

## Tender Call Notice for Hireing of 2 Nos. Light Vehicles.

		Tender for Engagement of Two Numbers Hire Vehicle as details below				
1	Vehicle Particulars	Sl No.	Category of Offices	Maximum hire charges per month excluding taxes (in Rs.)	Minimum Mileage (in KM/Lit.)	Purpose of Use
		1	Dist./Range level offices	24000/-	17	Office
		2	Block/Tahasils and other field offices	37200/-	10	Paddy Procurement Operation
2	Availability of bid document in the office of the CSO-cum-DM Rayagada and can be downloaded odisha Govt. Website <a href="https://rayagada.odisha.gov.in">https://rayagada.odisha.gov.in</a>	From Dated 19.12.2025 to 30.12.2025 upto 10.30 A.M.				
3	Last Date/ Time for receipt of Tender Bids.	Dated 30.12.2025 upto 10.30 A.M.				
4	Date/Time of Opening of Tender	Dated 30.12.2025 at about 11.00 A.M.				
5	Name and adress of the Officer Inviting Tender	District Manager, OSCSC Ltd., Rayagada				

The application form of quotation/tender containing general Bid information Terms & Conditions for hiring of vehicle etc. will be available with office of the CCSO-cum-District Manager, OSCSC Ltd., Rayagada and can be downloaded from odisha Govt.Website <https://rayagada.odisha.gov.in> from date 19-12.2025 to 30-12.2025.

  
CCSO-cum-District Manager,  
OSCSC Ltd., Rayagada

**Chief C.S.O.-cum-Dist. Manager,  
OSCSC Ltd., Rayagada.**

**Quotation/Tender Call Notice**  
**Office of the District Manager**  
**Odisha State Civil Supplies Corporation Ltd. (OSCSC)**  
**Rayagada District**

Letter No. 2830.

Dated 19.12.2025

Sealed quotations/tenders are invited from interested reputed Travel Agencies / Tour Operators / Individuals for providing **01 (One)** number of BS-VI emission complaint vehicle having sitting capacity not more than **05(Five)** including driver & One(1) number of BS-VI emission complaint vehicle for supervision of Paddy Procurement Operation having seating capacity not more than **07 (Seven)** including driver, which shall conform to the Terms and conditions outlined at **(Annexure-A)** for official use & supervision of Paddy Procurement Operation in the office of the CCSO-cum-District Manager, OSCSC Ltd., Rayagada on monthly rent basis:

1. The service provider shall have a valid GST 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 platform.
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 a 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.30,000/-- (**Rupees Thirty 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., Rayagada" payable at Rayagada 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 shall be quoted separately for each vehicle, excluding fuel. However the quoted rate shall not exceed maximum ceiling rate i.e.Rs.24,000/- for Office use vehicle and Rs.37,200/- for supervision of Paddy Procurement Operation. **Separate application with separate envelope should be used by tenderer in case he/she desires to apply for both type of vehicles.**
8. The Vehicle for Office use must achieve a fuel efficiency of 17 KM per liter. & the vehicle used for supervision of Paddy Procurement Operation must achieve a fuel efficiency of 10 KM per litre.
9. The sealed envelope containing the tender documents must be clearly subscribed at the top as: - **"Tender for hiring vehicles for Office Use"** or **"Tender for Hiring of vehicle for Supervision of Paddy Procurement use"** with mentioning tender No. and details as the case may be.
10. The details of the make and year of manufacture of the vehicle, registration no., mileage (KM covered per litre) 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)**. The vehicle offered by the selected bidder may be physically verified by the Tender Committee before finalization of the tender, if required.

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11. The sealed quotations/Tenders completed in all respect including required certificates Should reach the undersigned by Speed Post/Registered Post/Courier Service on or before Dt.30.12.2025 by 10.30 A.M. and the sealed tenders shall be opened on the same day i.e.30.12.2025 by 11.00 A.M. at the Office Chamber of A.D.M (General), Rayagada in presence of the District Level Tender Committee and bidders or their authorized representatives. The Tenderers are requested to attend the Tender bid opening with all Original documents as per requirement for consideration of their tenders.
12. The application form of tender containing General Bid Information, Annexure, Terms & Conditions for providing of vehicles etc. .will be available in the Office of the CCSO-cum-District Manager O.S.C.S.C.Ltd., Rayagada on Dt.19.12.2025 to 30.12.2025 till 10.30.A.M. during Office hour (except Govt. holidays). And can be downloaded from Odisha Govt. Website <https://rayagada.odisha.gov.in> from Dt.19.12.2025 to 30.12.2025 up to 10.30 A.M.
13. The undersigned reserves the right to reject any or all Quotation/Tender without assigning Any reason thereof.

Seal & Signature of  
Tender Calling Authority with Designation

**Chief C.S.O.-cum-Dist. Manager,  
OSCSC Ltd., Rayagada.**

**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.

Seal & Signature of

Quotation / Tender Calling Authority with Designation

**Chief C.S.O.-cum-Dist. Manager,  
OSCSC Ltd., Rayagada.**

**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 litre	

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

Seal & Signature of Tenderer

**Chief C.S.O.-cum-Dist. Manager,  
OSCSC Ltd., Rayagada.**

Memo 2831/2025

Dt. 19.12.2025

Copy to Notice Board of Chief Civil Supplies Officer-cum-District Manager, O.S.C.S.C.Ltd., Rayagada.  
Copy forwarded to the Regional Transport Officer, Rayagada for information and Necessary action.  
Copy submitted to the Additional District Magistrate, Rayagada for kind information.

  
CCSO-cum-District Manager,  
Chief C.S.O.-cum-Dist. Manager,  
OSCSC Ltd., Rayagada.

Dt. 19.12.2025

Memo No. 2832/2025

Copy to the Sub-Collector, Rayagada/Gunupur/All Tahasildars, all BD.O.s in the district for information and necessary action, with a request to publish the tender/quotation notice on their notice boards for information of the general public.

  
CCSO-cum-District Manager,  
Chief C.S.O.-cum-Dist. Manager,  
OSCSC Ltd., Rayagada.

Dt. 19.12.2025

Memo No. 2833/2025

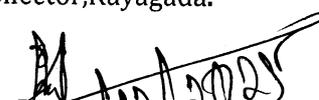
Copy alongwith the standard bidding document, terms and conditions, and other information for hiring of vehicle (Annexure-A & B) forwarded to the DEGM, Rayagada for favour of information with a request to Publish the same on the District Website(<https://rayagada.odisha.gov.in>) for information of the general public.

  
CCSO-cum-District Manager,  
Chief C.S.O.-cum-Dist. Manager,  
OSCSC Ltd., Rayagada.

Dt. 19.12.2025

Memo No. 2834/2025

Copy to P.A. to Collector, Rayagada for kind information of Collector, Rayagada.

  
CCSO-cum-District Manager,  
O.S.C.S.C.Ltd., Rayagada  
Chief C.S.O.-cum-Dist. Manager,  
OSCSC Ltd., Rayagada.