



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



TENDER CALL NOTICE FOR HIRING OF PRIVATE VEHICLES ON MONTHLY BASIS

File No:-Estt.MV-13/2022,

Advt. No. 4281 Date : 07.03.26

Proposals 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 for the official use at the Office of Odisha State Civil Supplies Corporation Limited. The eligibility criteria are given in tender call notice published in the official website www.foododisha.in & www.oscsc.in & www.tendersodisha.gov.in for '**HIRING OF PRIVATE VEHICLES**'. The details of timetable of the tender are as under.

Sl No	Event Description	Date
1	Publication of Tender in website	07/03/2026 at 11.00 Hours
2	Pre-Bid meeting	16/03/2026 at 11:00 Hours at Office of OSCSC Ltd., C/2, Nayapalli, Bhubaneswar-751012.
3	Last Date and Time for Submission of Proposal (Online)	09/04/2026 at 17:00 Hours through online at www.tendersodisha.gov.in
4	Opening of Technical Proposal (Online)	10/04/2026 by 11:00 Hours at Office of OSCSC Ltd. C/2, Nayapalli, Bhubaneswar-751012
5	Verification of Original Document (Bidders must produce all required documents in physical form)	15/04/2026 by 11:00 Hours at Office of OSCSC Ltd. C/2, Nayapalli, Bhubaneswar-751012
6	Opening of Financial Bid	To be intimated to Technically Qualified Bidders through registered e-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. Any amendment in the tender document due to decision in pre-bid meeting/extension of bid, if any, shall be notified in the websites mentioned above. The proposals shall be submitted only through online mode at www.tendersodisha.gov.in. The authority reserves the right to cancel any or the entire selection process without assigning any reason thereof.


Managing Director
OSCSC Ltd

1. Special Instruction to Bidders for Submission of Proposal (On-line):

- i. **Online Bidding Process:** The tender documents uploaded by the Tender Inviting Authority (TIA) in the website www.tendersodisha.gov.in will appear in the section of "Upcoming Tender" before the due date of tender sale. Once the due date has arrived, the tender will move to "Active Tender" Section of the homepage. The publication of the tender will be for a specific period of time till the last date of submission of tenders as mentioned in the 'Notice Inviting Tender' after which the same will be removed from the list of Active tenders. Any bidder can view or download the tender documents from the website. Potential bidders participating in the bidding process will be required to submit a detailed Technical Bid & Financial Bid in response to the Tender Call Notice.
- ii. **Special Instructions to the Bidders for the e-submission of the online bids through this e-Procurement Portal**
 - a. Bidder should do Online Enrolment in this Portal using the option Click Here to Enroll available in the Home Page. Then the Digital Signature enrolment has to be done with the e-token, after logging into the portal. The e-token may be obtained from one of the authorized Certifying Authorities such as eMudhraCA /GNFC/IDRBT/ MtnlTrustline/ Safe Scrypt/ TCS.
 - b. Registration in Portal: Bidders intending to participate in the tender are required to register in the Portal i.e. www.tendersodisha.gov.in furnishing required information about them. This is a onetime activity for registering in Portal. During registration, the Bidder has to attach a Digital Signature Certificate (DSC) to his / her unique user ID. The DSC used must be of appropriate class ([Class II (if the validity period not expired as per the recent notification issued by State Procurement Cell)] or Class III) issued from a registered Certifying Authority recognised by CCA India such as n-Code, Sify, TCS, MTNL, etc. He / She has to submit the relevant information as asked for about him / his firm / company. The portal registration of the bidder is to be authenticated by the State Procurement Cell after verification through online certificates / documents such as (i) PAN and (ii) Registration Certificate (RC) / GST Registration Certificate and GSTIN (for procurement of goods) of the concerned bidder. The time period of validity in the portal is at par with validity of RC / GST Registration Certificate and GSTIN. Any change of information by the bidder is to be re-authenticated by the State Procurement Cell. After successful authentication bidder can participate in the online bidding process.

To log on to the portal the Bidder is required to type his/her user ID and password. The system will again ask to select the DSC and confirm it with the password of DSC. For each login, a user's DSC will be validated against its date of validity and also against the Certificate Revocation List (CRL) of respective CAs stored in system database. The system checks the unique ID, password and DSC combination and authenticates the login process for use of portal. Only one valid DSC should be registered by a Bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC"s to others which may lead to misuse. Bidders are advised to register their valid e-Mail address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.

