



ODISHA STATE CIVIL SUPPLIES CORPORATION LTD.
(A Govt. of Odisha Undertaking)

Registered Office: C/2, Nayapalli, Bhubaneswar-751012
CIN:U51211OR1980SGC000894Tel No:0674-2395391,
Fax No:0674-2395291,website:www.OSCSC.in

File No:-Estt.MV-13/2022, Advt. No. *12369* Date : *12.09.25*

TENDER CALL NOTICE FOR HIRING OF PRIVATE VEHICLES

Sealed tenders are invited from registered Travel Agencies/ Tour operators having valid PAN, GST & GeM registration certificate for providing various class/types of private vehicles for monthly rented basis as well as On-Call basis for the official use at the Office of Odisha State Civil Supplies Corporation Limited. The interested and eligible tenderers may submit their tenders in a sealed envelope duly super-scribing on the top of the sealed envelope i.e. Tender for Hiring of Vehicles for monthly rent basis as well as On-Call basis.

SI No	Event Description	Date
1	Publication of Tender in website	15/09/2025
2	Pre-Bid meeting	23/09/2025 at 16.00 Hours Conference Hall, OSCSC Ltd., C/2, Nayapalli, Bhubaneswar-751012
3	Last Date and time for submission of Proposal	17/10/2025 by 17.00 Hours through Speed post only
4	Opening of Technical Proposal	18/10/2025 by 11.00 Hours
5	Opening of Financial Bid	To be intimated to the Technically Qualified Bidders through registered mail ID.

The interested and eligible tenderers may submit their pre-bid queries through mail (mDOScsc@gmail.com) prior to the scheduled date of the Pre-bid meeting. The details regarding eligibility criteria, terms & conditions and format for submission of tender (Technical /Financial bids) are mentioned in the tender document which may be downloaded from the website i.e. www.oscsc.in, www.foododisha.in. The undersigned reserves the right to reject any or all the tenders without assigning any reason thereof.


Managing Director
OSCSC Ltd.



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File No. Estt.MV – 13/2022, Advt. No. 12369 /Date 12.09.25

Tender Call Notice for Hiring of Vehicles On Monthly Basis

Sealed tenders are invited from registered Travel Agencies/ Tour operators having valid PAN, GST & GeM registration certificate for providing following types of Private vehicles on monthly rented basis preferably BS-VI compliant vehicles, which shall also conform to the Terms & conditions (Annexure-I), for official use in the office of the Odisha State Civil Supplies Corporation Ltd., C/2, Nayapalli, Bhubaneswar-751012.

Class	Types of vehicles	Tentative Requirement of vehicle in No	Maximum Rate (in Rs) per vehicle	Minimum Average Mileage (in KM/Lit)
A	B	C	D	E
I	Tiago/Bolt/ Celerio	08	24000	17
II	Swift Dzire/Xcent/ Zest/ Etios/Tigor	08	31200	17
III	Ciaz/ Honda City	01	36000	12
IV	Scorpio/ Creta/ Mahindra Marazzo	01	44400	10
V	Innova Crysta	01	50400	9

1. The numbers of vehicles listed above at "Column-C" are indicative in nature. Interested bidder has to quote prices for all types of vehicles, failing which the tender may be considered as non-responsive.
2. Interested bidders may download the tender documents from the official website i.e. www.oscsc.in, www.foododisha.in.
3. The tender completed in all respect shall reach to the Managing Director, Odisha State Civil Supplies Corporation Ltd., C/2, Nayapalli, Bhubaneswar by Speed Post on or before dt. 17.10.2025 by 05.00 P.M. and the technical bid shall be opened on the scheduled date and time in presence of the bidders or their authorized representatives, if they wish. The date of opening of Financial Bid will be intimated to the qualified Technical Bidders.
4. No costs towards cost of tender paper shall be deposited by the bidder while inviting the tender.
5. A sum of Rs.3,50,000/- (Rupees Three Lakh Fifty Thousand) only shall be deposited by the interested bidder in shape of Bank Draft drawn from any Scheduled Bank in favour of the Managing Director, OSCSC Ltd., Bhubaneswar along with the tender document as EMD. After completion of tender process, the EMD will be refunded to all unsuccessful bidders without interest.
6. EMD of successful Bidder/ Bidders will be adjusted as Performance Security, which will be released after 60 days of expiry of the Contract and successful exit management.

