



Reference No: SYS-SHB-MISC-0004-2021/095

Dated: 16.06.2026

Quotation/Tender Call Notice for Hiring of Buses (Petrol/Diesel/EV Bus) on Monthly Hire Basis for Sports Hostel, Bhubaneswar under Sports & Youth Services Department, Government of Odisha.

01/2026

**Sports and Youth Services Department,
Government of Odisha**

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1. QUOTATION/TENDER CALL NOTICE

Sealed quotations/tenders are invited from interested and reputed Travel Agencies/Tour Operators/Private Individuals for providing 03 (three) Nos. of Buses (Petrol/Diesel/EV) having a seating capacity of 32 Nos. (thirty-two) including the Driver, which shall conform to the terms and conditions specified in **Annexure–A**, for official use in Sports Hostel, Bhubaneswar under the Sports & Youth Services Department on a monthly hire basis, in accordance with the hiring charges, fuel consumption/ Charging of Battery norms and other conditions prescribed by the Finance Department, Govt. Of Odisha vide Office Memorandum **No. 15836/F dated 27.05.2025**.

2. DATA SHEET

Sl. No.	Particulars	Details
1	Name of the Quotation/Tender Call Notice	Hiring of Buses on Monthly Hire Basis for Sports Hostel, Bhubaneswar under Sports & Youth Services Department, Government of Odisha
2	Mode of Submission	Sealed Tender Submission (Offline)
3	Tender/Quotation Document Cost (non-refundable) including GST	Amount: INR 10,000 (Rupees Ten Thousand only) Payable in DD only in favor of Sports and Youth Services Department, Government of Odisha' payable at Bhubaneswar. DD should reach DSYS, Government of Odisha (Addressed to: Sports and Youth Services Department, Government of Odisha, Kalinga Stadium, Nayapalli, Bhubaneswar, Odisha - 751012) on or before the Quotation/Tender Due Date by registered post/ courier.
4	Earnest Money Deposit (EMD)	The quotationer shall deposit Earnest Money of INR.80000/- (Eighty Thousand) through Demand Draft drawn in favor of "of Sports and Youth Services Department, Government of Odisha' payable at Bhubaneswar. DD should reach DSYS, Government of Odisha (Addressed to: Sports and Youth Services Department, Government of Odisha, Kalinga Stadium, Nayapalli, Bhubaneswar, Odisha - 751012) on or before the Quotation/Tender Due Date by registered post/ courier. The EMD shall be valid for 30 days beyond the Quotation/Tender Validity period.

5	Performance Security	5% on the Annual Contract Value
6	Tender/Quotation Notice Published Date	18 Jun 2026
7	Pre-Proposal meeting Date Mode: Offline Address: Kalinga Stadium, Bidyut Marg, Nayapalli, Bhubaneswar, Odisha PIN-751012	22.06.2026 at 04.00 PM(offline) and interested quotationer may participate in the pre-proposal meeting physically clarify their queries, if any, pertaining to this tender.
8	Last Date and Time for Submission of Quotation/Tender document	15.07.2026 (04.00PM)
9	Opening Date of Technical and financial Proposal	15.07.2026 (05.00PM)
10	Place of Submission	<i>The tender/Quotation Box : Sports Hostel Branch, second floor ,Hockey West Stand, Sports and Youth Services Department, Government of Odisha, Kalinga Stadium, Nayapalli, Bhubaneswar, Odisha - 751012</i>
11	Official Website for Download the Quotation/ Tender Notice	https://sports.odisha.gov.in/tenders-advertisement
12	Maximum Monthly Hiring Charge can quote (Exclusive of applicable taxes and fuel charges/ Charging of Battery) (in Rs.)	Rs. 90,000 / - (for 1 No. 32 -Seater Bus) As per the Finance Department, Govt. Of Odisha vide Office Memorandum No. 15836/F dated 27.05.2025.
13	Minimum Average Mileage (in KM/Litre)	6 KM/Litre As per the Finance Department, Govt. Of Odisha vide Office Memorandum No. 15836/F dated 27.05.2025.
14	Regarding Charging Cost for EV Buses	The hiring Charges don't include charging cost. Cost @Rs 2 /-Per KM, towards charging of vehicle will be provided to the service provider. In case the state bears the cost, no charging cost will be payable to the service provider as per finance department OM no.PT3-FIN-COD-MV-0004-2018 No. 14583/F Dated .04.06.2026.
15	Mail id for clarification	sportshostelbhubaneswar@gmail.com

