

DIRECTORATE OF TEACHER EDUCATION AND SCERT: ODISHA: BHUBANESWAR

No. 4032

Date- 02.07.26

Short Quotation Call Notice

Sealed quotations are invited from interested reputed Travel Agencies / Tour Operators / private individuals having valid income Tax & GST Registration for providing 01 (One) No. of Electric Vehicle having sitting capacity not more than 05 (Five) including driver, which shall conform to the terms and condition laid down by Finance Department Memorandum No.14583/F dtd.04.06.2026(**copy enclosed**) on monthly hiring basis for official use in office of Directorate of TE & SCERT, Unit-IV, Bhubaneswar, Odisha.

Sl. No.	Vehicle Make & Model	Max. Monthly Hiring Charges (Excluding GST)
1	Mahindra XUV400 EV / TATA Curvv.EV / Maruti Suzuki e Vitara / Hyundai Creta EV / MG Windsor EV (A/C) etc.	Rs.50,000.00

❖ **The Vehicle must have minimum battery capacity 34 kWh or minimum range 350 km.**

The hiring charges do not include charging cost i.e Cost @ Rs 2/- per-kilometer, towards charging of the 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.

The detail of the Terms and Condition (Annexure - A) of the tender along with Application form (Annexure - B) are available in the office website <https://scert.odisha.gov.in> in which may be downloaded by the interest parties. It can be obtained in person from **Office of Directorate of TE and SCERT, SCERT Campus, Unit 4, Bhubaneswar, Odisha.**

The Tender papers along with required document may be dropped in the Tender Box kept at Office of DTE and SCERT Unit-IV, Bhubaneswar, Odisha by **13.07.2026**. It should be sent through registered post / speed post to the address **O/o Directorate of TE and SCERT Unit-IV, Bhubaneswar, Odisha, Pin Code: 751001** in a sealed cover superscribed "Tender / Quotation for providing Electric vehicle hiring on monthly basis". The tender / quotation received after scheduled date & time or in incomplete manner shall be summarily rejected. The Tender shall be opened on **14.07.2026 at 3:30 P.M.** in the Conference Hall of SCERT, Unit-IV, Bhubaneswar, Odisha, in presence of the bidders or their authorized representatives.

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


Director
TE&SCERT
Odisha, Bhubaneswar

Annexure -A

Terms & condition

The following terms and conditions must be fulfilled by bidders.

1. The hired vehicles, during period of contract, shall have all necessary valid MV document such as valid Registration Certificate, Fitness Certificate, valid Contact 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 are final; it includes both hiring charges & cost of charging the battery (@Rs 2/- per-kilometer). All the expenditure of the electric vehicle towards repair, replacement of spare parts, Tires&Tubes, Battery etc. Will be borne by the bidder/owner (in case of private individuals).
4. It shall be the responsibility of the bidders 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 vehicle 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. The vehicle shall not be more than 2 years old from the initial registration and also in good running condition during the period of contract.
10. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
11. A sum of **Rs.8000.00** shall be deposited by the intending bidders in shape of account payee Bank Draft drawn in favour of the Director, TE & SCERT, Odisha , Bhubaneswar and submitted along with the tender as EMD. After completion of tender process, EMD shall be refunded to unsuccessful bidders.
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 and signature of the
Quotation/tender calling authority

Annexure-B**General Information**

Sl. No.	Particulars	
1	Name of the Service provider	
2	Complete Address	
3	GST Number	
4	GeM Registration Number(If any)	
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	Permit validity	
13	Insurance validity	
14	Name / Address of the Driver	
15	D.L. No. & Validity of the D.L. 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	

Seal and signature of the tenderer

**GOVERNMENT OF ODISHA
FINANCE DEPARTMENT**

No. 14583 /F.,
PT3-FIN-COD-MV-0004-2018

Date 04/06/2026

OFFICE MEMORANDUM

Sub.: Hiring of electric vehicles for official use - Reg.

In view of the prevailing fuel and energy challenges arising out of recent West Asia crisis and the increasing burden of fuel expenditure, the State Government is pleased to issue the following instructions for mandatory hiring of Electric Vehicles (EVs) for official use w.e.f 1st June, 2026.

2. The hiring of Electric Vehicles shall be made by adhering to the following conditions.

(i) New EVs shall be hired within the maximum monthly hiring charge as indicated below.

