

Office of the Superintendent
Sardar Vallabh Patel Post Graduate Institute of Pediatrics
Health & F.W. Department, Govt. of Odisha.
Kataka-753002, Tel/Fax: 0671-2508978
E-Mail ID- svppgip_Kataka@rediffmail.com
www.svppgip.org

Letter No: 4271 SVPPGIP, Kataka

Date: 14/07/2026

SHORT TENDER CALL NOTICE

The Superintendent SVPPGIP, Kataka invites sealed tenders from interested reputed travel agencies/Tour operators/Private individuals for commercial use by providing 01 no's of four wheel EV having sitting capacity not more than 05 no's including driver, which shall conform to the terms and conditions for official use for the Superintendent, SVPPGIP, Kataka on monthly rent basis to this institute during the year 2026-27. The last date of receipt of sealed tender by this office will be on or before Dt.28/07/2026 up to 05.30 pm. The bid will be received by Regd. post/Speed post only. The detail list of items with term and condition can be found in tender paper which will be available from the office website www.svppgip.org. The firms have to download the tender paper from the office website. The tender paper cost of Rs.1000/- in the form of BD to be submitted along with technical bid. The Bidders should specifically super scribe, "HIRING OF THE FOUR WHEELER VEHICLE (EV) FOR THE OFFICE OF SUPERINTENDENT, SVPPGIP, KATAKA" on the top of the outer envelope.

Yours sincerely


Superintendent
SVPPGIP, Kataka

Memo No: 4271 SVPPGIP, Kataka

Date: 14/07/2026

Copy to the Director, I & PR. to the Govt. of Odisha, Bhubaneswar for information and necessary action with a request to publish this notice in at least two Odiya daily Newspapers & One English daily Newspaper. The news paper agency may be instructed to provide the complimentary copy of the advertisement for official process work. The budget for this tender is within 3.0 Lakhs.


Superintendent
SVPPGIP, Kataka

Memo No: 4272 SVPPGIP, Kataka

Date: 14/07/2026

Copy to the Account Section, SVPPGIP, Kataka for information


Superintendent
SVPPGIP, Kataka

**TENDER PAPER FOR HIRING OF THE FOUR WHEELER EV VEHICLE FOR THE OFFICE OF
SUPERINTENDENT, SVPPGIP, KATAKA FOR THE YEAR 2026-27**

Cost of Tender Paper:- 1000/- (One Thousand rupees only)
(Non-refundable)

Cost of EMD:- 5000/- (Five thousand rupees only)

Last date of Receive of tender paper:- Dt. 28/07/2026 up to 5.30 pm

Date of Opening of tender (Technical bid) :- Dt. 29/07/2026 at 3.30 pm

Date of Opening of Cover-B (Price bid):- Dt. 29/07/2026 at 3.30 pm

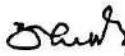
Place of Opening of tender paper:- Office of the Superintendent,
SVPPGIP, Kataka-2

Address for Communication:- Superintendent, SVPPGIP, Kataka-2

Telephone No.:- 0671-2508978

Fax No.:- 0671-2508978

Email ID:- svppgip_Kataka@rediffmail.com


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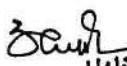

Superintendent
SVPPGIP, Kataka-2
14/7/2024

Sealed Quotations/Tenders are invited from interested reputed Travel Agencies/ Tour Operator or Private individuals one no. of Electric vehicle having sitting capacity not more than 5 seats including driver, which shall conform to the Terms and Conditions (Annexure-A) for official use in the office of the Superintendent SVPPGIP, Kataka on monthly rent basis. The detail of the required vehicle is mentioned below:

Sl No	Vehicle Model	Maximum hiring charge per month excluding Taxes	Quantity
1	TATA Nexon EV etc or equivalent Electric vehicle not less than 40kWh battery capacity	Rs.50000/-	01