3. GENERAL INSTRUCTIONS TO QUOTATIONER

1. The service provider shall have a valid OGST registration to participate in the tendering.
2. The Agency must be based in Odisha and a registered office within Odisha.
3. The service provider, participating in the Tender/Quotation process under the administrative jurisdiction of State of Odisha.

4. 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, Z Fitness Certificate, Pollution Certificate, valid contract carriage permit, proof of up-to-date tax payment etc. mandatory for plying of vehicle.
5. The driver must possess a valid Driving License for driving heavy passenger transport vehicles and should have adequate experience in operating such vehicles.
6. The Agency shall provide uniform for the drivers.
7. The driver should be well behaved, gentle and obedient in nature.
8. The quoted monthly hiring charge shall not exceed the maximum ceiling amount specified at Sl. No. 12 of the above table, i.e., **Rs. 90,000/- (Rupees Ninety Thousand only)** per 32-seater bus, as prescribed by the Finance Department, Government of Odisha vide Office Memorandum No. 15836/F dated 27.05. 2025.
9. The vehicle shall have a minimum fuel efficiency of 6 km per litre. For Electric Vehicles (EVs), the criteria specified under Point No. 14 in the data sheet shall apply.
10. The details of the make and year of manufacture of the vehicle, registration no, mileage (KM covered per litre) and name of the driver, Driving License no. and period of validity should be specially provided in the general information to be furnished with the Quotation/Tender (**Annexure-B**).
11. The Quotation completed in all respect should reach the undersigned on or before 15.07.2026 by 4.00 p.m. & shall be opened on the same day at 5.00 p.m. in presence of the quotationer or their authorized representatives.
12. The application for the quotation / Tender containing general information and terms & conditions for hiring of vehicles etc can be downloaded from the web-site of the Sports Department at [http:// sports.odisha.gov.in/tenders-advertisement](http://sports.odisha.gov.in/tenders-advertisement). The applicant shall furnish a Demand Draft for mentioned in above Data sheet SI No 4 and amount an Rs 10000/- only as a Tender/Quotation Processing Fee / Tender Document Cost (Non-refundable) against the tender.
13. The Financial Proposal envelope (**Envelope 2**) shall contain the duly filled Financial Proposal in the prescribed format at **Annexure–C**, signed by the authorized signatory of the agency. The monthly hiring charges of the vehicle shall be quoted in both figures and words with reference to the maximum hiring charges prescribed by the Finance Department, Government of Odisha vide Office Memorandum No. 15836/F dated 27.05.2025, as per the format provided at Annexure–C, excluding GST and the cost of fuel/ Charging of Battery.
14. The contract shall be submitted within 15 days from the date of issuance of the Letter of Award (LoA).

4. ELIGIBILITY CRITERIA

SL. NO.	ELIGIBILITY CRITERIA	DOCUMENTARY EVIDENCE TO BE SUBMITTED
1	The Agency must have a valid OGST Registration and PAN.	Copy of OGST Registration Certificate and PAN Card of the Agency.
2	The Agency must be based in the state of Odisha and have a registered office within State of Odisha.	Valid address proof of office such as GST Registration Certificate, Trade License, Registration Certificate, Rent Agreement, or Utility Bill.
3	The Agency must submit the General Information Format.	Duly filled and signed Annexure–B .
4	The Agency must submit the Tender/Quotation Processing Fee.	Demand Draft of Rs. 10,000/- in favour of <i>Sports & Youth Services Department, Government of Odisha</i> , payable at Bhubaneswar.
5	The Agency must submit the Earnest Money Deposit (EMD).	Demand Draft of Rs. 80,000/- in favour of <i>Sports & Youth Services</i>

		Department, Government of Odisha, payable at Bhubaneswar.
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5. CRITERIA FOR SELECTION OF SUCCESSFUL QUOTATIONER