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7. In future, if the requirements of vehicles of any model increases or decreases by this office then, no additional Performance Security will be required for this purpose & the earlier Performance Security so submitted will be valid till expiry of the contract.
8. The bid will have to be submitted in two parts i.e. Technical Bid & Financial Bid. The formats & documents to be submitted in technical & financial bid are mentioned in the bid document. The Bidders should submit their technical & financial bid separately in two envelopes & these two envelopes should be put into another cover envelop superscribed as "Tender for Hiring of Vehicles on Monthly Basis in reference to Advertisement No. 12369 dt. 12.09.25". The Technical & Financial Bid envelopes should be clearly marked as Technical Bid & Financial Bid on the top of the relevant envelopes. The Financial proposal should be submitted in the prescribed Financial Bid format only. (In the Firm/ Company letter pad only).
9. All the pages of Bid shall be duly signed and stamped by the authorized person or persons who signed the Bid.
10. Bids received after the due date and the specified time (including the extended period if any) for any reason whatsoever, shall not be entertained and shall be returned without opening the same.
11. The Bids submitted by telex/ telegram/ fax/ email etc. shall not be entertained. No correspondence will be entertained in the matter.
12. OSCSC Ltd. shall not be responsible for any postal delay or non-receipt/ non-delivery of documents. No further correspondence on this subject will be entertained.
13. The bids shall remain valid for a period of not less than 180 days after the last date of submission of bids.
14. The financial bids of those Bidders shall be opened whose technical bids are found to be qualified. However, Financial Bid will not be opened in case of single bid, either before technical evaluation or after technical evaluation. In such case fresh tender shall be floated.
15. The vehicle must be in road worthy condition, shall not be more than 3 (Three) 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.
16. The monthly rate of hire charge to be quoted by the bidder (excluding fuel) in the tabular formats mentioned in the Financial Bid. Basing upon the monthly rent of the vehicles, the lowest bidder will be selected.
17. Contract shall be awarded to the Bidder whose bid is determined to be substantially responsive & the offer is assessed to be lowest. In case two or more lowest bidders have quoted same price, L1 only could be constructed as an exceptional circumstance. In such cases, Bidder with highest average annual turnover will be preferred. In case there will be the same average annual turnover, the bidder with highest number of years of experience will be counted for selection of bidder.
18. In case L1 has not agreed to execute agreement, then EMD of L1 will be forfeited and L2 shall be invited to execute the agreement with L1 rates. In case L2 will not agree to execute agreement, fresh tender shall be floated.
19. During the tenure of the Contract if successful bidder fails to perform and to address the urgent need, Corporation incur additional expenses for the said works, the same shall be done at the cost and risk of the defaulter tenderer & in that case Corporation has liberty to forfeit the total amount of the Performance Security & debar him for 5 years.
20. The Travel Agency/ Tour operator may also quote any similar/ higher model of vehicles against the required model as mentioned in Class I to V within the stipulated rate as well as mileage.
21. 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.
22. The driver should be well behaved, gentle and obedient in nature.

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23. The starting KM reading of the vehicle will be calculated from the pickup point and finally closed at the dropping point every day after completion of the duty. No extra fuel will be supplied to the vehicle for idle movement of the vehicle other than office works.
24. The Travel Agency/Tour operator whose vehicles have been engaged elsewhere having poor / unsatisfactory performance records in the past will not be considered to participate in this tender call. In this regard, the agency to furnish an undertaking for the preceding five years.
25. The Travel Agency/ Tour operator must have minimum ten numbers of own vehicles of any model as mentioned in tender notice or any other higher model of vehicles for which supporting documents are to be submitted along with tender documents. ***(To be furnished for each vehicle in the prescribed format at Annexure-A).***
26. The Travel Agency/ Tour operator is required to submit last three years IT returns (i.e. A.Y.2022-23, A.Y.2023-24 & A.Y.2024-25) along with Tender documents.
27. The rate to be quoted by the agency for Monthly Hired vehicle shall not be exceeded the rate prescribed in the tender document. In case the rate quoted by any bidder exceeds the prescribed rate, such bid/bids shall be treated as non-responsive.
28. Taxes as applicable would be deducted as per Govt. norms.
29. Rate quoted by the tenderers shall be valid for at least three years.
30. The service provider, participating in the bidding process under jurisdiction of Municipal Corporations, shall be registered on GeM platform.
31. The authority reserves the right to engage any type of vehicle as mentioned in the "Column-B" of any number as and when required.
32. The authority reserves the right to reject any or all bid or cancel the tenders or modify its clauses at any time without assigning any reason thereof.


Managing Director
OSCSC Ltd.

TERMS & CONDITIONS FOR HIRING OF VEHICLES (On Monthly Basis)

The following terms and conditions must be fulfilled by the successful bidder for providing vehicles on monthly rent basis.