The above models of vehicles is only indicative

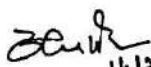
1. The service provider shall have a valid GST registration to participate in the tendering.
2. The service provider, participating the bidding process under the jurisdiction of Municipal Corporations, Katak and Bhubaneswar.
3. The vehicle must be in road worthy condition, shall not be more than 3 years old from the date of initial registration and must have valid Registration Certificate, Insurance Certificate, Fitness Certificate, valid Contract Carriage Permit, proof of up-to-date tax payment etc. mandatory for plying of vehicle.
4. The driver of the vehicle must have a valid Driving Licence for driving light transport passenger vehicle and should be sufficiently experienced in driving transport/passenger vehicle.
5. The Driver should be well behaved, gentle and obedient in nature.
6. A sum of Rs.5000/- shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the Superintendent SVPPGIP, Kataka and submitted along with the tender as EMD. After completion of tender process, the EMD shall be refunded to unsuccessful bidders.
7. The monthly rate of hire charge excluding GST be quoted separately, excluding charging cost.
8. The charging facility along with the cost of charging of the Electric Vehicle shall be provided by the Superintendent, SVPPGIP, Kataka.
9. The details of the make and year of manufacture of the vehicle, registration no, mileage (kms covered after full charge) and name of the driver with driving Licence No. and period of validity should be specifically provided in the general bid information to be furnished with the Quotation/ Tender(Annexure-B).
10. The Quotation completed in all respect should reach the undersigned on or before 21.06.2026 by 5.00 pm and shall be opened on 22.06.2026 at 3.00 pm in presence of the bidders or their authorised representative.
11. The application form of quotation / tender containing 'General Information for Hiring Vehicles' and terms and conditions for hiring vehicles, Service Provider Agreement etc will be available office website www.svppgip.org. from 14.07.2026 to 28.07.2026.
12. Overwriting in respect of figures and words will not be acceptable.
13. The Department reserves the right to reject any or all quotations without assigning any reason thereof.


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SVPPGIP, Kataka

Terms & Conditions:

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 EV vehicle should not have less than 40 kWh battery capacity and minimum of 5 seated.
3. 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 hirer shall be responsible for all such litigation.
4. The hire charges to be paid on a monthly basis are final but do not include charging cost, 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.
5. 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.
6. 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.
7. In case, the vehicle does not report regularly, the authority will be at liberty to terminate the agreement without prior notice.
8. The vehicles shall report for duty for a minimum of 25 days in a month.
9. In case of emergency, the driver will have to report for duty as per the requirement. No extra payment shall be made.
10. Monthly hire charges and reimbursements towards charging cost will be paid in every succeeding month, as far as possible within fifteen days of the submission of bills by the service provider and no advance payment will be made.
11. The vehicles shall not be more than 3 years old from the initial registration and also in good running condition during the period of contract.
12. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
13. 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.
14. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.

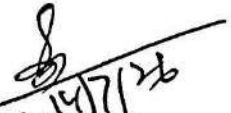

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(Annexure – B)

SL No	Particulars	
1	Name of the Service Provider	
2	Complete Address	
3	GST Number	
4	Bank Account No.& IFSC	
5	Registration No. of vehicle	
6	Year of manufacture	
7	Make & Model	
8	Date of registration	
9	Name & complete address of the owner of vehicle	
10	Validity of Fitness Certificate	
11	Validity of Pollution Certificate	
12	Validity of Permit	
13	Validity of Insurance certificate	
14	Name/Address of the Driver	
15	D.L. No. & validity of the DL of the Driver	
16	Contact Number of the Service provider	
17	Contact number of Driver	
18	Proposed hire charge of the vehicle per month excluding charging cost	
19	Charging cost per KM	
20	Battery capacity of the vehicle	
20	Mileage to be covered at ones' complete full charge of the vehicle (As per Vehicle Company's declaration)	


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SVPPGIP, Kataka.

