



**STATE MEDICINAL PLANTS BOARD, ODISHA**

**(F E & CC Deptt., Govt of Odisha)**

ARANYA BHAWAN, CHANDRASEKHARPUR, BHUBANESWAR-23  
Email: [smpborissa@gmail.com](mailto:smpborissa@gmail.com), Website : [smpbodisha.in](http://smpbodisha.in), Phone no.0674-2954911

**(QUOTATION FOR HIRING OF VEHICLE FOR OFFICIAL USE)**

Notice No. 223

Dated: 09-06-2025

Sealed quotations are invited from Interested reputed Travel Agencies/Licensed Tour Operators or Private individuals for providing 1 (one) no. of Scropio (White colour ) Ac Diesel driven vehicles having sitting capacity not more than 7 (Seven) including driver, which shall confirm to the terms and conditions in **Annexure- II** for official use in **State Medicinal Plants Board, Odisha**, Forest Headquarters , Aranya Bhawan, Ground Floor, , Chandrasekharpur, Bhubaneswar-751023 on monthly rent basis.

- 1) The vehicle must be 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. which are mandatory for plying of vehicle.
- 2) The Driver of the vehicle must have valid Driving license for driving light transport passenger vehicle and should be sufficiently experienced in driving transport passenger vehicle.
- 3) The Driver should be well behaved, gentle and obedient in nature.
- 4) A sum of Rs.10,000/- (Rupees Ten thousand) only shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the Chief Executive, State Medicinal Plants Board, Odisha and submitted along with the tender as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders.
- 5) The Monthly rate of hire charge be quoted separately in the general bid information (excluding fuel).
- 6) The vehicle must achieve a fuel efficiency of 10 kms. Per litre.
- 7) The details of the make and year of manufacture of the vehicle, registration no, mileage ( Kms covered per litre) and name of the driver with driving license No. and period of validity should be specifically provided in the general bid information to be furnished with the Quotation / Tender (**Annexure-I**)
- 8) The quotation completed in all respect should reach the undersigned on or before **16.06.2025 by 03.30 PM** and shall be opened on the same day at **4.30 PM** in presence of the bidders or their authorized representatives.
- 9 ) The application form of quotation /Tender containing General Bid Information & Terms and conditions for Hiring of vehicles etc. can be downloaded from SMPB, Odisha website [smpodisha.in](http://smpodisha.in) or [www.odishaforests.in](http://www.odishaforests.in) & [tendersodisha.gov.in](http://tendersodisha.gov.in).

  
Chief Executive,

State Medicinal Plants Board, Odisha

Copy to Notice Board



**GENERAL INFORMATION FOR HIRING OF VEHICLE**

1. Registration No. of Vehicle :
2. Type of Vehicle (AC/Non-AC) :
3. Year of Manufacture :
4. Model :
5. Date of registration :
6. Name & complete address  
of the owner of vehicle :
7. Fitness Certificate validity :
8. Permit validity :
9. Insurance validity :
10. Name/Address of the Driver :
11. D.L No. & validity of the D.L of the Driver :
12. Proposed hire Charge of the vehicle  
per month excluding fuel cost. :
13. Rate of fuel consumption / Mileage per liter. :
14. Contact Number of the Service provider (Tenderer / Quotationer)  
Mobile No. \_\_\_\_\_, Telephone No. \_\_\_\_\_

“Certified that the information submitted above is true to the best of my knowledge and belief”

Seal & Signature of the  
Quotationer / Tenderer



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(F E &amp; CC Deptt., Govt of Odisha)

ARANYA BHAWAN, CHANDRASEKHARPUR, BHUBANESWAR-23

Email: [smpborissa@gmail.com](mailto:smpborissa@gmail.com), Website : [smpbodisha.in](http://smpbodisha.in), Phone no.0674-2954911**(A) (Term and Conditions for Hiring)**

