Tender Call Notice

FOR HIRING OF VEHICLE FOR THE DISTRICT LEVEL OFFICE FOR THE DEPARTMENT OF TOURISM

TCN No. DM(TTT)/04/2026-27   Date: 31.07.2026

Odisha Tourism Development Corporation (OTDC)
Panthanivas Old Block, Lewis Road,
Bhubaneswar-751014

Website: https://otdc.odisha.gov.in

Email: otdcdmhs@gmail.com/ otdc.hs@odisha.gov.in

Contents

Notice Inviting Tender

Odisha Tourism Development Corporation on behalf of Department of Tourism (DoT), Government of Odisha invites **online bids** from reputed and eligible Travel Agencies / Vehicle Service Providers for hiring of BS-VI compliant vehicles for use by field-level staff across districts and blocks under DoT.

The procurement shall be conducted through the **Odisha e-Procurement Portal (**https://tendersodisha.gov.in**)** in accordance with the provisions of the **Odisha General Financial Rules, 2023**, the **Delegation of Financial Power Rules, 1978**, and the **Finance Department Office Memorandum No. 15836/F dated 27.05.2025**.

IMPORTANT DATA & TIMELINE:

A. GENERAL INFORMATIONS

Sl. No.	Item	Details
1.	Name of the Work	Hiring of vehicle for the District level office for Department of Tourism
2.	Employer	OTDC Ltd., Bhubaneswar
3.	Employer's Representative	Managing Director, OTDC Ltd., Bhubaneswar

B. BID INFORMATION & SCHEDULE

1.	Bid Processing Fee (Exemption allowed for MSME registered with NSIC)	INR 3,000 + (Tax As applicable)
2.	Bid Security (Exemption allowed for MSME registered with NSIC)	INR 2,50,000/- as EMD (in shape of Demand Draft in favour of the Managing Director, OTDC, Bhubaneswar)
3.	Performance security	INR 5,00,000/- in the form of Bank Guarantee/ Bank Draft/TDR pledged in favour of M.D. OTDC Ltd.
4.	Bid validity period	**120 days**
5.	Currency of Contract	Indian Rupee
6.	Language of Contract	English

7.	Bid documents such as DTCN / BOQ etc. can be seen / downloaded from the Govt. Website i.e. https:tenderodidsha.gov.in	2 Cover Bid System
8.	Date of issue of RFP	31.07.2026
9.	Last date for submission of queries	06.08.2026 by 11:00 Hrs
10.	Pre-Bid Meeting	07.08.2026 at 12:00 Hrs.
11.	Due date for bid submission	17.08.2026 at 17:00 Hrs
12.	Opening of the technical bid	18.08.2026 at 11.30 Hrs
13.	Opening of Financial Bid	Will be informed later
14.	Signing of Agreement	Within 7 days of acceptance of LOA

ELIGIBILITY CRITERIA

1. The service provider must have:
    - Valid GST registration.
    - Registration on GeM platform (for bidders under Municipal Corporation jurisdiction).
    - Vehicles not older than **3 years** at the time of bid submission; vehicles older than 7 years must be replaced.
    - Valid MV documents (RC, Insurance, Fitness, Pollution, Permit, Tax payment).
2. Drivers must hold valid commercial driving licenses, medically fitness certificate having etiquette to deal with officials.
3. MSME/MSE units registered in Odisha and recognized Startups under Startup Odisha are exempted from payment of EMD and Tender Fee (subject to submission of valid documents).
4. Must have provided/ engaged 10 number of vehicles in one contract or 05 number of vehicle in two separate contract at any Govt/ PSU/ Registered Society/ Company registered under company act
5. Must have positive net worth in last three financial year
6. Attach certified copies of Annual Audited Balance Sheets, Profit & Loss statement and IT Returns Certificate for last 03 (Three) years.

SCOPE OF WORK

- Odisha Tourism Development Corporation shall execute a Service Level Agreement with the eligible bidder for hiring of vehicles for District level officers of Department of Tourism across the State.
- Hiring of vehicles (preferably Tiago/ Bolt/ Celerio) for use by field-level staff in District/Range level Offices under DoT.
- Vehicles must comply with the revised hiring charges and mileage norms prescribed in FD Circular No. 15836/F (e.g., ₹24,000 per month for District/ Range Level officer, minimum mileage 17 km/litre).
- Vehicles shall be deployed for official duty up to **2000 km per month**, extendable with prior approval.

THE SERVICE PROVIDER OBLIGATIONS:

1. Service provider agrees to terms and conditions of the contract and shall ensure full compliance to them.
2. Agency agrees to provide quality services as per SLAs mentioned in the contract.
3. Agency to 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 break-down, servicing & repairs of the assigned vehicle the service provider at his own cost shall make alternate arrangement by providing similar or higher class of vehicle(s) 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 log book at least once in every 72 hours. Failure to do so shall be penalized as per this contract. At the time of termination of contract, the service provider shall hand over the log book (s) to the principal employer.

VEHICLE:

10. The vehicle should have commercial license. The vehicle should not be more than three years old. Vehicles older than seven years should be replaced by the service provider. During replacement of the vehicle or driver, as the case may be, the pass/id card issued, if any, shall be surrendered.