1. The quotationer with the lowest hiring charges for Bus will be declared as the L1 quotationer.
2. In case there is a tie between two or more quotationer in the quoted hiring charges, the preferred quotationer shall be selected through a lottery system conducted by the Department of Sports & Youth Services, Odisha. The decision of the Department in this regard shall be final and binding on all quotationer.
3. The tender will be a Single submission tender, where the quotationer must submit two proposal , one technical and other financial proposal which will be evaluated separately. The interested Travel Agencies/Tour Operators/Private Individuals may submit their quotation in a sealed envelope superscribing on the top of the sealed envelope as **“Tender Call Notice for Hiring of Buses on Monthly Hire Basis for Sports Hostel, Bhubaneswar under Sports & Youth Services Department No SYS-SHB-MISC-0004-2021/095,Dated:16.6..2026**. The sealed envelope should include the following documents in two separate envelopes, one for the technical proposal and other for financial proposal.

6. DOCUMENTS TO BE SUBMITTED IN TECHNICAL PROPOSAL

The technical proposal envelope should enclose the following documents:

The quotationer shall submit their quotation in **two separate sealed envelopes**, one containing the **Technical Proposal** and the other containing the **Financial Proposal**. Both envelopes shall be placed inside a **single outer sealed envelope** superscribed as:

“Tender Call Notice for Hiring of Buses on Monthly Hire Basis for Sports Hostel, Bhubaneswar under Sports & Youth Services Department.”

The envelopes shall be clearly marked as:

- **Envelope–A : Technical Proposal**
- **Envelope–B : Financial Proposal**

The **Technical Proposal envelope (ie, Envelope A)** shall contain the following documents:

1. OGST Registration Certificate and PAN.
2. Demand Draft of Rs.10,000/- in favour of Sports & Youth Services Department, payable at Bhubaneswar towards Tender/Quotation Processing Fee.
3. Demand Draft of Rs.80,000/- in favour of Sports & Youth Services Department, payable at Bhubaneswar towards EMD.
4. Duly filled **Annexure–B (General Information Format)** with signature of the agency.
5. Any other supporting documents required to establish eligibility as per the tender conditions.

7. FINANCIAL PROPOSAL

The **Financial Proposal** shall be submitted in a **separate sealed envelope** clearly marked as:

“Envelope–B : Financial Proposal”

The Financial Proposal shall contain the **duly filled Annexure–C Financial Proposal Format** signed by the authorized signatory of the quotetioner.

The Financial Proposal envelope shall be opened only for those quotetioner who qualify in the Technical Proposal evaluation.

Both the Technical Proposal and Financial Proposal envelopes must be submitted simultaneously at the time of tender submission, but in separate sealed envelopes inside a single outer envelope.

The tender along with necessary documents should reach the undersigned on or before **15.07.2026 by 4:00 P.M..** The technical Proposal of all the qualified tenderers shall be opened on the same day at **05: 00 PM** in the **Office chamber of Director,Sports of Sports & Youth Services Department** in the presence of the quotetioner or their authorised representatives. After opening of the technical Proposal, the financial Proposals of the technically qualified quotetioner will be opened on the same day at **05.00 PM** at the same venue.

The application form of tender containing tender call notice for hiring of vehicles, Terms & Conditions for hiring of vehicles etc. will be available in the **Sports & Youth Services Department, Government of Odisha website <https://sports.odisha.gov.in/tenders-advertisement>** from **18.06.2026** and can be downloaded from the website.

If any irregularities of the lowest Proposal are found by the Department, the Department reserves the right to negotiate with the next lowest quotetioner to provide the vehicles at the price of the (L-1) lowest Quoted Proposal.

The Department reserves the right to dismiss or reject any or all the quotations received incomplete without assigning any reason thereof.

Director(Sports)
Sports and youth Service Department,
Government of Odisha

ANNEXURE-A - TERMS AND CONDITIONS

The following terms and conditions must be fulfilled by the successful quotetioner for providing a vehicle on hire on monthly rent basis.