1. The vehicle will be primarily used in Cuttack – Bhubaneswar city area with occasional trips to other places of Odisha.
2. The hire charges inclusive of taxes is to be paid on monthly basis. The maximum monthly hire charges, excluding taxes is Rs 44,400/-. Cost of Diesel will be paid separately basing on actual consumption @ 10 KMPL. All other expenditure such as drivers remuneration, routine repair and servicing expenses, replacement of parts / lubricating oil / coolants /filter / tyres & tubes / battery etc ., breakdown / accident repair , etc will be borne by the vehicle provider . Nothing extra will be paid under any circumstances by the office other than the monthly hire charges and cost of diesel. Monthly hire charges to the vehicle provider will be paid usually within 10 days from submission of bill by the vehicle provider. GST /TDS shall be deducted at the time of payment, if applicable.
3. Tenure of the hire agreement will be three years subject to annual renewal on satisfactory performance. However, either party can walk out of the agreement by giving 2 months advance notice to the other party.
4. The vehicle shall report for duty for a minimum of 25 days in the month. The vehicle shall be used by the officials of this office for official purpose on all state Govt. working days and also holidays, if required, for official work. No advance payment shall be made under any circumstances. If on any day the vehicle becomes unavailable for duty for any reason not relatable to this office, it shall be treated as “No Service Day” and pro-rate deduction shall be made for each “No Service Day” @ agreed monthly rent divided by 25 days. For example, if the agreed month rate is Rs. 18000/- then Rs720/- shall be deducted for each “No Service Day.”
5. The hired vehicle, during the period of contract, must remain inroad worthy condition will all necessary regulatory and statutory permissions / certificates/clearances such as Valid Registration Certificate, Insurance Certificate, Fitness Certificate, Pollution Certificate, valid commercial permit, DL of the Driver, GST Registration Certificate etc. This office shall not be responsible for any damage /loss caused to hired vehicles or loss of life /injury made to any person and damages to any property on account of use of hired vehicle in any manner whatsoever. The vehicle provider shall be responsible for all such litigations.
6. It shall be the responsibility of the vehicle provider to provide a good, well behaved gentle and obedient driver without having any criminal antecedents and having a valid commercial Driving License.
7. The vehicle log book shall be signed by the user of the vehicle for noting daily opening and closing kilometers readings. The fuel cost will be calculated basing on the actual; kilometer run by the vehicle. No fuel shall be provided for to and fro trips of the vehicle from the premises of the vehicle provider to the office premises.
8. In case the selected vehicle cannot be provided for hire service for whatever reasons, the vehicle provider has to provide another vehicle of same or better model, and in same or better physical condition at the same term and conditions.



**(B) (Term and Conditions for Bidding )**

1. The vehicle must not be more than 3 years old from the date of initial registration to the last date of bidding; the vehicle must be in road-worthy condition with all statutory and regulatory clearances/certificates. The vehicle also must not have made any insurance claim in its life time.
2. Selection of the vehicles from amongst eligible vehicles shall be done on the basis lowest bidding price. In case of lowest price bids of two or more vehicles being same, Vehicles with lesser distance run (in its life time) shall be selected subject to being in satisfactory physical condition.
3. **A sum of Rs. 10,000/- ( Ten Thousand) only shall be deposited by the bidder in shape of Accounts Payee Bank Draft in favour of the Chief Executive, State Medicinal Plants Board, Odisha, Aranya Bhawan, Chandrasekharapur, Bhubaneswar and submitted along with the bid as refundable security deposit.** After completion of bidding process, the security deposit will be refunded to the unsuccessful bidders.
4. The successful bidder (s) is/ are required to execute hire agreement with this office within seven days of receiving information from this office to this effect and is / are required to provide the selected vehicle (s) for hire within such number of days , not exceeding thirty days from executing the agreement, as will be intimated by this office.
5. **Last date for submission of the bid is 16-06-2025 at 3.30 PM. The bid shall be submitted to the undersigned in the enclosed format through Courier/ Regd. Post/ Speed post/ bidder himself or by person with authorization letter only.** The envelope containing the bid should be super scribed on top **"Sealed quotations/ tenders for hiring of vehicle"**. Bids received beyond the last date / time shall not be accepted. **The bids will be opened on 16-06-2025 at 4.30 PM in the office chamber of the undersigned.** Bidder or Authorized person can remain present at the time of opening the bids.
6. This office reserves the right to cancel the bidding process at any state without assigning any reason thereof. This office also reserves the right to reject a vehicle, otherwise eligible as per condition laid down in Para B-1, if the actual physical condition of the vehicle is found to be un-satisfactory.

  
**Chief Executive,  
State Medicinal Plants Board, Odisha**