11. The Agency will deploy the vehicle, which is well maintained, cleaned thoroughly both internally and externally. Vehicle shall be equipped with fast-aid medical kit. The vehicle should have a mobile charger and ambient freshener.
12. The Agency shall ensure that all electrical connections including lights (both brake and front), horn, turn indicators, and other vehicle systems shall be periodically checked and maintained to avoid any inconvenience to the Principal.
13. Agency shall ensure that the vehicle should be parked at the place as advised by the Principal and should be available, when not in duty. If the vehicle needs to be away for some reasons like refueling, petty repairing etc., it should be with the knowledge of the Controlling Officer of the Principal. Moving away without the knowledge of the Controlling Officer of the Principal will be considered as non-available and will be liable for penalty.

DRIVER:

14. The Agency shall be responsible for the acts and deeds of drivers of the vehicles that include following:
15. Driver having a valid commercial driving license shall be deployed.
16. Driver should be properly dressed in neat and clean attire, if required driver should wear uniform of specific colour as per requirement of the Principal. The Agency shall provide, at his own cost, proper uniform and badges as per STATE MOTOR VEHICLES RULES (amended up to date) and photo identity cards to the drivers.
17. The driver of the vehicle deployed for user department duties maintain polite & courteous behavior towards department users as well as to other departmental staff. Following may be construed as “Misbehavior” and shall attract penalties as per provisions of the contract. Repeated instances may result in termination of services.
    i) Denial of duty during contract period, or during hours as noticed by user departments;
    ii) Use of abusive language;
18. The driver in no case shall report to duty in an inebriated state or consume alcohol while on duty. In such an event user department shall have full rights to terminate the contract with immediate effect.
19. Driver must be provided with a working mobile phone and the contact number be provided to user department.
20. In an event that for any reasons the driver changes his contact number during the tenure of the contract then Agency will immediately notify the same.
21. The driver shall be reachable at all times during duty hours.
22. Gossiping with the guests and using mobile phone during driving is not allowed. In case of urgency, driver should park the vehicle with permission from the user and talk in the mobile to the minimum duration.

23. As soon as the driver is advised to attend any guest by the administration, the driver should call /SMSs the guest giving his mobile and vehicle details. Charges of calls /SMSs will be on agency's account.
24. Vehicle and driver should not be changed frequently. Any such changes should be informed by the agency to the authority well in advance for permission.

STATUTORY RULES COMPLIANCE & TAXES:

25. The hiring charges do not include fuel cost (petrol/diesel) which is to be paid separately basing norms. All the expenditure of the vehicle towards repair maintenance, replacement of spare parts, lubricating oil of engine, Gear Box & differnential coolant, Tyres & Tubes, Battery etc. and salary of the driver, payment of insurance/Road tax etc. required for operation of the vehicle will be borne by the Agency.
26. The Agency shall take comprehensive insurance cover with third party unlimited liability risk of the vehicles as per the user department requirement. User shall not be liable for any damages whatsoever to public property and /or any third person due to any accident arising out of and in the course of deployment of service provider's vehicle.
27. The Agency shall be solely responsible for any claims by any third party and/or employees of user department traveling in the vehicle for any injuries caused by the driver of the vehicle whether by accident or otherwise.
28. The user department will in no way be responsible for violation of traffic rules and /or infringement of any other law for the time being in force, either by the driver of the vehicle or by the service provider. The driver as well as Agency shall comply with relevant rules and regulations of Motor Vehicles Act and Rules applicable at present or in future during the tenure of the contract and as may be enforced from time to time for which user departments would not be held liable/responsible in any manner what so-ever. Onus of compliance of all the applicable Laws/Acts/Rules including those under Motor Vehicle Acts/Rules shall rest with the Agency only and user/user departments will not be liable in any manner.
29. The Agency shall be responsible for ensuring compliance with the provisions related to Labour Law and especially Minimum Wages Act, Payment of Wages Act, PF, ESI Act, Payment of Bonus Act, Contract Labour [R&A] Act, Workmen Compensation Act etc. as applicable from time to time. The employees of the Agency shall not be deemed to be employees of the user department and hence the compliance of the applicable acts laws will be the sole responsibility of the Agency.
30. The Agency shall be personally responsible for any theft, misconduct and /or disobedience on the part of drivers so provided by him.
31. During the contract period, if the vehicle is seized or detained or requisitioned by Police / Motor Vehicle Authority or any other authorities for whatsoever reasons that

will be at the service provider's risk. Also, alternate vehicle of similar or higher category will be provided by Agency without any extra charges.

32. The vehicles deployed for duty for the user department shall at no point of time carry any person other than personnel authorized by user department.
33. The vehicle cannot be put to any private/commercial use beyond the duty hours or on holidays. Unauthorized use of the vehicle by the driver/service provider will lead to unilateral termination of the contract with immediate effect. The Agency has to ensure the safety of passenger by avoiding negligent driving by their drivers such as over speeding, rash driving, and driving vehicle without brakes/defective brakes.
34. The mileage count will start from the location of pickup and no extra kilometres from the garage to the pickup point will be provided. The mileage count will also terminate at the dropping point and not up to the garage.