- c. Bidder then logs into the portal giving user id / password chosen during enrolment.
- d. The e-token that is registered should be used by the bidder and should not be misused by others.
- e. DSC once mapped to an account cannot be remapped to any other account. It can only be Inactivated.
- f. The Bidders can update well in advance, the documents such as certificates, purchase order details etc., under My Documents option and these can be selected as per tender requirements and then attached along with bid documents during bid submission. This will ensure lesser upload of bid documents.
- g. After downloading / getting the tender schedules, the Bidder should go through them carefully and then submit the required documents as per the Appendices & Annexures with seal and signatures on each and every page otherwise, the bid will be rejected.
- h. The BOQ template must not be modified/ replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for that tender. Bidders are allowed to enter the Bidder Name and Values only.
- i. Bidder, in advance, should prepare the bid documents to be submitted as indicated in the tender schedule and they should be in PDF/XLS formats. If there is more than one document, they can be clubbed together.
- j. The bidder reads the terms and conditions and accepts the same to proceed further to submit the bids.

- k. The bidder has to submit the tender document(s) online well in advance before the prescribed time to avoid any delay or problem during the bid submission process.
- l. There is no limit on the size of the file uploaded at the server end. However, the upload is decided on the Memory available at the Client System as well as the Network bandwidth available at the client side at that point of time. In order to reduce the file size, bidders are suggested to scan the documents in 75-100 DPI so that the clarity is maintained and also the size of file also gets reduced. This will help in quick uploading even at very low bandwidth speeds.
- m. It is important to note that, the bidder has to Click on the Freeze Bid Button, to ensure that he/she completes the Bid Submission Process. Bids which are not Frozen are considered as Incomplete/Invalid bids and are not considered for evaluation purposes.
- n. The Tender Inviting Authority (TIA) will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders due to local issues.
- o. The bidder may submit the bid documents online mode only, through this portal. Offline documents will not be handled through this system.
- p. At the time of freezing the bid, the e-Procurement system will give a successful bid updation message after uploading all the bid documents submitted and then a bid summary will be shown with the bid no, date & time of submission of the bid with all other relevant details. The documents submitted by the bidders will be digitally signed using the e-token of the bidder.
- q. After the bid submission, the bid summary has to be printed and kept as an acknowledgement as a token of the submission of the bid. The bid summary will act as a proof of bid submission for a tender floated and will also act as an entry point to participate in the bid opening event.
- r. Successful bid submission from the system means, the bids as uploaded by the bidder is received and stored in the system. System does not certify for its correctness.
- s. The bidder should see that the bid documents submitted should be free from virus and if the documents could not be opened, due to virus, during tender opening, the bid is liable to be rejected
- t. The time that is displayed from the server clock at the top of the tender Portal, will be valid for all actions of requesting bid submission, bid opening etc., in the e-Procurement portal. The Time followed in this portal is as per Indian Standard

Time (IST) which is GMT+5:30. The bidders should adhere to this time during bid submission.

- u. All the data being entered by the bidders would be encrypted at the client end, and the software uses PKI encryption techniques to ensure the secrecy of the data. The data entered will not be viewable by unauthorized persons during bid submission and not viewable by any one until the time of bid opening. Overall, the submitted bid documents become readable only after the tender opening by the authorized individual.
- v. During transmission of bid document, the confidentiality of the bids is maintained since the data is transferred over secured Socket Layer (SSL) with 256 bit encryption technology. Data encryption of sensitive fields is also done.
- w. The bidders are requested to submit the bids through online e-Procurement system to the TIA well before the bid submission end date and time (as per Server System Clock).

iii. Submission of Tender: For submission of Tenders through the e-Tender Portal: www.tendersodisha.gov.in, the bidder shall upload the scanned copy/copies of document in prescribed format wherever warranted in support of eligibility criteria and qualification information. If required, the TIA reserves the right to invite the bidders to produce the original documents in support of the scanned copies of documents, statements etc. uploaded in the portal on the specified date. Bid documents may be scanned with 75-100 dpi with black and white option. Any addendum /corrigendum /correction issued shall be part of the tender documents and shall be notified in the website and the bidder is required to take those into account before submitting the tender by the due date. The Officer inviting tender will provide entire tender document along with annexures and enclosures in the portal. The bidder shall carefully go through the document and prepare the required documents and upload the scanned documents in Portable Document Format (printable in A4 size paper) to the portal in the designated locations of Technical Bid. The bidder will fill up the rates/financial quotes in designated Cell and upload the same in designated locations of Financial Bid (BoQ) and no other format shall be used to upload the Financial Bid. Mentioning of rate anywhere in the Bid documents other than the designated location of Financial Bid (as prescribed in the specified location only in the protected Bill of Quantities online BoQ in ".xls" format) by the bidder shall result in disqualification of the bidder. Use of DSC of appropriate class shall effect submission of documents. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document along with Letter of Proposal and Tender Submission Undertaking as per format