1. The hired vehicles, during period of conduct, shall have all necessary valid Motor Vehicle 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 DL 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/ Charging of Battery, which is to be paid separately basing on actual consumption and 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 Service Provider.
4. It shall be the responsibility of the Service Provider 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 of the vehicle.
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 throughout the year (365 days) on a 24x7 basis in the manner specified by the Department.
8. In case of emergency, the driver will have to report for duty as per the requirement. No extra payment shall be demanded.
9. Monthly hire charges and reimbursements towards cost of fuel / Charging of Battery (as per actual) (as per Govt norms) of Service Provider 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 two month notice before such withdrawal of service and termination of agreement.
13. If the Service Provider violates any of the terms and contract, Government shall forfeit the entire amount of security deposit.
14. The quoted price shall remain valid for a period of Five (05) years from the date of award of the contract. The contract shall initially be awarded for a period of one (01)

year and may be extended annually, up to a maximum period of Five (05) years, based on the satisfactory performance of the service provider and subject to the requirement of the Department, on the same terms and conditions without any price escalation unless otherwise approved by the Government.

15. Any dispute arising out of this contract shall be subject to the jurisdiction of courts at Bhubaneswar only.
16. Neither party shall be held responsible for failure to perform obligations under the contract if such failure is due to events beyond reasonable control such as natural calamities, war, civil disturbance, or government restrictions.
17. The driver shall remain available on the premises for official duty beyond office hours, as and when required by the Department.
18. The vehicle shall be parked within the premises of the Kalinga Stadium Sports Complex.
19. The hired vehicles can not be used by the service provider for any private/ commercial purpose beyond office hours or during holidays.
20. In the case of an Electric Vehicle (EV) Bus, battery charging shall be the sole responsibility of the Service Provider and must be carried out outside the Kalinga Stadium premises. Charging of EV buses within the Kalinga Stadium campus is strictly prohibited.

ANNEXURE-B - GENERAL INFORMATION

SI No	Particulars	
1	Name of the Service providers	
2	Complete Address	
3	OGST Number	
4	GeM Registration Number	
5	Bank Account Number & IFSC Code	
6	Registration Number 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	Driving License number & validity of the Driver	
17	Contact Number of Service Provider/Quotetioner	
18	Contact Number of Driver	

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

Seal & Signature of the quotetioner / Agency

ENVELOPE - B

ANNEXURE – C - FINANCIAL PROPOSAL FORMAT

(To be submitted in a separate sealed envelope on quotetioner letter head)

Hiring of Buses on Monthly Hire Basis for Sports Hostel, Bhubaneswar Under Sports & Youth Services Department, Government of Odisha

A. Rate of Hiring Charges

Sl. No	Category of Vehicle	Minimum Average Mileage (KM/Litre/EV)	Maximum Hiring Charges per Month (in Rs.) as per Finance Department O.M. No. 15836/F dated 27.05.2025	Monthly Hiring Charges Quoted by the quotetioner (in Rs.)	Amount in Words
1	32-Seater Bus (Petrol/Diesel/EV) including Driver	6	90,000/-	_____	_____

Important Instructions for Financial Proposal

1. The monthly hiring charges of the vehicle shall be quoted in the above table excluding the cost of GST, fuel/Charging of Battery .
2. The quoted monthly hiring charge shall not exceed the maximum ceiling amount specified above, i.e., Rs. 90,000/- (Rupees Ninety Thousand only) per 32-seater bus, as prescribed by the Finance Department, Government of Odisha vide Office Memorandum No. 15836/F dated 27.05.2025.
3. GST, if applicable, shall be paid extra as per Government norms.
4. The quotetioner shall quote the amount both in figures and words. In case of discrepancy, the amount quoted in words shall prevail.
5. Any financial Proposal quoting an amount higher than the prescribed ceiling amount shall be liable for rejection.

Financial Proposal Declaration

I/We hereby declare that:

- I/We have carefully examined the terms and conditions of the tender document.
- I/We agree to provide the services at the rates quoted above.
- The rates quoted are exclusive of fuel/ Charging of Battery and comply with the Finance Department norms.

Name of the Quotetioner / Agency: _____

Authorized Signatory: _____

Designation: _____

Seal of the Agency: _____

Date: _____