OBLIGATIONS OF PRINCIPAL:

1. Principal shall make the payment towards hiring charges of the vehicle at the end of every month by credit into the bank account of the Agency within 15 days from the date of receipt of bills complete in all respect.
2. The payment shall be subject to any deductions such as penalties, statutory deduction etc.
3. Principal shall accept the log book entries updated by Driver. Failure to take action on log book entries updated by Driver shall result in auto acceptance of reading provided by service provider.
4. The Principal shall be responsible for costs relating to fuel, toll gate charges and parking charges and other statutory levies, if any, paid during the journey would be billed on actual and shall be paid by Principal.
5. All distances shall be calculated from the reporting point. No payment shall be made for journey from garage to reporting point.

TERMINATION:

1. The Principal shall have the right to terminate this Agreement, upon it giving 1 (one) months' notice in writing.
2. The Agency shall have the option to terminate this Agreement upon giving 1 (one) months' notice in writing and upon refund of any rental fees paid in advance, over and above the notice period.
3. Final payment after termination of the contract shall be released on submission of the log book(s) of the vehicle, car pass and pass/id card issued to the driver, if any.

FORCE MAJEURE

Neither party to this Agreement shall be liable for failure to perform any of its obligations hereunder if prevented from doing so by reason of force majeure.

ENTIRE AGREEMENT

This Agreement together with the schedules and annexes hereto constitutes the entire agreement and understanding between the Parties and supersedes all previous agreements, understandings and/or representations between the Parties.

WAIVER OF REMEDIES

No forbearance, delay of indulgence by either Party in enforcing the provisions of this Agreement shall prejudice or restrict the rights of either Party nor shall any waiver of its rights operate as a waiver of any subsequent breach and no right, power or remedy herein conferred upon or reserved for the Party is exclusive of any other, power or remedy available to the Party and each such right, power or remedy shall be cumulative.

ASSIGNMENT & CHANGE IN OWNERSHIP/MANAGEMENT:

1. The Agency shall not assign or transfer its obligations and or rights under this Agreement to any third party, whether an associated entity or not, whether in whole or in part without the prior written consent of the Principal.
2. The Agency shall immediately notify Principal of any change of ownership or management of the Agency's business.

HEADINGS:

The headings to the clauses of this Agreement are for the ease of reference only and shall not affect the interpretation or construction of the Agreement.

RESOLUTION OF DISPUTES:

In the event of any dispute or difference relating to the interpretation and/or application of the provisions of this Agreement, such dispute or difference shall be resolved through mutual consultation by the Secretary of the concerned Administrative Department on behalf of Government of Odisha and the Authorized signatory of the Service Provider.

APPLICABILITY OF LAWS:

The Agreement shall be governed by the Indian Laws for the time being in force.

GENERAL TERMS & CONDITIONS

The following terms and conditions must be fulfilled by bidder:

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 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, 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.
4. 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.
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 vehicles 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. Monthly hire charges and reimbursements towards cost of fuel (as per norm) 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 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.

ANNEXURE - A

LOG BOOK

Date	Place of departure and time	Place of arrival and time	Odo-meter opening reading	Odo-meter closing reading	Distance travelled	Mileage In (KM/Lit)	Purpose of journey
1	2	3	4	5	6	7	8

Name and designation of Officer using the vehicle	Signature of Officer	Petrol/Diesel					Signature of Driver
		OB	Petrol/ Diesel supplied	Total	Petrol/ Diesel consumed	CB	
9	10	11	12	13	14	15	16

ANNEXURE-B

General Information

Sl No	Particulars	
1	Name of the Service Provider	
2	Complete Address	
3	GST Number	
4	GeM Registration Number	
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	Pollution Certificate validity	
13	Permit validity	
14	Insurance validity	
15	Name / Address of the Driver	
16	D.L. No. & Validity of the D.L. of the Driver	
17	Contact Number of the Service provider	
18	Contact number of Driver	
19	Proposed hire Charge of the vehicle per month excluding fuel cost	
21	Rate of fuel consumption / Mileage per litre	

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

Seal & Signature of Tenderer

PROCEDURE FOR ONLINE SUBMISSION OF BID

SUBMISSION OF BID

1. **PARTICIPATING IN THE BID IN THE E-PROCUREMENT PORTAL**: The Agency/ Bidder intending to participate in the bid is required to register in the Portal using his /her active personal/ official e-mail ID as his Login ID and attach his/her valid Digital Signature Certificate (DSC) to his/her unique Login ID. The DSC used must be of appropriate class (Class II or Class III) issued from a registered Certifying Authority such as n-Code, Sify, TCS, MTNL etc. He/ She has to submit the relevant information as asked for about the Agency/ Bidder. The portal registration of the Agency/ Bidder is to be authenticated by the State Procurement Cell after verification of original valid certificates/ documents such as (i) PAN and (II) Registration Certificate (RC)/ GST Registration Certificate and GSTIN (for procurement of goods) of the concerned bidder. The time period of validity in the portal is at par with validity of RC/ GST Registration Certificate and GSTIN. Any change of information by the bidder is to be re-authenticated by the State Procurement Cell. After successful authentication bidder can participated in the online bidding process.
2. Agency/ Bidder not registered with Government of Odisha, can participate in the e-procurement after necessary enrolment in the portal but have to subsequently register themselves with the appropriate registering authority of the State Government before award of the work as per prevalent registration norms of the State.
    a. To log on to the portal the Agency/ Bidder is required to type his/her username and password. The system will again ask to select the DSC and confirm it with the password of DSC. For each login, a user’s DSC will be validated against its date of validity and also against the Certificate Revocation List (CRL) of respective CAs stored in system database. The system checks the unique ID, password and DSC combination and authenticates the login process for use of portal.
    b. The tender documents uploaded by the Tender Inviting Officer in the website https://tendersodisha.gov.inwill appear in the section of “Upcoming Tender” before the due date of tender sale. Once the due date has arrived, the tender will move to “Active Tender” Section of the homepage. Only a small notification will be published in the newspaper specifying the work details along with mention of the specific website for details. The publication of the tender will be for specific period of time till the last date of submission of bids as mentioned in the ‘Invitation for Bid’ after which the same will be removed from the list of Active tenders. Any bidder can view or down load the bid documents from the web site.