The service providers obligation:-

1. The service provider agrees to the term and condition of the contract and shall ensure full compliance to them.
2. Agency agrees to provide quality services as per Service Level Agreements mentioned in the contract (shall sign the agreement after being successfully awarded).
3. The service provider shall ensure that vehicle deployed shall arrive at designated location on time. In an event of delay in arrival beyond 15 minutes, user shall have right to hire other taxi services (which may or may not be of similar hired car category). The fare charges shall be charged to service provider.
4. Agency to ensure that all maintenance work related to assigned vehicle shall be carried out in off duty hours.
5. In the event of breakdown, servicing & repairs of the assigned vehicle for reasons whatsoever, the service provider at his own cost shall make alternate arrangement by providing similar or higher class of vehicles for which agreement is entered into. Failure to do so will evoke penalty or possible termination of contract.
6. The agency shall not be allowed to sub-let the contract.
7. The agency shall only provide vehicles which have the comprehensive insurance.
8. Police verifications for deployed driver shall be ensured by the agency.
9. Agency shall update the logbook at least once in every 24 hours. The driver of the concern agency shall responsible to carried out the end user's signature daily basis, details of journey at log book after using by the competent authority. The authority shall not be entitled for above correspondence. Failure to do so shall be penalized as per this contract.
10. At the time of termination of the contract, the service provider shall hand over the log books to the Superintendent, SVP PGIP, Kataka positively. If he fails then the EMD cum security amount is to be forfeited and firm may be blacklisted.

VEHICLE:-

1. The vehicle should be commercial license EV category used for transport of passengers.
2. The vehicle should not be more than three years old registration from date of this service request.
3. The agency will deploy the vehicle which is well maintained, cleaned thoroughly both internally and externally. The vehicle shall be equipped for "FIRST AID MEDICAL KIT", mobile charger, ambient freshener & AC facilities.
4. The vehicle must be 05 seated including driver.
5. The agency shall ensure all electrical connections lights, horn, both brake of front and rear tire, turn indicators and others periodically checked and maintained by the Service provider to avoid any convince.
6. Electric vehicle shall not less than 40kWh battery capacity.

DRIVER:-

The Agency shall be responsible for the acts and deeds of driver of the vehicle that include the followings:

1. The drivers that possess a valid commercial transport driving license shall be deployed by the agency.
2. Driver should be properly dressed in neat and clean attire, if required driver should wear uniform of specific colour as per requirement of the Superintendent. The agency shall provide at his own cost proper uniform and badges as per STATE MOTOR VEHICLE RULES (amended up to date) and photo identity cards to the drivers.

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3. The driver of the vehicle deployed for user department has no criminal activities & agency need to submit the police verification documents after approval of the contract.
4. The driver shall not drink alcohol & no use of abusive language during duties. If such criminal activities found then the driver discharge his duty on the same time and agency should arrange other driver having valid LMV license.
5. The vehicle and driver should not be changed frequently. Any such changes then agency shall inform the competent authority well in advance.

STATUTORY RULES & GENERAL RULES:-

1. The hiring charges do not include charging cost which is to be provided by the Office of the Superintendent, SVPPGIP, Kataka.
2. All other expenditure of the vehicle towards repair maintenance, replacement of spare parts, lubricant, engine oil, greasing of wheel, gear box, different coolant, tires, tubes, puncture of tire, tube pressure checkup, battery & etc. and salary of the driver, payment of insurance, pollution, fitness, road tax and etc. required for operation of the vehicle will be borne by the agency.
3. The agency shall be responsible for ensuring compliance with the provision related to labour law & wages act, payment of wages act, PF, ESI act, bonus.
4. The agency shall be solely responsible for any claims by any third party and employees of user travelling in the vehicle for any injuries caused by the driver of the vehicle whether by accident or otherwise.
5. The agency shall be personally responsible for any theft, misconduct, breakage of any part of the vehicle or disobedience on the part of driver so provided by him.
6. During contract if the vehicle is seized by police/MVI agency shall liable. Also alternate vehicle shall arrange by the agency as same category or higher without any extra charges.
7. The authority assigns the duty in official hour (9 am to 6pm) in case of emergency requirement it may be extend for which the agency deploy the driver. They should not claim any extra charges i.e:- overtime charges, day boarding charges, night boarding charges, feeding charges & etc.
8. The agency shall claim the parking charges, toll gate fee charges on credit basis to this office after submission of the acknowledgement receipt which shall be signed by driver & countersigned by end user.
9. If the agency did not hire the vehicle after receiving the order then the EMD amount will be forfeited and may be blacklisted.
10. If the authority found any false documents submitted by the agency then authority has rights to cancel the order.
11. The authority has rights to cancel the tender without any prior notice at any time at any moment without any reason.
12. Any legal matters related to the tender matter only shall be under Kataka jurisdiction only.

30/11/22
14/7/26

[Signature]
14/7/26
Superintendent,
SVPPGIP, Kataka