

**Standard Biding Document**

**Government of Odisha**

**BijuPattanaik Film & Television Institute of Odisha, Cuttack**

**Tender Call Notice** No. 539 Dt. 06.04.2026

Sealed quotations/tenders are invited from interested reputed Travel Agencies/ Tour Operators or private individuals(Having valid GST registration) for providing one (01) **AC driven vehicle**(not less than Length-4460mm,Width-1730mm,Height-1690mm,Wheel base-2740mm)which shall confirm to the Terms and conditions (Annexure-II) for office use in BPFTIO, Cuttack on monthly rent basis:

- 1) 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. Which are mandatory for plying of vehicle.
- 2) The Driver of the vehicle must have a valid Driving License for driving light transport passenger vehicle and should be sufficient experienced in driving transport passenger vehicle.
- 3) The driver should be well behaved, gentle and obedient in nature.
- 4) A sum of Rs.1000/- shall be deposited by the intending bidders in shape of **Account Payee Bank draft drawn in favour of the Director, BPFTIO, Cuttack** and submitted along with tender as EMD. After completion of tender process, the amount will be refunded to the bidders. Further the successful bidder has to deposit a sum of Rs. 10,000/- as security deposit during agreement.
- 5) The monthly rate of hire charge be quoted separately in the general bid information (excluding fuel).
- 6) The vehicle must achieve a fuel efficiency of **12Kms** per litre.
- 7) The details of the make and year of manufacture of the vehicle, registration no., mileage (Kms covered per litre) and name of the

Driver with Driving License No. and period of validity should be specifically provided in the general bid information to be furnished with the Quotation/tender (annexure-III). All supporting documents will be attached.

- 8) The quotation completed in all respect should reach the undersigned (By post/Hand) on or before **15.4.2026 by 1.00 p.m.** and shall be opened on **15.4.2026 at 03.00 p.m.** in presence of the bidders or their authorized representatives.
- 9) The application form of tender containing General Bid information & Terms and conditions for hiring of vehicles etc. will be downloaded from BPFTIO website [www.bpftio.ac.in](http://www.bpftio.ac.in). The applicant shall furnish a **Demand Draft (non-refundable) drawn in favour of the Director, BPFTIO, Cuttack** for an amount Rs.100/- (Rupees One Hundred) only towards the cost of application along with the application.

  
**Seal & Signature of  
Tender Calling Authority**

Copy to BPFTIO website ([www.bpftio.ac.in](http://www.bpftio.ac.in)) BPFTIO Notice Board/  
BOSE Notice board/DTE&T Notice Board for information.

**TERMS & CONDITIONS FOR HIRING OF VEHICLES**

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

- 1) The hired vehicle, during period of contract, shall have all necessary valid MV documents such as:- valid Registration Certificate, Insurance 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. 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 vehicle provider shall be responsible for all such litigation.
- 2) The hire charges to be paid for monthly basis is final but does not include cost of fuel, which is to be paid separately basing on actual consumption and lubricants 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.
- 3) It shall be responsibility of the bidder to provide a good driver and the salary of the driver shall be borne by the owner.
- 4) In case of breakdown for reasons whatsoever the replacement of a vehicle of the same or better model shall be provided by the owner of the vehicle/bidder.
- 5) In case of the vehicle do not report regularly, the authority will be at liberty to reject the agreement and may engage vehicle from other source.
- 6) In case of emergency, the driver will have to report for duty as per the requirement of hirer. No extra payment shall be demanded.
- 7) Monthly hire charges and reimbursements towards cost of fuel (as per actual) of selected bidder 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.
- 8) 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.
  - 9) If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
  - 10) 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 before such withdrawal of service and termination of agreement.
  - 11) If the bidder violates any of the terms of contract, Director, BPFTIO, Cuttack shall forfeit the entire amount of security deposit.

*Cur*  
*6/14/26*

**Signature of  
Tender Calling Authority**

**Annexure-(III)**

**GENERAL INFORMATION FOR HIRING VEHICLES**

- 1) Registration No. Of Vehicle :-
- 2) Type of Vehicle (AC) :-
- 3) Year of Manufacture :-
- 4) Model :-
- 5) Date of registration :-
- 6) Name & complete address of :-  
the owner of vehicle
- 7) Fitness Certificate validity :-
- 8) Permit validity :-
- 9) Insurance validity :-
- 10) Name / address of the Driver :-
- 11) D.L. No. & Validity of the D.L. :-  
of the Driver
- 12) Propose hire Charge of the :-  
vehicle per month excluding  
fuel cost
- 13) Rate of Fuel consumption / :-  
Mileage per litre
- 14) Contact Number of the Service :-  
Provider (Tenderer)

Mobile..... Telephone.....

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

**Seal & Signature of  
Tenderer**