c. Agency/ Bidder exempted from payment of EMD will be able to participate in the tender directly by uploading documentary evidences towards his eligibility for such exemption.
d. The software application has the provision of payment of cost of tender document through payment gateways of authorized bankers by directly debiting the account of the bidders.
    i. Furnishing scanned copy of such documents is mandatory along with the tender documents otherwise his/her bid shall be declared as non-responsive and thus liable for rejection. Bidders participating through Joint Venture shall declare the authorized signatory through Memorandum of Understanding duly registered and enroll in the portal in the name and style of the joint venture company. It is mandatory that the DSC issued in the name of the authorized signatory is used in the portal.
    ii. In the case of any failure, malfunction, or breakdown of the electronic system used during the e-procurement process, the tender inviting officer shall not accept any responsibility for failures or breakdowns other than in those systems strictly within their own control.
    iii. Any third party/company/person under a service contract for operation of e-procurement system in the State or his/their subsidiaries or their parent companies shall be ineligible to participate in the procurement processes that are undertaken through the e-procurement system irrespective of who operates the system.
    iv. For submission of Bids through the E-Procurement Portal, the bidder shall upload the scanned copy/copies of document in prescribed format wherever warranted in support of eligibility criteria and qualification information. The on-line bidder shall have to produce the original documents in support of the scanned copies and statements uploaded in the portal before the specified date as per DTCN.
    v. Each bidder shall submit only one bid for one package. A bid is said to be complete if accompanied by cost of bid document and appropriate bid security. The system shall consider only the last bid submitted through the E-Procurement portal.
    vi. The bidder may ask question related to tender online in the e-procurement portal using his/her DSC, provided the questions are raised within the period of seeking clarification as mentioned in tender call notice/Bid. The Officer inviting the Bid/ Procurement Officer Publisher will clarify quarries related to the tender.
    vii. The details specification and documents pertaining to the supply of material is available with the officer inviting the Bid as well as in the office of the Divisional Manager (HS) as mentioned in the Contract Data will be open for inspection by the bidders. The bidder is required to down load all the documents for preparation of his bid. It is not necessary for the part of

the Bidder to up-load other Bid documents (after signing) while up-loading his bid. He is required to up load documents related to his eligibility criteria and qualification information and Bill of Quantities duly filled in. It is assumed that while participating in the bid, the bidder has referred all the requirement and documents. Seeking any revision of rates or backing out of the bid claiming for not having referred to any or all documents provided in the Bid by the Officer Inviting the Bid will be construed as plea to disrupt the bidding process and in such cases the bid security shall be forfeited / Action will be taken as per Bid Security Declaration.

viii. Any addendum / corrigendum/ cancellation of tender shall be published in the website https://tendersodisha.gov.in , notice board and through paper publication and such notice shall form part of the bidding documents.

3. The system generates a mail to those bidders who have already uploaded their tenders and those bidders if they wish can modify their tenders. The bidders are required to which the website till last date and time of bid submission for any addendum/ corrigendum/ cancellation thereof. Tender inviting authority is not responsible for communication failure of system generated mail.
4. All the volumes/documents shall be uploaded / provided in the portal by the Officer inviting the bid. The bidder shall carefully go through the document and prepare the required documents and up load the scanned documents in Portable Document Format to the portal in the designated locations of Technical Bid. He will fill up the rates of items or percentage in the BOQ down loaded for the work in designated Cell and up loads the same in designated locations of Financial Bid. Bidders are to submit only the original BoQ uploaded by publisher after entering the relevant fields without any alteration/deletion/modification. Multiple BoQ submission shall lead to cancellation of bid. In case of item rate tender, bidders shall fill in their rates other than zero value in the specified cells. In the percentage rate tender, the bidder quoting Zero value is valid and will be taken as Schedule of Rates. Submission of document shall be affected by using DSC of appropriate class.

PAYMENT OF EMD/ BID SECURITY AND COST OF BID DOCUMENTS:

a. The Bidder shall furnish, as part of his Bid, a Bid security for the amount mentioned under IT/ Contract Data in online mode. Non-submission of bid security within the designated period shall debar the bidder from participating in the on-line bidding system and his portal registration shall be cancelled. His name shall also be informed to the registering authority for cancellation of his registration.

b. The tender accepting authority will verify the originals of all the scanned documents of the successful lowest bidder only within 5 days of opening of the tender (price bid). In the eventuality of failure on the part of the lowest successful bidder to procedure the original documents, he will be debarred in future from participating in tender for 3 years and will be black listed by the competent authority. In such as situation, successful L-2 bidder will be required to produce his original documents for consideration of his tender at the negotiated rate equal to L1 bidder.

c. Agency/ Bidder exempted from payment of EMD will be able to participate in the tender directly by uploading documentary evidences towards his eligibility for such exemption (refer exemption clause).

d. Government of Odisha has introduced e-payment gateway in to the portal for payment of cost of Bid and Bid Security/ Earnest Money Deposit. The process of using e-payment gateway is mentioned in the "Procedure for Electronic receipt, accounting and reporting of Cost of Tender Paper and Earnest Money Deposit on submission of bids".