1. The hired vehicles during period of contract shall have all necessary valid MV documents such as: - Valid Registration Certificate, Insurance Certificate, Fitness Certificate, Pollution Certificate, Valid Contract Carriage Permit, Proof of up-to-date tax payment etc. and Driving License of the driver available all the time. This 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 damages to any property on account of use of hired vehicle any manner whatsoever. The hirer shall not be responsible for all such litigation.
2. The bidder must have experience in supply of hiring vehicles in any Govt. organization / PSU etc. last three financial years (F.Y.2022-23, 2023-24 & 2024-25). The experience certificate/ Work Order/ Any official documents in connection with deployment of hired vehicles in any Govt. organization /PSU etc. if any during last three years shall be submitted.
3. Must have IT Returns (i.e. A.Y.2022-23, A.Y.2023-24 & A.Y.2024-25) and the Average Annual turnover of minimum Rs.30 Lakhs, in the last three financial years (F.Y.2021-22, 2022-23 & 2023-24) (**Certificate to be furnished in prescribed format at Annexure-B**).
4. Self-declaration towards non-blacklisted by any other Government organization /PSU in Rs.100/- non-judicial stamp paper. (**Affidavit to be furnished in prescribed format at Annexure-C**).
5. Must have Registered Office at Bhubaneswar for last three years from the date of bidding. (The bidder must have its office located in Bhubaneswar, Odisha for last three years. It is the responsibility of bidder to submit proper address proof or copy of rent agreement (if any) or any other statutory document in support of its registered office).
6. The hiring charge to be paid on monthly basis is final, but does not include cost of Diesel/Petrol, which is to be paid separately basing on actual consumption. All other expenditure of the vehicle towards salary of driver, repair and replacement of spare parts, lubricating oil of Engine, Gear box & different Coolant, Tyres & Tubes, Battery etc. will be borne by the bidder.
7. It shall be the responsibility of the bidder to provide a good driver and the salary of the driver shall be borne by the bidder.
8. In case of breakdown at any place for reasons whatsoever, another vehicle of the same or better model shall be provided by bidder without any delay.
9. In case of any vehicle hired on monthly basis do not report regularly, the authority will intimate to the Travel Agency to replace immediately. On his failure to do so, vehicle shall be hired from other source at the cost of Traveling charges & which will be deducted from the monthly rent of that vehicle from Travel Agency.
10. The vehicles hired on monthly basis shall report for duty for minimum of 25 days in a month.
11. The vehicle engaged for monthly basis may be utilized on official tour outside Bhubaneswar if required by this office & no extra hiring charges will be paid for said tour.
12. In case of official emergency, the driver will have to report for duty as per the requirement of hirer in case of holidays. No extra payment shall be demanded.
13. Monthly hiring charges and reimbursements towards cost of Diesel/ Petrol (as per actual) of selected bidder will be paid in every succeeding month, as far as possible within fifteen days of the submission of bills by the service provider and no advance payment will be made.
14. The vehicle shall not be more than 3(Three) years old from the initial registration during initial engagement of the vehicle and also in good running condition during the period of contract. Vehicles older than Seven years should be replaced by the service provider.

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15. The period of the contract shall be initially for a period of three years which may be extended for another one year subject to satisfactory performance.
16. If the services are found to be unsatisfactory, the OSCSC shall give one month notice and terminate the contract agreement.
17. In case the service provider intends to withdraw the services of his vehicle and terminate the agreement, it shall be mandatory upon him to give one month notice before such withdrawal of service and termination of agreement.
18. If the bidder violates any of the terms of contract, the Competent Authority shall forfeit the total amount of the Performance Security.


Managing Director
OSCSC Ltd.

BID FORM

Part-I – Technical Bid

(The documents have to be arranged serially as per the order mentioned below. All the documents are mandatory for evaluation of Technical Bid.)

Sl. No.	Name of Document	Documents/ Information to be provided	Submitted (YES/NO)	Page No.
1	Name & Address of the Organization/Firm with telephone no, e-mail id	i) Date of registration as per the Certificate of Incorporation/ Registration Certificate/ Partnership Deed. ii) Photocopy of PAN Card. iii) Photocopy of GST Registration Certificate. iv) Photocopy of GeM Registration Certificate. (All documents should be self-attested.)		
2	Name & Contact details of the Authorized signatory.	Power of Attorney/ Authority letter/ Board Resolution.		
3	Registered Office at Bhubaneswar for last three years.	The bidder must have its office at Bhubaneswar for last three years. It is the responsibility of bidder to submit proper address proof or copy of rent agreement (if any) or any other statutory document in support of its registered office.		
4	EMD of Rs.3.50 Lakh from any Scheduled Bank.	Original Bank Draft of Rs.3.50 Lakh.		
5	Ownership of minimum 10 Nos. of own vehicles of any model as prescribed in the name of Registered Firm or Proprietor.	In the prescribed format for each vehicle along with supporting documents to be furnished Annexure-A		
6	IT Returns (i.e. A.Y. 2022-23, A.Y. 2023-24 & A.Y. 2024-25) & Average Annual Turnover of Rs.30.00 Lakhs in 3 (Three) F.Y. (i.e. F.Y 2021-22, F.Y. 2022-23 & F.Y 2023-24).	IT Returns along with CA certificate in the prescribed format Annexure-B.		
7	Experience Certificate if any, for last three years (F.Y. 2022-23, F.Y. 2023-24 & F.Y. 2024-25).	Self-attested Copies of Experience Certificate/ Work Order/any Official documents received in connection with deployment of hired vehicles in any Govt. organization/ PSUs etc.		
8	Self-declaration towards non-blacklisted	In the Form of an affidavit on Rs.100/- non-judicial stamp paper as per format enclosed at Annexure-C.		
9	Self-declaration not having poor/ unsatisfactory performances records of the travel agency for preceding five years.	Self-declaration in the Company/ Firms letter pad.		
10	Financial Bids	To be submitted in prescribed Financial Bid format in the letter head in a separate envelop.		

Sl. No.	Name of Document	Documents/ Information to be provided	Submitted (YES/NO)	Page No.
11	<u>Bank Account Details</u> Name of Bank: Name of Branch: Type of Account (Savings/ Current): Account No.: IFSC:	Self-attested copy of Bank passbook/ cancelled cheque/ any other Bank document.		