Sl. No.	Functionaries	Maximum monthly hiring charge (exclusive of applicable taxes and charging cost)
1	2	3
1	Block / Tahasil Level	Rs. 55,000/-
2	(i) Pool Vehicle (Administrative Departments / Heads of Department) (ii) Special Secretary/ Director (iii) District Level	Rs. 50,000/-
3	District Judge / Collector / SP	Rs. 60,000/-
4	Additional Chief Secretary / Principal Secretary / Commissioner-cum-Secretary and officer of equivalent rank in other services	Rs. 65,000/-
5	Chief Secretary / Development Commissioner / Agriculture Production Commissioner / Member, Board of Revenue and officers of equivalent rank in other services	Rs. 70,000/-
6	Hon'ble Governor / Hon'ble Chief Minister / Hon'ble Chief Justice and Justice of Orissa High Court / Hon'ble Minister	Rs. 80,000/-

(ii) The hiring charges do not include charging cost. Cost @ Rs 2/- per KM, towards charging of the 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.

(iii) The rate will be applicable for a period of two years and will be reviewed subsequently.

3. Moreover, Electric Vehicles (EVs) can be hired through OREDA, and the hiring charges will be paid at the rates fixed through tender by OREDA. However, OREDA can provide a maximum of 300 Electric Vehicles (EVs) on rent.

4. All vehicles to be hired for official use after 01.06.2026, shall be EVs.

5. The above instructions shall also be applicable to all Government and Government supported Undertakings / Institutions / Universities / Societies under the State Government.

6. While hiring EV, terms & conditions of Finance Department O.M. No. 15836/F, dated 27.05.2025 shall be followed.

By order of the Governor

APL
04/06/24

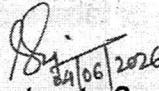
(Anil Kumar Purohit)

Joint Secretary to Government

Memo No. 14584 /F

Date 04/06/2026

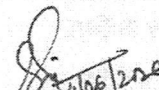
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Under Secretary to Government

Memo No. 14585 /F

Date 04/06/2026

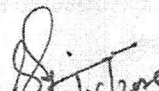
Copy forwarded to OSD to Chief Secretary/ OSD to DC-cum-ACS to Government / P.S. to Principal Secretary, Finance Department for kind information of Chief Secretary/ DC-cum-ACS/ Principal Secretary, Finance Department.


Under Secretary to Government

Memo No. 14586 /F

Date 04/06/2026

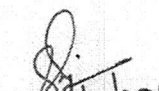
Copy forwarded to P.S. to Additional Chief Secretary to Government/ P.S. to Principal Secretary to Government/ P.S. to Commissioner-cum-Secretary to Government / P.S. to Secretary to Government (All Departments) for kind information of Additional Chief Secretary to Government/ Principal Secretary to Government/ Commissioner-cum-Secretary to Government/ Secretary to Government (all Departments).


Under Secretary to Government

Memo No. 14587 /F

Date 04/06/2026

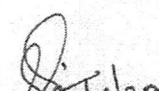
Copy forwarded to All Heads of Departments/ All Revenue Divisional Commissioners/ All Collectors/ All SPs/ All Financial Advisors/ All Assistant Financial Advisors /All Treasury Officers/ All Special Treasury Officers/ All Sub-Treasury Officers/ Accountant General (G & SSA) Odisha, Bhubaneswar/ Accountant General (E&RSA), Odisha, Bhubaneswar/ Accountant General (A & E), Odisha, Bhubaneswar for kind information and necessary action.


Under Secretary to Government

Memo No. 14588 /F

Date 04/06/2026

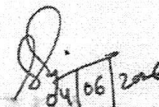
Copy forwarded to Commissionerate of CT & GST, Odisha / Directorate of Treasuries & Inspection, Odisha / Odisha Sales Tax Tribunal / Directorate of Local Fund Audit, Odisha / Controller of Accounts, Odisha / Madhusudan Das Regional Academy of Financial Management, Odisha for information and necessary action.


Under Secretary to Government

Memo No. 14589 /F

Date 04/06/2026

Copy forwarded to Chief Executive Officer of Odisha Renewable Energy Development Agency (OREDA) for information and necessary action.

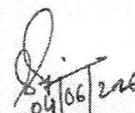

04/06/2026

Under Secretary to Government

Memo No. 14590 /F

Date 04/06/2026

Copy forwarded to all Officers / all Branches of Finance Department for information and necessary action.


04/06/2026

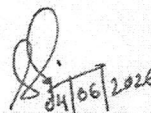
Under Secretary to Government

Memo No. 14591 /F

Date 04/06/2026

Copy forwarded to Shri Tapan Kumar Pattanaik, Sub-Nodal Officer (E-Gazette), FID, Finance Department for kind information and necessary action.

It is requested to upload this letter under the designated category in the official website of Finance Department.


04/06/2026

Under Secretary to Government