



**ODISHA STATE CIVIL SUPPLIES CORPORATION LTD., DHENKANAL**  
**At- Mahisapat ,Dist-Dhenkanal, Pin-759001**

**TENDER CALL NOTICE**

**File No – VIII/Esst./02/25-26**

The District office of OSCSC Ltd., Dhenkanal issued a **Tender Call Notice vide letter No 2340 dated 27.11.2025** inviting sealed tenders from Travel Agency/Individual for hiring **01(one)** no of vehicle in the model **Tiago/Bolt/Celerio etc.** as per Finance Department Office Memorandum no 15836 dt. 27.05.2025 for Office use of the District Manager, OSCSC Limited, Dhenkanal.

The detailed Notice/Annexures inviting sealed tender will be available in the Office website of OSCSC Limited, Bhubaneswar i.e [WWW.OSCSC.in](http://WWW.OSCSC.in)

The intending Travel Agency/Individual is requested to download the detailed notice from the above website.

**LAST DATE OF RECEIVING OF APPLICATION/BID ONLY THROUGH REGD.POST /SPEED POST/COURIER SERVICE IS BY 8<sup>th</sup> DECEMBER 2025 BY 2.30 P.M.**

*Annual*  
*27/11/2025*  
**CSO-cum-District Manager**  
**OSCSC Ltd., Dhenkanal**



**ODISHA STATE CIVIL SUPPLIES CORPORATION LTD., DHENKANAL**  
**At-Mahisapat, District-Dhenkanal, Pin- 759001**

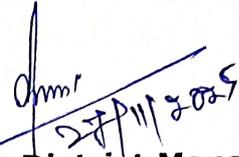
No 2340 /Date 27.11.2025

**TENDER CALL NOTICE**

Sealed quotations/tenders are invited from interested reputed Travel Agencies / Individuals for providing **One (1)** No of vehicle in the model **Tiago/Bolt/Celerio etc.**, which shall confirm to the Terms and conditions outlined at (Annexure-A) for official use of the District Manager, OSCSC Limited, Dhenkanal on monthly rent basis.

1. The service provider shall have a valid GST registration certificate to participate in the Tender Process.
2. The vehicle should have commercial license.
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 applying 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. 5000.00** shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the **District Manager, OSCSC Limited, Dhenkanal** 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, excluding fuel.
8. The Vehicle must achieve a fuel efficiency of 10 KM per litre.
9. 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 Tender (Annexure-B).
10. The sealed Tenders completed in all respect including required certificates should reach the undersigned through Regd.post /Speed post/Courier service on or before **Dt. 08.12.2025 by 2.30 P.M.** & the sealed Tenders will be opened on Dt. **Dt. 08.12.2025 at 4.00 P.M** in presence of the District Level Tender Committee & bidders or their authorized representatives.

11. The application form of the tender containing General Bid Information, Annexures, Terms and conditions for Hiring of Vehicles etc. will be available with OSCSC website. It can be downloaded from [www.OSCSC.in](http://www.OSCSC.in) from **Date 28.11.2025 to Date 08.12.2025**.

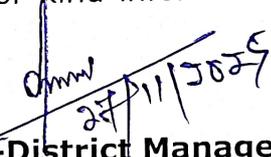
  
**CSO-cum-District Manager  
OSCSC Ltd.,Dhenkanal**

**Memo No** 2341 / **Date** 27.11.2025

Copy submitted to all the members of the Committee for information & necessary action.

Copy submitted to the FA & CAO/MVI, OSCSC Limited, Bhubaneswar for favour of kind information & necessary action.

Copy to the PA to the Collector, Dhenkanal for kind information of the Collector.

  
**CSO-cum-District Manager  
OSCSC Ltd.,Dhenkanal**

## Terms & Conditions

### Annexure-A

The following terms and conditions must be fulfilled by the 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 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**

**General Information**

**Annexure-B**

<b>SI No</b>	<b>Particulars</b>	
1	Name of the Service Provider	
2	Complete Address	
3	GST Number	
4	Bank Account Number & IFSC Code	
5	Registration Number of Vehicle	
6	Year of Manufacture	
7	Make & Model	
8	Date of Registration	
9	Name & Complete address of the owner of the Vehicle	
10	Fitness certificate validity	
11	Pollution certificate validity	
12	Permit validity	
13	Insurance validity	
14	Name & address of the driver	
15	Aadhar Card number of the Driver	
16	Driving License No & validity of the D.L of the Driver	
17	Contact number of the Service Provider/Email ID	
18	Contact number of the Driver	
19	Proposed Hire Charges of the Vehicle per month excluding Fuel cost & exclusive of applicable taxes in Rs.	
20	Rate of Fuel consumption/Mileage per litre	

*Chitra*

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

**Seal & Signature of Tenderer**