DECLARATION

I/We hereby certify that the terms and conditions given with the bid notice have been read carefully and acceptable to me/us and that the information furnished above are full and correct to the best of my/our knowledge. I/We understand that in case of any deviation/false information in the above statement at any stage, Our Firm/Agency will be blacklisted/ debarred and will not have any dealing with your organization in future.

Place:

Date: (Signature & Seal of the Authorized Signatory/ Tenderer)

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BID FORM**Part-II – Financial Bid****(In the letter head of the Bidder)**

Ref : < Title of the Tender > published vide Advt. No _____ /Date _____

Class	Type of Vehicle	Minimum Average Mileage (in KM/Lit)	Tentative Requirement of number of vehicles	Rate per Month per class of Hiring vehicle (In Rs.)	Total Hiring Charges per Month (In Rs.)
A	B	C	D	E	F=DxE
I	Tiago/Bolt/ Celerio	17	08		
II	Swift Dire/ Xcent/ Zest/ Etios/Tigor	17	08		
III	Ciaz/ Honda City	12	01		
IV	Scorpio/ Creta/ Mahindra Marazzo	10	01		
V	Innova Crysta	9	01		
Total Monthly Cost for Hiring of Vehicle excluding GST (I + II + III + IV+V)					

1. The rates to be quoted excluding GST. The GST shall be applicable extra as per the prevailing rate of GST Act.
2. Under no such circumstances the quoted rate shall exceed the 'Maximum Rate (in Rs.) per vehicle' as given in the tender document.
3. The monthly rate of hire charge to be quoted by the bidder (excluding fuel) in the tabular formats mentioned in the above Financial Bid format.
4. The Lowest quoted cost i.e. 'Total Monthly Cost for hiring of Vehicle excluding GST' in the 'Column F' shall be the decision factor for selection of the bidder.

Place:**Date:****(Signature & Seal of the Authorized Signatory)***Tulan*

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	
20	Rate of fuel consumption / Mileage per liter	

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

Seal & Signature of Tenderer

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Financial Capacity of the Bidder

Ref : < Title of the Tender> published vide Advt. No _____/Date _____

Financial Capacity of the Bidder (Average Annual Turnover)

Sl. No.	Financial Year	Annual Turnover in Rs. ('Lakhs')
1.	2021-22	
2.	2022-23	
3.	2023-24	
Average Annual Turnover		

Certificate from the Statutory Auditor/ Chartered Accountant

This is to certify that _____ (name of the Applicant), has the Annual Turnover of the Firm as shown above against the respective three (03) financial years, with the calculated Average Annual Turnover in the last three (03) financial years is Rs. _____ (In words _____), which is matching with the books of accounts and the Audited Statement of account.

Name of the audit firm:

Seal of the audit firm:

Date:

(Signature, name and designation of the authorized signatory)

Membership Number

Note: In case the Applicant does not have a statutory auditor, it shall provide the certificate from its chartered accountant that ordinarily audits the annual accounts of the Applicant.

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Form for self-declaration of not been Blacklisted

{To be submitted in the form of affidavit in Rs. 100/- Non-Judicial Stamp Paper (Notarized)}

To,

The Managing Director,
Odisha State Civil Supplies Corporation Limited,
C/2, Nayapalli, Bhubaneswar,
Odisha, Pin 751012.

Ref : < Title of the Tender> published vide Advt. No _____/Date _____

Sub: Declaration of not been blacklisted in response to the Tender invited for < Title of the Tender> published vide Advt. No _____/Date _____

Dear Sir,

We the company/Firm, M/s _____, is hereby undertaking the followings:

1. That, our company/Firm is not blacklisted in any manner whatsoever by any of the State/UT and/or central government in India/ any PSUs on any ground including but not limited to indulgence in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in the last five years up to the date of submission of bid or the black listing shall not be in force till the date of submission of bid, if awarded, prior to the said five years.
2. That, neither the Company/Firm nor any of its director/s nor partner/s have been convicted by any court of law nor any criminal case be pending against them before court of law.

Also, it is to undertake herewith that in case it is found any such misrepresentation to the above-mentioned fact, OSCSC shall have the right to cancel/reject the bid document submitted with respect to this Tender or disqualify the bid without further notice.

Place:

Date:

Bidder's Company Seal:

Authorized Signatory's Signature:

Authorized Signatory's Name and Designation:

Note: The Bidder shall necessarily provide a copy of 'Power of Attorney' authorizing the signatory for signing the Bid on behalf of the Bidder.





ODISHA STATE CIVIL SUPPLIES CORPORATION LTD.

(A Govt. of Odisha Undertaking)

REGISTERED OFFICE: C/2, NAYAPALLI, BHUBANESWAR-751012

CIN: U51211OR1980SGC000894

Tel No: 0674-2395391, Fax No: 0674-2395291, website: www.oscsc.in

File No. Estt.MV – 13/2022, Advt. No. 12369 /Date 12.09.25

PART-B-Tender Call Notice for Hiring of Vehicles (On Call Basis)

Sealed tenders are invited from registered Travel Agencies/ Tour operators having valid PAN, GST & GeM registration certificate for providing following types of private vehicles for On Call Basis (as & when required) preferably BS-VI Compliant vehicles, which shall also conform to the Terms & Conditions (Annexure-I) for Official use in the Office of the Odisha State Civil Supplies Corporation Ltd., C/2, Nayapalli, Bhubaneswar, Pin-751012.

