mahindra-Bolero/ Xylo (AC / Non-AC)	Monthly Basis
2. Toyota-Innova (AC/ Non-AC)	Monthly Basis
3. Maruti Dezire (AC/Non-AC)	Monthly Basis

The travel agent should quote their rates as per the terms and conditions for each type of above-mentioned vehicle as per Annexure -I. The firm should have sufficient number of vehicles to supply at short notice. The quotation should reach the undersigned in sealed cover prescribed "TENDER CALL NOTICE FOR HIRING VEHICLES ": on or before 10/02/26 (5:30 P.M). The tender paper can be downloaded from RPRC Website (www.rprcbbsr.in) or can be collected from the office during the office hour.

TERMS & CONDITIONS FOR HIRING OF VEHICLES

The following terms and conditions must be fulfilled by the successful bidder for providing vehicles on hire basis.

1. The tender format is a **single bid system**. The envelopes must be sealed properly along with all required information with Tender Paper Cost of Rs.400/- in favour of Chief Executive, RPRC and must be superscribed with Tender for Hiring of Vehicle and the same must reach the undersigned on or before 10/02/26 (5:30 P.M).
2. The rates quoted by the firms should be valid for period of 12 months from the date of signing the agreement.
3. Copy of PAN to be submitted.
4. Undertaking that the firm has not been blacklisted by any Govt. Organization/ Institution need to be submitted.
5. The hired vehicles, during period of contract shall have all necessary valid MV documents such as: valid Registration Certificate, Insurance Certificate, Fitness Certificate, Pollution Certificate, valid Contract Carriage permit. Proof of up-to-date tax payment etc. and D.L. of the driver available all the times. The Office shall not be responsible for any damages to any property on

account of use of hired vehicle any manner whatsoever. The hirer shall be responsible for all such litigation.

6. In case of breakdown for whatever reasons the replacement of another vehicle of the same or better model shall be provided by the firm.
7. If the services are found to be unsatisfactory, the authority has all rights to terminate the agreement without assigning any reason thereof.
8. Notwithstanding the above, the authority reserves the right to accept or reject any quotation and to cancel the quotation process and rejects all quotations at any time.
9. In case the service provider intends to withdraw the services of his vehicle and terminate the agreement, it shall be mandatory upon him to grant one month notice before such withdrawal of service and termination of agreement.
10. All the toll and parking fees will be bear by the party and the same amount will be submitted to office for necessary reimbursement.
11. The vehicles should not be more than 2 years old, preferable white colour.
12. The vehicle must achieve a fuel efficiency per litre as mentioned in the Annexure-I.
13. Monthly hire charges and reimbursements towards cost of diesel/petrol (as per actual) and lubricants (as per Govt. norms) of selected bidder will be paid in every succeeding month, within 15 days of the submission of bills by the firm and no advance payment will be made.

Law
29.01.2026
Administrative Officer

ANNEXURE- I
(Price quoted in the Following prescribed Format)

A) MONTHLY CHARGES:

Name of the Travel Agencies/ Owners/ etc. of Vehicle	Type of vehicle	Monthly Hire charge In Rs.	Fuel consumption K.M/L. T. R	Lubricant Consumption K.M/L.T.R.	Other Statuary Taxes if any	Grand Total
		Suzuki Dzire AC/ Non AC				
		Toyota Innova AC/ Non AC				
		Mahindra Bolero AC/Non AC				