



Government of Odisha
Board of Revenue, Odisha, Cuttack
(Rajaswa Bhawan, Chandini Chowk, Cuttack-2: email: igr@odisha.gov.in)
(Registration Wing)

No. IGR-MISE-MISC-0019-2025- 1356 /Regn. Dated: 17/04/2026

QUOTATION / TENDER CALL NOTICE

Sealed quotations/tenders are invited from interested reputed Travel Agencies / Tour Operators / private individuals having valid Income Tax & GST Registration for providing 01 (One) no. of vehicles having sitting capacity not more than 05 (Five) including driver, on monthly hiring basis for official use in office of Inspector General Registration, Odisha, Cuttack..

Sl. No.	Vehicle Make & Model	Max. Monthly Hiring Charges (Excluding GST)	Min. Average Fuel Mileage
1	Ciaz/Honda City (Petrol Driven A/C Vehicle)	Rs.35,000/-	12 K.M. P.L.

The detail of the **Terms and Conditions (Annexure-A)** of the Tender along with **Application Form (Annexure-B)** are available in this office website <http://www.igrodisaha.gov.in> which may be downloaded by the interest parties. It can be obtained in person from Office of IGR, Board of Revenue, Odisha, Cuttack also.

The Tender papers along with required documents may be dropped in the Tender Box kept at Nizarat Section, Office of IGR, Board of Revenue, Odisha, Cuttack by 22.04.2026 by 12.00 Noon or it may be sent through registered post/ speed post in the address of Under Secretary (Regn.), Board of Revenue, Odisha, Cuttack, At- 2nd Floor, Rajaswa Bhawan building, P.O- Chandini Chowk, Dist- Cuttack Pin-753002 in a sealed cover superscribed " Tender/ Quotation for providing vehicle on hiring basis". The tender/ quotation received after scheduled date & time or in incomplete manner shall be summarily rejected. The Tender shall be opened on 22.04.2026 by 1.00 P.M in the Conference Hall of IGR, Board of Revenue, Odisha, Cuttack in the presence the bidders or their authorized representatives.

The authority reserves the right to cancel the quotation or any part without assigning any reason thereof.

By orders of the IGR, Odisha


Under Secretary (Regn.)

Memo No. 1357 /Regn., Dated: 17/04/2026

Copy forwarded to the F.A-cum-Additional Secretary to Govt., Revenue & D.M. Deptt., Odisha, Bhubaneswar for information & necessary action.


Under Secretary (Regn.)

Memo No. 1358 /Regn. Dated: 17/04/2026

Copy forwarded to the P.A to IGR, Odisha, Cuttack for kind information.


Under Secretary (Regn.)

Memo No. 1359 /Regn., Dated: 17/04/2026

Copy forwarded to the Issue Section, O/o IGR, Odisha, Cuttack for affixing this Notice in the Notice Board of Board of Revenue, Odisha, Cuttack/ Nazir, Main Board, Board of Revenue, Odisha/ Nazir, C.H/ Nazir, L.R.S/ Nazir, Registration Wing of Board of Revenue, Odisha, Cuttack/ Nazir, RDC(CD)/ Nazir, Collectorate, Cuttack for information & necessary action. They are requested to affix the Notice in their office Notice Board for wide publicity.


Under Secretary (Regn.)

Memo No. 1360 /Regn., Dated: 17/04/2026

Copy forwarded to the CEO, Terracis Technologies, Odisha, Bhubaneswar for information and necessary action with a request to upload the Tender Notice through Website for wide publicity of the same.


Under Secretary (Regn.)

Terms & Conditions

The following terms and conditions must be fulfilled by bidder:

1. The hired vehicles, during period of contract, shall have all necessary valid MV documents such as valid Registration Certificate, Insurance Certificate, Pollution Certificate, Fitness Certificate, valid Contract Carriage Permit, proof of up-to-date tax payment etc. and D.L. of the driver available all the times.

2. 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 any manner whatsoever. The hirer shall be responsible for all such litigation.

3. The hire charges to be paid for monthly basis is final but does not include cost of fuel, which is to be paid separately as per existing Government norms. All the expenditure of the vehicle towards repair, replacement of spare parts, Lubricating oil of Engine, Gear Box & differential Coolant, Tyres & Tubes, Battery etc. will be borne by the bidder.

4. It shall be the responsibility of the bidder to provide a good driver and the remuneration of the driver shall be borne by the service provider.

5. In case of breakdown for reasons whatsoever the replacement of a vehicle of the same or better model shall be provided by the service provider.

6. In case of the vehicle do not report regularly, the authority will be at liberty to terminate the agreement without prior notice.

7. The vehicles shall report for duty for minimum of 25 days in a month.

8. In case of emergency, the driver will have to report for duty as per the requirement. No extra payment shall be made.

9. Monthly hire charges and reimbursements towards cost of fuel (as per norm) will be paid in every succeeding month, as per as possible within fifteen days of the submission of bills by the service provider and no advance payment will be made.

10. The vehicle shall not be more than 3 years old from the initial registration and also in good running condition during the period of contract.

11. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.

12. 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.

13. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.



Seal & Signature of

Quotation / Tender Calling Authority with Designation

General Information

SI No	Particulars	
1	Name of the Service Provider	
2	Complete Address	
3	GST Number	
4	GeM Registration Number	
5	Bank Account No and IFSC Code	
6	Registration No. of Vehicle	
7	Year of Manufacture	
8	Make & Model	
9	Date of registration	
10	Name & complete address of the owner of vehicle	
11	Fitness Certificate validity	
12	Pollution Certificate validity	
13	Permit validity	
14	Insurance validity	
15	Name / Address of the Driver	
16	D.L. No. & Validity of the D.L. of the Driver	
17	Contact Number of the Service provider	
18	Contact number of Driver	
19	Proposed hire Charge of the vehicle per month excluding fuel cost	
20	Rate of fuel consumption / Mileage per litre	

"Certified that the information submitted above is true to the best of my knowledge and belief."

Seal & Signature of Tenderer