

OFFICE OF THE PROJECT ADMINISTRATOR, ITDA, NILGIRI

Letter No: 359 /ITDA, Date: 12/6/26

QUOTATION CALL NOTICE

Sealed quotations are hereby invited from reputed and eligible transport agencies, travel operators, or legitimate commercial vehicle owners for the hiring of **one (01) new Electric Vehicle (EV)** for the official use of the Chairperson, Special Development Council (SDC), Balasore. This process strictly aligns with the Finance Department Office Memorandum No. 14583/F., dated 04.06.2026, and all prevailing rules of the Motor Vehicle Department, Government of Odisha.

TENDER SCHEDULE

S.N.	Particulars	Date & Time
1	Availability of Tender/Quotation Documents	From 16.06.2026 to 24.06.2026 (During office hours)
2	Last Date & Time for Submission of Sealed Bids	24.06.2026 up to 05:00 PM
3	Date & Time for Opening of Technical & Financial Bids	25.06.2026 at 11:00 AM
4	Venue of Bid Opening	Office Chamber of the Project Administrator, ITDA, Nilgiri

1. Vehicle Requirements & Statutory Compliance

- **Vehicle Type:** One (01) Electric Vehicle (EV), preferably Sedan or SUV type, registered on or after **01.01.2026**.
- **MVD Registration:** The vehicle must hold a valid **Commercial Registration (Yellow Plate)**. Private registration (White Plate) vehicles will be disqualified instantly under the Motor Vehicles Act.
- **Permits & Fitness:** The agency must maintain a valid **Contract Carriage Permit**, up-to-date **Fitness Certificate**, and dynamic **Odisha Road Permit/Tax Clearance** documents.
- **Insurance Cover:** The vehicle must possess valid **First-Party Comprehensive Insurance** along with **Third-Party Liability** cover and compulsory **Owner-Driver/Passenger PA Cover**.

Cu

- **Logistics & Maintenance:** The vehicle must be in excellent mechanical condition. The owner is responsible for all regular servicing, tyre replacements, and sudden breakdowns. A replacement EV must be deployed within two hours of any breakdown.
- **Driver Requirements:** The assigned driver must hold a valid **Commercial Driving License (LMV-Trans/Cab)**. The driver must have a minimum of 3 years of accident-free driving experience, clear police verification, sober habits, and a functional mobile phone.

2. Hiring Charges & Financial Terms

- **Monthly Ceiling:** The maximum monthly hiring charge admissible is **₹60,000/-** (exclusive of applicable GST and charging costs) as mandated by the Finance Department for District-level functionaries.
- **Reimbursement Rates:** Electricity/charging costs will be reimbursed at a fixed rate of **₹2/- per km** based on authenticated logbook entries, unless charging infrastructure is directly provided by the State.
- **Tender Document Cost:** A non-refundable application fee of **₹1,000/-** is applicable. Application forms can be obtained directly from the ITDA Office, Nilgiri. If the form is obtained from the office, the Demand Draft must be prepared in favour of **Project Administrator, ITDA, Nilgiri**, payable at Nilgiri."
- **Earnest Money Deposit (EMD):** Bidders must enclose an **Account Payee Bank Draft of ₹5,000/-** drawn in favour of the **Project Administrator, ITDA, Nilgiri**. EMD of unsuccessful bidders will be refunded post-award. The successful bidder's EMD will convert into a **Security Deposit**, refundable only after the contract ends.

3. Eligibility & Bid Submission Criteria

- **Two-Bid System:** Bidders must submit their offers in two separate sealed envelopes: **Envelope-A (Technical Bid)** and **Envelope-B (Financial Bid)**. Both must be enclosed in a single outer master envelope.
- **Statutory Documents:** Attested copies of the following documents are mandatory:
 - GST Registration Certificate (Regular or Composition Scheme)
 - Permanent Account Number (PAN) Card
 - Fleet Ownership documents or a valid agreement/consent letter from the vehicle owner
 - Up-to-date Income Tax Returns (ITR) for the last financial year
- **Experience Preference:** Preference will be given to agencies holding prior experience in supplying commercial vehicles to Government Departments, PSUs, or Autonomous Bodies.



4. Period of Engagement

- **Duration:** The initial contract period shall be for **two (02) years**.
- **Extension:** It may be extended on a year-to-year basis subject to administrative approval, necessity, and satisfactory performance evaluation by the authority.

5. Submission Procedure

- **Addressing:** Quotations must be submitted in a tightly sealed cover super-scribed: "**Quotation for Hiring of Electric Vehicle for Chairperson, SDC, Balasore**".
- **Transit Mode:** Bids must reach the *Office of the Project Administrator, ITDA, Nilgiri, Balasore* via **Registered Post / Speed Post / Drop Box** on or before the deadline. The authority holds no liability for postal delays.

6. General Terms & Conditions

- **Regulatory Compliance:** The hiring contract shall be governed by Finance Department O.M. No. 14583/F dated 04.06.2026, O.M. No. 15836/F dated 27.05.2025, and relevant updates.
- **Labor Laws:** The service provider is solely responsible for compliance with the Minimum Wages Act, EPF, ESI, and other statutory labor regulations regarding the driver.
- **Billing Cycle:** Bills must be submitted monthly alongside verified photocopies of the **Vehicle Logbook**. Payments are subject to statutory tax deductions (TDS) at source.
- **Discretionary Rights:** The undersigned reserves all rights to reject any or all quotations, or cancel the entire tender process, without assigning any specific reason.

Project Administrator,
ITDA, Nilgiri 26
Project Administrator
I.T.D.A., Nilgiri

Memo No: 360 / ITDA, Date: 12/6/26

Copy forwarded to the Office Notice Board of ITDA, Nilgiri / DIO, NIC/DEGM ✓

Balasore with a request to immediately upload the notice on the official Balasore district portal for maximum visibility.

Copy forwarded to all Government Offices under the Nilgiri Sub-Division, Balasore, with a request to display this notice on their respective office notice boards.

Project Administrator,
ITDA, Nilgiri
12/6/26
Project Administrator
I.T.D.A., Nilgiri