Types of Vehicles required for official tour visit for Local/ Long run

SL NO	Type of Vehicle	Hiring Charges excluding GST (in Rs.)	
		<u>Local Charges up to 200 Km per day</u> Rate per hour (10 K.M. free/ hr)	<u>Long Charges above 200 Km per day</u> Rate per K.M.
1	Swift Dzire/ Amaze/Etios/ Xcent/Zest/Tigor or same model and segment of A.C vehicle		
2	Scorpio/Bolero/ Ertiga or same model and segment of A.C vehicle		
3	Innova Crysta or same model and segment of A.C vehicle		

NB: -

1. For local hiring charges rate for extra K.M. must be 1/10 of the rate per hour for all types of vehicles.
2. For long run, the detention charge per hour shall be twice the rate per K.M. & the average speed shall be considered as 50 KM/hour for all types of vehicles mentioned above.
3. Each tenderer has to quote prices for all types of vehicles, failing which the tender proposal may be considered as non-responsive.
4. Interested tenderer may download the Tender documents from the Official Website i.e. www.oscsc.in, www.foododisha.in.
5. The Tender completed in all respect shall reach to the Managing Director, Odisha State Civil Supplies Corporation Ltd., C/2, Nayapalli, Bhubaneswar-751012 by Speed Post on or before scheduled date & time and the technical bid shall be opened on the scheduled date and time in presence of the Bidders or their authorized representatives, if they wish. The date of opening of Financial Bid will be intimated to the qualified Technical Bidders.
6. No costs towards cost of tender paper shall be deposited by the bidder while inviting the tender.

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7. A sum of Rs.25,000/- (Rupees Twenty-Five Thousand) only shall be deposited by the intending Bidders in shape of Bank Draft drawn from any Scheduled Bank in favour of the Managing Director, Odisha State Civil Supplies Corporation Ltd., Bhubaneswar along with the Tender documents as EMD. Bids not accompanied by EMD will not be considered.
8. After completion of tender process, the EMD will be refunded to all unsuccessful Bidders without interest.
9. EMD of successful Bidder/ Bidders will be adjusted as Performance Security, which will be released after 60 days of expiry of the Contract and successful exit management.
10. The bid will have to be submitted in two parts i.e. Technical Bid & Financial Bid. The formats & documents to be submitted in Technical & Financial Bid are mentioned in the bid document. The Bidders should submit their Technical & Financial Bid separately in two envelopes & these two envelopes should be put into another cover envelop superscribed as "Tender for Hiring of Vehicles ON CALL BASIS in reference to Advertisement No. 12369 dt. 12.09.25". The Technical & Financial Bid envelopes should be clearly marked as Technical Bid & Financial Bid on the top of the relevant envelopes. The Financial proposal should be submitted in the prescribed Financial Bid format (in the Firm/ Company letter pad) only.
11. All the pages of Bid shall be duly signed and stamped by the authorized person or persons who signed the Bid.
12. Bids received after the due date and the specified time (including the extended period if any) for any reason whatsoever, shall not be entertained and shall be returned without opening the same.
13. The Bids submitted by telex/ telegram/ fax/ email etc. shall not be entertained. No correspondence will be entertained in the matter.
14. OSCSC Ltd. shall not be responsible for any postal delay or non-receipt/ non-delivery of documents. No further correspondence on this subject will be entertained.
15. The bids shall remain valid for a period of not less than 180 days after the last date of submission of bids.
16. The financial bids of those Bidders shall be opened whose technical bids are found to be qualified. However, Financial Bid will not be opened in case of single bid, either before technical evaluation or after technical evaluation. In such case fresh tender shall be floated.
17. The vehicle must be in road worthy condition, shall be within 7(Seven) 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.
18. The tariff of different models of vehicles for local hiring & long run hiring may be quoted as per the format given in the Tender documents.



19. 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/ passenger vehicle.
20. The driver should be well behaved, gentle and obedient in nature.
21. The Travel Agency/ Tour operator must have minimum 10 (Ten) numbers of own commercial light vehicles in its name of any model as mentioned in tender notice or any other higher model of vehicles for which supporting documents are to be submitted along with tender documents. **(To be furnished for each vehicle in the prescribed format at Annexure-A).**
22. The Travel Agency/ Tour operator requires to submit last three years IT returns along with Tender documents. (A.Y. 2022-23, 2023-24 & 2024-25).
23. Contract shall be awarded to the Bidder whose bid is determined to be substantially responsive & the offer is assessed to be lowest. In case there is a tie in rates between two or more bidders, then the bidder with highest average annual turnover shall be preferred for selection of bidder. In any case, if found with same average annual turnover, then the bidder with more numbers of years of experience in providing the said services shall be preferred.
24. Incase L1 will not agree to execute agreement, then EMD of L1 will be forfeited and L2 shall be invited to execute the agreement with L1 rates. Incase L2 does not agree to execute agreement, fresh tender may be floated.
25. During the tenure of the Contract, if successful bidder fails to perform and to address the urgent need, Corporation incur additional expenses for the said works, the same shall be done at the cost and risk of the defaulter tenderer & in that case Corporation has liberty to forfeit the total amount of the Performance Security & debar him for 5 years.
26. Taxes as applicable would be deducted as per Govt. norms.
27. Rate quoted by the tenderers shall be valid for at least three years.
28. The Comparative statement shall be prepared on the basis of total average rate of local tour (per KM rate) & long tour (per KM rate) price quoted and the selection will be made as per weighted average method as per the example given for reference.
29. The service provider, participating in the bidding process under jurisdiction of Municipal Corporations, shall be registered on GeM platform.
30. The Authority reserve the right to reject any or all bid or cancel the tenders or modify its clauses at any time without assigning any reason thereof.