FORMAT AND SIGNING OF BID:

a. (Logging to the Portal)-The Agency/ Bidder is required to type his/her Login ID and Password. The system will again ask to select the DSC and confirm it with the password of DSC as a second stage authentication. For each login, a user's DSC will be validated against its date of validity and also against the Certificate Revocation List (CRL) of respective CAs stored in system database. The system checks the unique Login ID, Password and DSC combination and authenticates the login process for use of portal. The bidder can download the tender of his choice and save it in his system and undertake the necessary preparatory work off-line and upload the completed tender at his convenience within the final date and time of submission. The bidder shall only submit single copy of the required documents and Price Bid in the portal. In the Financial bid, the bidder cannot leave any figure blank. He has to only write the figures, the words will be self-generated. The Bidders are advised to up load the completed Bid document well ahead of the last date & time of receipt to avoid any last moment problem of power failures etc.

b. The Bidder shall go through the Bid carefully and list the documents those are asked for submission. He shall prepare all documents including Declaration form, price bid etc. and store in the system.

c. The bidder shall log on to the portal with his DSC and move to the desired tender for up loading the documents in appropriate place one by one simultaneously checking the documents. Once the Bidder makes sure that all the documents have been up-loaded in appropriate place, he clicks the submit button to submit the bid to the portal.

d. The bids once submitted cannot be retrieved or corrected. Tender canno't be pre-opened and cannot be submitted after due date and time. Therefore, only after satisfying that all the documents have been uploaded, the Bidder should activate submit button.

e. In the e-procurement process each process is time stamped. The system can identify each individual who has entered in to the portal for any bid and the time of entering in to the portal.

f. The Bidder should ensure clarity of the document up loaded by him to the portal especially the scanned documents by taking out sample printing. Non-submission of legible documents may render the bid non-responsive. However, the Officer inviting the Bid if so, desires can ask for legible copies or original copies for verification with in a stipulated period provided such document in no way alters the Bidder's price bid. If the Bidder fails to submit the original documents with in the stipulated date, his bid security shall be forfeited.

EXEMPTION CLAUSE:

I. As per the Government of Odisha procurement policy, MSME / MSE units registered in Odisha and recognized Startups under Startup Odisha are exempted from payment of EMD and Tender Fee.
II. Such bidders must submit valid supporting documents (MSME registration certificate / Startup Odisha recognition certificate) along with the Technical Bid to claim exemption.
III. Bids without proper exemption documents will be treated as non-compliant.

SUBMISSION OF BIDS:

a. The bidder shall carefully go through the tender and prepare the required documents. The bid shall have a Technical Bid and a Financial Bid. The Technical bid generally consists of GSTIN, PAN, Registration Certificate, Affidavits, Profit Loss statement, Joint venture agreement, List of similar nature of works, work in hand, list of machineries and any other information required by OIT. The Financial Bid shall consist of the Bill of Quantities (BOQ) and any other price related information/ undertaking including rebates.
b. Bidders are to submit only the original BOQ (in **.xls** format) uploaded by Procurement Officer Publisher (Officer Inviting Tender) after entering the relevant fields without any alteration/ deletion/ modification. Multiple BOQ submission by bidder shall lead to cancellation of bid. In case of items rate tender, bidders shall fill in their rates other than zero value in the specified cells without keeping it blank. In the percentage rate tender the bidder quoting zero percentage is valid and will be taken at par with the estimated rate of the work put to tender.
c. The bidder shall upload the scanned copy/ copies of document in support of eligibility criteria and qualification information in prescribed format in Portable Document Format (PDF) to the portal in the designated locations of Technical Bid. The bidder shall write his name in the space provided in the specified location in the Protected Bill of Quantities (BOQ) published by the Officer Inviting Tender.
d. The bidder shall type rates in figure only in the rate column of respective items(s) without any blank cell in the rate column in case of item rate tender and type percentage excess or less up to two decimal places only in case of percentage rate tender.

