

ODISHA STATE CIVIL SUPPLIES CORPORATION LTD, MAYURBHANJ

No 3144 / Dt. 02/12/25 /

QUOTATION/TENDER CALL NOTICE

Sealed quotation/ tenders are invited from interested reputed Travel Agencies / Tour Operators or private individuals for providing 1 No's of Driven Vehicle (District/ Range level Offices) having sitting capacity not more than Four including driver and 2 No's (Block/ Tahasils and other field offices) having sitting capacity not more than ten including driver, which shall conform to the Terms and Conditions (Annexure-A) for 1 No Vehicle official use by the office of the Chief CSO-cum- District Manager, OSCSC Ltd, Mayurbhanj, and 2 No's vehicle use for paddy procurement operation of Mayurbhanj district on monthly rent basis.

1. The service provider shall have a valid OGST registration to participate in the tendering.
2. The service provider, participating in the bidding process under the jurisdiction of Municipal Corporations, shall be registered on GeM plat form.
3. 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, Pollution Certificate, valid Contract Carriage Permit, proof of up-to-date tax payment etc. mandatory for plying of vehicle.
4. The Driver of the vehicle must have valid Driving License for driving light transport passenger vehicle and should be sufficiently experienced in driving transport/passenger vehicle.
5. The Driver should be well behaved, gentle and obedient in nature.
6. **A sum of Rs 5000.00(Rupees five thousand)Only** shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the District Manager, OSCSC Ltd, Mayurbhanj and submitted along with the tender as EMD. After completion of tender process, EMD shall be refunded to unsuccessful bidders.
7. The Monthly rate of hire charge, excluding GST be quoted separately, excluding fuel.
8. The Vehicle must achieve a fuel efficiency of **No-1 Vehicle 17 km per liter and 2 No's vehicle 10 KM per liter.**
9. The sealed envelope containing the tender documents must be superscribed at the top '**Tender for Hiring vehicles for office use**' or '**Tender for Hiring of Vehicle for paddy procurement use**' with mentioning tender No and date the case may be.

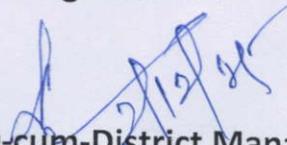
10. The details of the make and year of manufacture of the vehicle, registration no, mileage (KM covered per liter) and name of the Driver, Driving license No. and period of validity should be specifically provided in the general bid information to be furnished with the Quotation/Tender (Annexure-B)

11. The Quotation completed in all respect should reach the undersigned by Speed post/registered post on or before 18.12.2025 by 3.00 PM and shall be opened on the same day i.e. dt-18.12.2025 at 4.00 PM in presence of the bidders or their authorized representatives.

12. The application form of quotation/tender containing General Bid information & Terms and conditions for Hiring of Vehicles etc. will be available with office of the Chief CSO-cum-District Manager OSCSC Ltd, Mayurbhanj. Can be downloaded from <https://mayurbhanj.odisha.gov.in> from 04.12.2025 to dt-18.12.2025.

13. The undersigned reserves the right to reject any or all quotation without assigning any reason thereof.

Seal & Signature of


Chief CSO-cum-District Manager
OSCSC Ltd, Mayurbhanj
O.S.C.S.C. Ltd.
Mayurbhanj

Terms & Condition

The Following terms & 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 reason 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 reimbursement 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.

Seal & Signature of
Quotation/ Tender Calling Authority with designation.

Chief CSO-cum-District Manager
O.S.C.S.C. Ltd.
Mayurbhanj

General Information

SL.NO	Particulars	
1	Name of the Service Provider	
2	Complete Address	
3	OGST Number	
4	GeM Registration Number	
5	Bank Account no and IFSC Code	
6	Registration No of vehicle	
7	Year of Manufacture	
8	Make and 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 and 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	
20	Rate of fuel consumption/Mileage per liter	

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

Seal & Signature of Tenderer