Managing Director
OSCSC Ltd

For example: -

Table-A-Calculation of Average Rate quoted by the Tenderer:

COMPARATIVE STATEMENT OF RATE QUOTED BY AGENCIES													
Sl. No.	Types of Vehicles	Travel Agency "A"			Travel Agency "B"			Travel Agency "C"			Travel Agency "D"		
		Local Hiring	Long Hiring	Average Rate	Local Hiring	Long Hiring	Average Rate	Local Hiring	Long Hiring	Average Rate	Local Hiring	Long Hiring	Average Rate
		Rate per KM in Rs.	Rate per K.M. in Rs	quoted by Travel Agency	Rate per KM in Rs.	Rate per K.M. in Rs.	quoted by Travel Agency	Rate per KM in Rs.	Rate per K.M. in Rs.	quoted by Travel Agency	Rate per KM in Rs.	Rate per K.M. in Rs.	quoted by Travel Agency
		X	Y	(X+Y)/2	X	Y	(X+Y)/2	X	Y	(X+Y)/2	X	Y	(X+Y)/2
1	Swift Dzire/ Amaze/Etios/ Xcent/Zest/ Tigor or same model and segment of A.C vehicle	11.4	11.40	11.4	10	11	10.5	12	11.50	11.75	12	12	12
2	Scorpio/Bolero/ Ertiga or same model and segment of A.C vehicle	13.2	13.20	13.20	14	14	14	14.5	14.50	14.5	15	15	15
3	Innova Crysta or same model and segment of A.C vehicle	15.6	15.60	15.60	16	16	16	18	18.00	18	17	17	17

N.B. The rate per K.M. for local hiring has been arrived by dividing rate per hour/10.

Table-B- Method of Selection of Tenderer following Weighted Average Method for Selection of Agency for Hiring of Vehicle

Types of Vehicles	Percentages of usage of Vehicles (Tentative)	Agency-A		Agency-B		Agency-C		Agency-D	
		Average Rate Quoted by the Agency-A 'INR'	Weighted Average of Agency-A	Average Rate Quoted by the Agency-B 'INR'	Weighted Average of Agency-B	Average Rate Quoted by the Agency-C 'INR'	Weighted Average of Agency-C	Average Rate Quoted by the Agency-D 'INR'	Weighted Average of Agency-D
Swift Dzire/ Amaze/Etios/ Xcent/Zest/ Tigor or same model and segment of A.C vehicle	50	11.4	46.05	10.5	50	11.75	44.68	12	43.75
Scorpio/ Bolero/ Ertiga or same model and segment of A.C vehicle	25	13.20	25	14	23.57	14.5	22.75	15	22.00
Innova Crysta or same model and segment of A.C vehicle	25	15.60	25	16	24.38	18	21.66	17	22.94
Total Weighted Average of the Agency			96.05		97.95		86.09		88.69

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N.B:

Formula for Calculation of Weighted Average

$$= \frac{\text{Lowest Among the bid cost (L1) x 100 x Percentages of usage of vehicle}}{\text{Bid cost quoted by the Particular Agency}}$$

- Highest of the total weighted average scored by any bidder shall be the 'Bid Parameter' for selection of the Agency.

N.B: Hence agency 'B' is selected as L1 according to above weighted average method.

* The above calculation/ estimation is indicative in nature, which is only a reference to the bidders.

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GENERAL TERMS & CONDITIONS FOR HIRING OF VEHICLES (On Call Basis)

The following terms and conditions must be fulfilled by the successful Bidder for providing vehicle On Call Basis.