e. The bidder shall log to the portal with his/ her DSC and move to the desired tender for up loading the documents in appropriate place one by one simultaneously checking the documents.
f. Bids cannot be submitted after due date and time. The bids once submitted cannot be viewed, retrieved or corrected. The Bidder should ensure correctness of the Bid prior to uploading and take print out of the system generated summery of submission to confirm successful uploading of bid. The bids cannot be opened even by the OIT or the Procurement Officer Publisher/ opener before the due date and time of opening.
g. Each process in the e-procurement is time stamped and the system can defect the time of log in of each user including the Bidder.
h. The Bidder should ensure clarity/ legibility of the document uploaded by him to the portal.
i. The system shall require all the mandatory forms and fields filled up by the Agency/ Bidder during the process of submission of the bid/ tender.
j. The bidder should check the system generated confirmation statement on the status of the submission.
k. The bidder should upload sufficiently ahead of the bid closure time to avoid traffic rush and failure in the network.
l. The Tender Inviting Officer is not responsible for any failure, malfunction or breakdown of the electronic system used during the e-procurement process.
m. The Bidder is required to upload documents related to his eligibility criteria and qualification information and Bill of Quantity duly filled in. It is not necessary for the part of the bidder to upload the drawing and the other Bid documents (after signing) while uploading his bid. It is assumed that the bidder has referred all the drawings and documents uploaded by the Officer Inviting the Bid.
n. The Bidder will not be able to submit his bid after expiry of the date and time of submission of bid (server time). The date and time of bid submission shall remain unaltered even if the specified date for the submission of bids declared as a holiday for the Officer Inviting the Bid.
o. The 'Online bidder' shall digitally sign on all statements, documents, certificates uploaded by him, owning responsibility for their correctness/ authenticity as per IT ACT 2000. If any of the information furnished by the bidder is found to be false/ fabricated/ bogus, his EMD/BID Security shall stand forfeited and his registration in the portal shall be blocked and the bidder is liable to be blacklisted.

SECURITY OF BID SUBMISSION:

a. All bid data uploaded by the Bidder to the portal will be encrypted by the DSC of the opener(s). The system shall require all the mandatory forms and fields filled up by the Agency/ Bidder during the process of submission of the bid/tender.
b. The Bid shall be received in encrypted format by the system which can only be decrypted / opened by the authorized openers only on or after the due date and time.

DEADLINE FOR SUBMISSION OF THE BIDS:

a. The online bidding will remain active till the last date and time of the bid submission. Once the date and time (Server date and time) is over, the bidder will not be able to submit the bid. The date & time of bid submission shall remain unaltered even if the specified date for the submission of bids declared as a holiday for the Officer inviting the Bid.

RESUBMISSION AND WITHDRAWAL OF BIDS:

a. Resubmission of bid by the Bidders for any number of times before the final date and time of submission is allowed.
b. Resubmission of bid shall require uploading of all documents including price bid afresh.
c. If the bidder fails to submit his modified bids within the pre-defined time of receipt, the system shall consider only the last bid submitted.

LATE BIDS:

a. The system shall reject submission of any bid through portal after closure of the receipt time. For all purpose the server time displayed in the e-procurement portal shall be the time to be followed by the bidder and concerned officers.

MODIFICATION AND WITHDRAWAL OF BIDS:

a. In the E-Procurement Portal, it is allowed to modify the bid any number of times before the final date and time of submission. The bidder shall have to log on to the system and resubmit the documents as asked for by the system including the price bid. In doing so, the bids already submitted by the bidder will be removed automatically from the system and the latest bid only will be admitted. But the bidder should avoid modification of bid at the last moment to avoid system failure or malfunction of internet or traffic jam or power failure. If the bidder fails to submit his modified bids within the designated time of receipt, the bid already in the system shall be taken for evaluation.
b. In the E-Procurement Portal, withdrawal of bid is allowed. But in such case, he has to write a letter with appropriate reasons for his withdrawal addressed to the Officer inviting the bid and up load the scanned document to portal in the respective bid before the closure date and time of receipt of the bid. The system shall not allow any withdrawal after expiry of the closure time of the bid.

OPENING OF THE BID:

a. Bid opening date is specified during tender creation or can be extended with corrigendum. This date is available in IFB, tender document as well as the home page of portal. Bid opening can be done by the authorized users which are defined during the tender publication / approval stage. The bids are encrypted using their public keys and can be decrypted only on or after the Bid Opening due date and time. The bid openers private key will be required to open the bids and all the openers have to log on to the portal during that time.

b. The bidders who participated in the on-line bidding can witness opening of the bid from any system logging on to the portal with the DSC away from opening place. Agency representatives are not required to be present during the bid opening at the opening location if they so desire.
c. Each activity is date and time stamped with user details. For time stamping, server time is taken as the reference.
d. In the event of the specified date of bid opening being declared a holiday for the Officer inviting the Bid/Tender In charge, the bids will be opened at the appointed time on the next working day.
e. In case bids are invited for more than one package, the order for opening of the “Bid” shall be that in which they appear in the “Invitation for Bid”.
f. The Bid openers; who have been pre-defined shall log on to the portal with their respective DSC. Unless all the Officers who have been declared as Opening officers, log on the portal with their DSC the Tender cannot be opened.
g. In case of non-responsive tender, the officer Inviting tender should complete the e Procurement process by uploading the official letter for cancellation/ re-tender.

