



**OFFICE OF THE CSO-cum-DISTRICT MANAGER  
ODISHA STATE CIVIL SUPPLIES CORPORATION Ltd., KHORDHA**

O.S.C.S.C Ltd., Khordha

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No. 2762 / Date- 14/05/25

**TENDER CALL NOTICE**

The District Manager , OSCSC Ltd ., Khordha inviting sealed tender from the vehicle owner to provide hire commercial to provide hire commercial vehicle for engagement in office use on monthly basis .

The detail notice inviting sealed tender is available in the website of Khordha district i.e. [www.khordha.odisha.gov.in](http://www.khordha.odisha.gov.in) & <https://oscsc.in> on dt 15.05.2025. The interested parties are requested to download the details notice i.e tender call notice and tender document for engagement of hires vehicle from the above website. The last date of receipt of Tender is Dt 04.06.2025 at 1.00 PM.

  
CSO-cum-District Manager  
O.S.C.S.C Ltd., Khordha



**OFFICE OF THE CSO-cum-DISTRICT MANAGER  
ODISHA STATE CIVIL SUPPLIES CORPORATION Ltd., KHORDHA**

Tender Call No. 2762

Date- 14/5/25

Sealed quotation/tender are invited from interest reputed Travel Agencies/Tour Operators or Private individuals for providing **01 (one) No. of vehicle "Tiago /Bolt /Celerio (Petrol)"** vehicle of similar model and segment having same mileage and hiring charge can be engaged, which shall conform to the terms and conditions(Annexure-II) for use in official purpose in the Office of CSO-cum-District Manager, OSCSC Ltd., Khordha for the year 2025 on monthly rent basis.

1. The vehicle must be in rent 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. which are mandatory for plying of vehicle.
2. The maximum hire charges per month excluding taxes will be **Rs.20000.00** vehicle of similar category having same mileage can be engaged.
3. The driver of the vehicle must have a valid Driving License for driving light transport passenger vehicle and should be sufficiently experienced in driving transport vehicle.
4. The driver should be well behaved, gentle and obedient in nature.
5. A sum of **Rs 5000/-** shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favor of the **DISTRICT MANAGER OSCSC LTD KHORDHA** and submitted along with the tender as security deposit. After completion of tender process, the amount will be refundable to unsuccessful bidders.
6. The monthly rate of hire charge be quoted separately in the general bid information (excluding fuel and lubricants).
7. The vehicle must achieve a fuel efficiency of **17 (Seventeen) KMs** per liter.
8. The details of the make and year of manufactures of the vehicle, registration no., mileage (KMS covered per liter) 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).

1/2/1

The Tender paper shall be dropped in the tender box available in the office of CSO-cum-District Manager, OSCSC Ltd, Khordha on all working days from 10.00 AM to 1.00 PM except holiday w.e.f 15.05.2025 to 04.06.2025. The Tender paper received after 04.06.2025 (1.00 PM) shall not be entertained in any circumstances. The tender shall be opened on 05.06.2025, 11.00 AM in presence of bidders/authorized representative in O/o Collectorate, Khordha.

10. The application from of quotation /tender containing general Bid information & Terms and Condition for Hiring of Vehicles etc. will be available in the district portal i.e. [www.khordha.odisha.gov.in](http://www.khordha.odisha.gov.in) & <https://oscsc.in> which can be downloaded and submitted with a demand draft of Rs.1000/- in favour of **DISTRICT MANAGER OSCSC LTD KHORDHA** towards the cost of application form.
11. The undersign reserves the right to reject any or all quotation without assigning any reason thereof.

Seal & Signature of

CSO-cum-District Manager,  
OSCSC Ltd., Khordha

Memo no. 2763 Dt. 14/5/25

Copy forwarded to the Manager E-Governance, Khordha / DGM (finance) OSCSC Ltd., C/2 Nayapalli, Bhubaneswar for kind information & necessary action. They are requested to take appropriate action for hosting the tender call notice in Website.

Copy to MVI, OSCSC Ltd., C/2 Nayapalli, Bhubaneswar for kind information & necessary action.

CSO-cum-District Manager,  
OSCSC Ltd., Khordha

Memo no. 2764 Dt. 14/5/25

Copy forwarded to all the members of the committee for favour of kind information & necessary action. They are request to make themselves available on 05.06.2025, 11.00 AM for opening of tender papers.

CSO-cum-District Manager,  
OSCSC Ltd., Khordha

Memo no. 2765 Dt. 14/5/25

Copy forwarded to the Managing Director, OSCSC Ltd., C/2 Nayapalli, Bhubaneswar for favour of kind information & necessary action.

CSO-cum-District Manager,  
OSCSC Ltd., Khordha

**TERMS & CONDITONS FOR HIRING OF VEHICLES**

The following terms and conditions must be fulfilled by the Successful bidder for providing a vehicle on the monthly rent basic.

1. The hired vehicles, during period of contract, shall have all necessary valid MV document such as valid Registration Certificate, Insurance Certificate, Fitness Certificate, Valid Contract Permit, proof of up to date tax payment etc. and DL of the driver available all the times.
2. The office of the CSO-cum-District Manager, OSCSC Ltd., Khordha hiring the vehicles 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 not be responsible for all such litigation.
3. The hire charges to be paid for monthly basis is final but does not include cost of petrol and lubricants, which is to be paid separately basis on actual consumption and lubricants as per existing Government norms. All the expenditure of the vehicle towards salary of drivers, repair, replacement of spare parts, Lubricating oil 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 salary of the driver shall be the agency.
5. In case of breakdown for reason whatsoever the replacement of vehicle of the same or better model shall be provide by the agency/bidder.
6. The vehicle shall be available all the time. 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.
7. The vehicles shall report for duty for minimum of 25 days in month.
8. In case of emergency, the driver will have to report for duty as per the requirement of hirer in case of holidays also. No extra payment shall be demanded.
9. Monthly hire charges of selected bidders 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 to this effect.

- J. The vehicle shall not be more than 03(three)year old from the initial date of registration and also on 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 termination 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 withdraw of service and termination of agreement.
13. If the bidder violates any of the terms of contract, the CSO-cum-District Manger shall forfeit the entire amount of security deposit.
14. The hire vehicle cannot be used for any private/ commercial purpose beyond offices hours or during holidays.
15. GST Registration is compulsory.
16. The vehicle should have commercial License.

Seal & Signature of

  
CSO-cum-District Manager,  
O.S.C.S.C., Khordha

**Annexure-III**

**GENERAL INFORMATION FOR HIRING VEHICLES**

- 1) Registration No. of Vehicle:-
- 2) Type of Vehicle:-
- 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) Proposed hire Charges of the vehicle per month  
excluding fuel cost in Rupees:
  - i) In figures ( )
  - ii) In Words ( )
- 13) Rate of fuel consumption / Mileage per litre:-
- 14) Contact Number of the Service provider (Tender/Quotationer)  
Mobile..... Telephone.....

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

**Seal & Signature of**

**Tenderer / Quotationer**