1. The hired vehicles during the period of contract shall have all necessary valid MV documents such as: - valid Registration Certificate, Insurance Certificate, Fitness Certificate, Pollution Certificate, valid Contract Carriage Permit, Proof of up-to-date tax payment etc. and Driving License of the driver shall be available all the time. This 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 damages to any property on account of use of hired vehicle any manner whatsoever. The hirer shall not be responsible for all such litigation.
2. The bidder must have experience in supply of hiring vehicles in any Govt. organization / PSU etc. last three financial years (F.Y. 2022-23, 2023-24 & 2024-25). The experience certificate/ Work Order/ Any official documents in connection with deployment of hired vehicles in any Govt. organization /PSU etc. if any during last three years shall be submitted.
3. Must have IT Returns (i.e. A.Y.2022-23, A.Y.2023-24 & A.Y.2024-25) and the Average Annual turnover of minimum Rs.30 Lakhs, in the last three financial years (F.Y.2021-22, 2022-23 & 2023-24) **(Certificate to be furnished in prescribed format at Annexure-B)**.
4. Self-declaration towards non-blacklisted by any other Government organization /PSU in Rs.100/- non-judicial stamp paper. **(Affidavit to be furnished in prescribed format at Annexure-C)**.
5. Must have registered office located at Bhubaneswar for last three years from the date of bidding. (The bidder must have its office located in Bhubaneswar, Odisha for last three years. It is the responsibility of bidder to submit proper address proof or copy of rent agreement (if any) or any other statutory document in support of its registered office).
6. It shall be the responsibility of the Bidder to provide a good driver and the salary of the driver shall be borne by the Owner/Bidder.
7. In case of breakdown at any place for reasons whatsoever, the replacement of a vehicle of the same or better model shall be provided by bidder without any delay.
8. In case of unsatisfactory performance of the travel agency in providing the vehicles to the Corporation, the Agreement executed with the 2nd party shall be terminated forth & the 1st party i.e., Corporation shall make alternative arrangement in order to avoid administrative dislocation at the cost & risk of 2nd party & the Performance Security deposited by the Service Provider will also be forfeited.
9. The OSCSC Ltd. may terminate the agreement of the agency due to any reason under Administrative ground by giving one month notice.
10. In case the Travel Agency/Tour Operator intends to withdraw the services of his vehicle and terminate the agreement, it shall be mandatory upon him to give one month notice before such withdrawal of service and termination of agreement.
11. If the Travel Agency/Tour Operator fails to execute order or violates any of the terms of contract, the Competent Authority shall forfeit the entire amount of the Performance Security & the Bidder will be debarred for 5 years from OSCSC Ltd.
12. The Travel Agency/Tour Operator whose vehicles have been engaged elsewhere having poor / unsatisfactory performance records in the past will not be considered to participate in this tender call. In this regard, the agency to furnish an undertaking for preceding 5 years.
13. For providing vehicle on a call basis(long or local tour),the per K.M. & Per hour rate should include all incidental and ancillary cost i.e. the cost of fuel, lubricants, all major & minor

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maintenance work, payment towards driver's salary, his fooding cost, overtime, night halt & mobile phone (for incoming calls) etc.

14. GST will be paid separately as per Govt. rules. However, this will not be taken into consideration for evaluation process.
15. The vehicles to be provided should not be more than 7 (Seven) years old.
16. The toll gate charge, parking charge, if any during the travel shall initially be borne by the agency & are to be paid by the driver at the point of charging. The charges incurred during each month will be reimbursed as per the actual amount paid on producing the original receipts along with the bill.
17. The Agency is required to provide clean vehicles with good quality clean seat covers towels & Mobile phone (for incoming calls) for the driver for which no extra payment shall be made.
18. The period of contract shall be initially for a period of three years which can be extended for another One year subject to satisfactory performance on mutual consent.
19. The Authority reserves the right to cancel any or all the tenders or modify the clauses at any time without assigning any reason thereof.


Managing Director
OSCSC Ltd.

BID FORM

Part-I – Technical Bid

(The documents have to be arranged serially as per the order mentioned below. All the documents are mandatory for evaluation of Technical Bid.)

Sl. No.	Name of Document	Documents/ Information to be provided	Submitted (YES/NO)	Page No.
1	Name & Address of the Organization/ Firm with telephone no. & e-mail id	i) Date of registration as per the Certificate of Incorporation/ Registration Certificate/ Partnership Deed. ii) Photocopy of PAN Card. iii) Photocopy of GST Registration Certificate. iv) Photocopy of GeM Registration Certificate. (All documents should be self-attested.)		
2	Name & Contact details of the Authorized signatory.	Power of Attorney/ Authority letter/ Board Resolution.		
3	Registered Office at Bhubaneswar for last 3 years.	The bidder must have its office located at Bhubaneswar, Odisha for last three years. It is the responsibility of bidder to submit proper address proof or copy of rent agreement (if any) or any other statutory document in support of its registered office.		
4	EMD of Rs.25,000/- from any Scheduled Bank.	Original Bank Draft of Rs.25,000/-.		
5	Ownership of minimum 10 Nos. of own vehicles of any model as prescribed in the name of Registered Firm or Proprietor.	In the prescribed format for each vehicle along with supporting documents to be furnished Annexure-A.		
6	IT Returns (i.e. A.Y. 2022-23, A.Y. 2023-24 & A.Y. 2024-25) & Average Annual Turnover of Rs.30.00 Lakhs in each of the F.Y. (i.e. F.Y 2021-22, F.Y. 2022-23 & F.Y 2023-24).	IT Returns along with CA certificate in the prescribed format Annexure-B.		
7	Experience Certificate if any, for last three years (i.e. F.Y 2021-22, F.Y 2022-23 & F.Y 2023-24).	Self-attested Copies of Experience Certificate/Work Order/any Official documents received in connection with deployment of hired vehicles in any Govt. organization/ PSUs etc.		
8	Self-declaration towards non-blacklisted	In the Form of an affidavit on Rs.100/- non-judicial stamp paper as per format enclosed at Annexure-C.		
9	Self-declaration not having poor/unsatisfactory performances records of the travel agency for preceding five years.	Self-declaration in the Company/ Firms letter pad.		
10	Financial Bids	To be submitted in prescribed Financial Bid format in the letter		

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Sl. No.	Name of Document	Documents/ Information to be provided	Submitted (YES/NO)	Page No.
		head in a separate envelop.		
11	Bank Account Details Name of Bank: Name of Branch: Type of Account (Savings/ Current): Account No.: IFSC:	Self-attested copy of Bank passbook/ cancelled cheque/ any other Bank document.		