EVALUATION OF BIDS: -

a. All the opened bids shall be downloaded and printed for taking up evaluation. The officer authorized to open the tender shall sign and number on each page of the documents downloaded and furnish a certificate that “the documents as available in the portal containing...... nos. of pages”.
b. After opening of technical bid, the bidder may be asked in writing / online (in their registered e-mail ID) to clarify on the uploaded documents provided in the Technical Bid, if necessary, with respect to any doubts or illegible documents required for Technical Evaluation. The Officer Inviting Tender may ask for any other document of historical nature during Technical Evaluation of the tender. Provided in all such cases, furnishing of any document in no way alters the bidders price bid. Non-submission of legible documents may render the bid non responsive. The authority inviting bid may reserve the right to accept any additional document.
c. The bidders will respond in not more than 7 days of issue of the clarification letter, failing which the bid of the bidder will be evaluated on its own merit.
d. Immediately, on receipt of these clarifications, the Evaluating Officers; predefined in the system for the bid, will finalize the list of responsive bidders. They will log on to the site with their DSC and record their comments on the technical evaluation page in the system. The Officer Inviting the Bid if also the accepting authority, shall log on to the system with his digital signature and check the technical evaluation. He can either accept or pass on to the evaluating officers for re-evaluation. Upon acceptance of technical evaluation by the Accepting authority in the system, the system shall

automatically generate letter to all the responsive bidders and the system shall forward the letter to all the responsive bidder that their technical bid has been evaluated responsive with respect to the data/information furnished by him and the letter shall also intimate him the date & time of opening of financial bid. The system shall also inform the non-responsive bidders in their e-mail ID that their bid has been found non-responsive.

e. The Technical evaluation of all the bids shall be carried out up as per the information furnished by the Bidders. But evaluation of the bid does not exonerate the bidders from checking their original documents and if at a later date the bidder is found to have misled the evaluation through wrong information, action as per relevant clause of DTCN shall be taken against the bidder/their representatives.
f. The Procurement Officer-Evaluators will evaluate bid and finalized list of responsive bidders. Opening of price bid and evaluation of lowest bidder is subject to satisfaction of other qualification information.
g. The financial bids of the technically responsive bidders shall be opened on the due date of opening. The Procurement Officer-Openers shall log on to the system in sequence and open the financial bids.
h. The Financial Bid will be opened on the notified date & time in the presence of bidders or their authorised representative who wish to be present.
i. At the time of opening of “Financial Bid”, the names of the bidders whose technical bids were found responsive will be announced and the bids of only those bidders will be opened. The remaining bids will be rejected.
j. The responsive bidders’ name, the bid prices, the item wise rates, the total amount of each item in case the item rate tender and percentage above or less in case of percentage rate tenders will be announced. any discounts and withdrawals, and such other details as the officer inviting the tender may consider appropriate, will be announced by him or his authorized representatives at the time of opening.
k. Rebate/discount offer if any uploaded to the system shall be declared and recorded first.
l. The Financial bid of the bidders shall be opened one by one by the designated officers. The system shall auto-generate the Comparative statement.
m. The Bidder can witness the principal activities and view the documents/summary reports for that particular work by logging on to the portal with his DSC from anywhere.
n. Procurement Officer-Openers shall sign on each page of the download BOQ and the Comparative Statement and furnish a certificate to that respect.
o. System provides an option to Procurement Officer Publisher for reconsidering the rejected bid with the approval of concern General Manager, O.T.D.C. Ltd., Odisha/ Head of Department.

CLARIFICATION AND NEGOTIATION OF BIDS:

a. For examination, evaluation, and comparison of bids, the officer inviting the bid may, at his discretion, ask the lowest bidder for clarification of his rates including reduction of rate on negotiation and breakdowns of unit rates.
b. On opening of the price bid the system shall arrange the financial bids in order of their value (L1 first, followed by L2, L3 ….) for subsequent evaluation. The evaluation status (Sheet) will be visible to all the participating bidders after opening on their respective logins. Each activity is recorded in the system with date and time stamping.

NOTIFICATION OF AWARD AND SIGNING OF AGREEMENT:

a. In the E-Procurement Portal, the system shall generate the template of award letter and the Officer Inviting the Bid shall mention the amount of Performance Security and additional security required to be furnished in the letter and intimate the bidders in his e-mail ID.
b. The Section shall notify acceptance of the work prior to expiry of the validity period by cable, telex or facsimile or e-mail confirmed by registered letter. This letter of Acceptance will state the sum that the General Manager will pay the Agency/ Bidder in consideration of execution and completion of the works by the Agency/ Bidder as prescribed by the contract and the amount of performance security and Additional Performance Security required to be furnished. The issue of the letter of Acceptance shall be treated as closure of the Bid process and commencement of the contract.
c. The Agency after furnishing the required acceptable Performance Security and Additional Performance Security, “Letter of Proceed” or “Work Order” shall be issued by the General Manager with copy thereof to the Procurement Officer-Publisher. The Procurement Officer Publisher shall up load the summery and declare the process as complete.
d. If the L1 bidder does not turn up for agreement after finalisation of the tender then he shall be debarred from participation in bidding for three years and action will be taken to blacklist the Agency/ Bidder. Besides the consortium/ JV/firm where such an agency/ firm already happens to be or is going to be a partner/ member/ proprietor, he/ they shall neither be allowed for participation in bidding for three years nor his/ their application will be considered for registration and action will be initiated to blacklist him/ them. In that case, the L2 bidder, if fulfils other required criteria would be called for drawing agreement for execution of work subject to condition that the L2 bidder negotiates at par with the quoted by the L1 bidder, otherwise the tender will be cancelled.

BLOCKING OF PORTAL REGISTRATION

a. If the registration Certificate of the agency/ bidder is cancelled/ suspended by the registering authority/ blacklisted by the competent authority his portal registration shall be blocked automatically on receipt of information to that effect.
b. The portal registration blocked in the ground mentioned in the above Para shall be unblocked automatically in receipt of revocation order of cancellation/ suspension/ blacklisting from the concerned authority.
c. The Officer Inviting Tender shall make due inquiry and issue show cause notice to the concerned Agency/ Bidder who in turn shall furnish his reply, if any, within a fortnight from the date of issue of show cause notice. Thereafter the Officer Inviting Tender is required to issue an intimation to the defaulting bidder about his unsatisfactory reply and recommend to the General Manager, OTDC for blocking of portal registration within 10 days of intimation to the defaulting bidder regarding his unsatisfactory reply with intimation to the Registering Authority and concerned Divisional Manger HS/ Procurement Officer, O.T.D.C. Ltd., Odisha / Heads of Office if any of the following provisions are violated.
d. Fails to furnish original Technical Documents before the designated officer within the stipulated date and time.
e. Backs out from the bid on any day after the last date of receipt of tender till expiry of the bid validity period (including till the extended bid validity period)
f. Fails to execute the agreement within the stipulated date.
g. If any of the information furnished by the bidder is found to be false/ fabricated/ bogus. Accordingly, the officer Inviting Tender shall recommend to the General Manager, Odisha for blocking of portal registration of bidder and simultaneously action shall also be initiated by OFFICER INVITING TENDER for blacklisting as per Appendix-XXXIV of OPWD code Volume-II. The minimum period of blocking of Portal Registration shall in no case be less than 180 days.

AMENDMENT IN TENDER

a. Any addenda/corrigendum related to this tender will be uploaded only on the official website of **Odisha Tourism Development Corporation (OTDC) Ltd.** at https://otdc.odisha.gov.in. No separate information will be published in newspapers.
b. Bidders are required to visit the OTDC website regularly to keep themselves updated with any amendments, clarifications, or corrigenda issued regarding this tender

Financial Turnover

Name of the Bidder: . . . .

SN	Particulars	FY 2022-23	FY 2023-24	FY 2024-25
1.	Annual Turnover (INR)			
2.	Average Annual Turnover for 03 FY (INR)			
3.	Net Worth (INR) as on 31.03.2026			

Note:

1. *Attach certified copies of Annual Audited Balance Sheets, Profit & Loss statement and IT Returns Certificate for last 03 (Three) years.*
2. *The above data must be submitted by Bidder, duly certified by either Statutory Auditor or Chartered* Accountant.

Signature of CA / Statutory Auditors
(Name of the Authorized Signatory) (with seal & registration no.)

Place:

Date:

Authorization Certificate

Know all men by these presents, We ……………….…… (name of the firm and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorize Mr. / Ms (name) ………………………. son / daughter / wife of ……………... and presently residing at ……………., who is (presently employed with us and holding the position of……………, as our true and lawful attorney (hereinafter referred to as the "Attorney") to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our Application for the "______________________________" proposed to be developed by the OTDC including but not limited to signing and submission of all Application and other documents and writings, participate in pre-proposal and other conferences and providing information / responses to OTDC, presenting us in all matters before OTDC, signing and execution of all contracts including the Agreement and undertakings, consequent to acceptance of our bid, and generally dealing with OTDC in all matters in connection with or relating to or arising out of our bid, for the tender and/ or upon award thereof, to us and / or till the completion of the project.

AND

We hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us and shall be binding on us.

IN WITNESS WHEREOF WE, ______________________, THE ABOVE-NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS ____ DAY OF ________, 20__

For
………………………………

Accepted
________________________ (signature)
(Name, Title and Address) of the Attorney

Note:

i. *The mode of execution of the authorization certificate should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.*

ii. Wherever required, the Bidder should submit for verification the extract of the charter documents and documents such as a board or shareholders' resolution/ power of authorzed person in favour of the person executing this certificate for the delegation of power hereunder on behalf of the Bidder.

Undertaking form for not blacklisted

I hereby certify that the above firm neither blacklisted by any Central/State Government/Public Undertaking/Institute nor is any criminal case registered / pending against the firm or its owner / partners anywhere in India.

I also certify that the above information is true and correct in any every respect and in any case at a later date it is found that any details provided above are incorrect, any contract given to the above firm may be summarily terminated and the firm blacklisted.

Date: Authorized Signatory
Name:
Place:
Designation:
Contact No.:

Experience Certificate

Sl. No.	Name of Firm/Company	Description of Items Supplied	Purchase Order/Work Order No.	Date of Supply/Completion	Total Value of Work (in INR)	Performance/Quality of Work	Remarks (if any)
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

Note:

- An extra column shall be added in the experience certificate format to capture the **work value and relevant experience details**.
- OTDC may arrange a call with the concerned client organization to verify the authenticity of the work order and the information provided.
- Supplying **false or misleading information** will lead to **rejection of the tender** and may attract further action as per the **Termination Clause** of the tender document.

Date: Authorized Signatory
Name:
Place:
Designation:
Contact No.:

Pre-bid Query Format

Sr No	Clause/ Page No	Printed in TCN	Required Changes	Justification
1				
2				
3				
4				
5				

Note: in case a bidder desires to add any extra clause or point, they are requested to refer to the appropriate laws, rules, or regulations associated with the suggestion. Any such inclusion must be supported with valid legal references to ensure compliance with the tender terms and conditions.