DECLARATION

I/We hereby certify that the terms and conditions given with the bid notice have been read carefully and acceptable to me/us and that the information furnished above are full and correct to the best of my/our knowledge. I/We understand that in case of any deviation/false information in the above statement at any stage, Our Firm/Agency will be blacklisted/ debarred and will not have any dealing with your organization in future.

Place:

Date:

(Signature & Seal of the Authorized Signatory/ Tenderer)

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BID FORM

Part-II – Financial Bid

(In the letter head of the Bidder)

SL NO	Type of Vehicle	Hiring Charges excluding GST (in Rs.)	
		<u>Local Charges up to 200 Km per day</u> Rate per hour (10KM free/ hr)	<u>Long Charges above 200 Km per day</u> Rate per KM
1	Swift Dzire/ Amaze/Etios/ Xcent/Zest/ Tigor or same model and segment of A.C vehicle		
2	Scorpio/Bolero/ Ertiga or same model and segment of A.C vehicle		
3	Innova Crysta or same model and segment of A.C vehicle		

NB: -

1. Each bidder has to quote prices for all types of vehicles, failing which the bid may be considered as non-responsive.
2. For local hiring charges rate for extra KM must be $\frac{1}{10}$ of the rate per hour for all types of vehicles.
3. For long run, the detention charge per hour shall be twice the rate per K.M. & the average speed shall be considered as 50 KM/hour for all types of vehicles mentioned above.
4. The per K.M. & Per hour rate should include incidental and ancillary cost i.e. the cost of fuel, lubricants, all major & minor maintenance work, payment towards driver's salary, his fooding cost, overtime, night halt & mobile phone (for incoming calls) etc.
5. The Comparative statement shall be prepared on the basis of total average rate of local tour (per KM rate) & long tour (per KM rate) price quoted and the selection will be made as per weighted average method as per the example given below for reference.

N.B:

Formula for Calculation of Weighted Average

= $\frac{\text{Lowest Among the bid cost (L1)} \times 100 \times \text{Percentages of usage of vehicle}}{\text{Bid cost quoted by the Particular Agency}}$

- Highest of the total weighted average scored by any bidder shall be the 'Bid Parameter' for selection of the Agency.

Note: The GST Shall Be Applicable As Per Finance Department Norms.

Place:

Date:

(Signature & Seal of the Authorized Signatory/Tenderer)

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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	

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

Seal & Signature of Tenderer

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Financial Capacity of the Bidder

Ref : < Title of the Tender> published vide Advt. No _____/Date _____

Financial Capacity of the Bidder (Average Annual Turnover)

Sl. No.	Financial Year	Annual Turnover in Rs. ('Lakhs')
1.	2021-22	
2.	2022-23	
3.	2023-24	
Average Annual Turnover		

Certificate from the Statutory Auditor/ Chartered Accountant

This is to certify that _____ (name of the Applicant), has the Annual Turnover of the Firm as shown above against the respective three (03) financial years, with the calculated Average Annual Turnover in the last three (03) financial years is Rs. _____ (In words _____), which is matching with the books of accounts and the Audited Statement of account.

Name of the audit firm:

Seal of the audit firm:

Date:

(Signature, name and designation of the authorized signatory)

Membership Number

Note: In case the Applicant does not have a statutory auditor, it shall provide the certificate from its chartered accountant that ordinarily audits the annual accounts of the Applicant.

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Form for self-declaration of not been Blacklisted

{To be submitted in the form of affidavit in Rs. 100/- Non-Judicial Stamp Paper (Notarized)}

To,

The Managing Director,
Odisha State Civil Supplies Corporation Limited,
C/2, Nayapalli, Bhubaneswar,
Odisha, Pin 751012

Ref : < Title of the Tender> published vide Advt. No _____/Date _____

Sub: Declaration of not been blacklisted in response to the Tender invited for < Title of the Tender> published vide Advt. No _____/Date _____

Dear Sir, .

We the company/Firm, M/s _____, is hereby undertaking the followings:

1. That, our company/Firm is not blacklisted in any manner whatsoever by any of the State/UT and/or central government in India/ any PSUs on any ground including but not limited to indulgence in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in the last five years up to the date of submission of bid or the black listing shall not be in force till the date of submission of bid, if awarded, prior to the said five years.
2. That, neither the Company/Firm nor any of its director/s nor partner/s have been convicted by any court of law nor any criminal case be pending against them before court of law.

Also, it is to undertake herewith that in case it is found any such misrepresentation to the above-mentioned fact, OSCSC shall have the right to cancel/reject the bid document submitted with respect to this Tender or disqualify the bid without further notice.

Place: Date:

Bidder's Company Seal:

Authorized Signatory's Signature:

Authorized Signatory's Name and Designation:

Note: The Bidder shall necessarily provide a copy of 'Power of Attorney' authorizing the signatory for signing the Bid on behalf of the Bidder in its Pre-Qualification Bid.