given in the Tender Document. The bidder needs to upload the required documents, annexures for consideration of his tender. The uploaded tender documents become readable only after the tender opening by the authorized bid openers. All credentials, documents and copies of certificate / information called for shall be submitted along with the Tender. Furnishing scanned copy of all required documents is mandatory otherwise his/her tender shall be declared as non-responsive and thus liable for rejection.

iv. Earnest Money Deposit: The bidder shall deposit the Earnest Money Deposit of Rs 1.50,000/- (Rupees One Lakh Fifty Thousand) only at the time of submission of tender through online payment gate way service, following to the process as per Works Department Office Memorandum vide Letter No.17254 dated 05.12.2017 (Copy of the Office Memorandum is attached).

v. Performance Security Deposit:

The selected bidder shall submit the estimated performance security deposit in following manner.

- a. 5% of the annual contract value, in form of Demand Draft issued by any Nationalised Bank/ Scheduled Bank and drawn in favour of/ pledged to Managing Director, OSCSC Ltd., C/2, Nayapalli, Bhubaneswar, payable at Bhubaneswar.
- b. Security Deposit furnished by the bidder shall be subject to the terms and conditions contained in this tender document and the Corporation shall not be liable for payment of any interest on the security deposit or any depreciation thereof, whatsoever.
- c. If the successful bidder had previously held any contract and furnished security deposit with the Corporation, the same shall not be adjusted against this tender and a fresh security deposit shall be made to make the contract valid.

vi. Deadline for Submission of Tender: The online submission will remain active till the last date and time of tender submission. Once the date and time (Server date and time) is over, the bidder will not be able to submit the tender. The date and time of tender submission shall remain unaltered even if the specified date for the submission of tenders declared as a holiday for the Officer Inviting the Tender by the Tender Calling Authority otherwise extended expressly.

vii. Late Tenders: The system shall reject submission of any tender through portal after closure of the receipt time. For all-purpose the server time displayed in e-tender portal shall be the time to be followed by the bidder and concerned officers. In the case of any failure, malfunction, or breakdown of the electronic system used during the e-tender process, the tender inviting authority shall not accept any responsibility

for failures or breakdowns other than in those systems strictly within their own control.

viii. Modification and Withdrawal of Tenders: In the e-Tender Portal: www.tendersodisha.gov.in, it is allowed to modify the bid any number of times before the final date and time of submission. The bidder shall have to log on to the system and resubmit the documents as asked for by the system including the price bid. In doing so, the tenders already submitted by the bidder will be removed automatically from the system and the latest tender only will be admitted. But the bidder should avoid modification of tender at the last moment to avoid system failure or malfunction of Internet or traffic jam or power failure. If the bidder fails to submit his modified tenders within the designated time of receipt, the tender already in the system shall be taken into consideration. In the e-Tender Portal, withdrawal of tender is allowed before expiry of the closure time of the tender. But, in such case, the bidder has to furnish a letter for its withdrawal with appropriate reasons, addressing to the Tender inviting Authority and the same scanned document need to be uploaded to portal in the respective tender before the closure date and time of receipt of the tender. The system shall not allow any withdrawal after expiry of the closure time of the tender. After opening of technical bid, no withdrawal of tender is allowed. If the bidder withdraws his/her tender, the Earnest Money Deposit will be forfeited.

ix. Opening of Tenders: The tender will be opened through e-tender Portal: www.tendersodisha.gov.in, on the mentioned location, date and time indicated. Specified date and time of opening of tender can be modified issuing a corrigendum to this effect in the portal, if necessary. It shall be duty of prospective bidder to refer the web portal continuously for any corrigendum's etc. to the tender. The bidders who participated in the online tendering can witness opening of the tender from any system remotely logging on to the portal with the DSC. Bidders are not required to be present during the tender opening to witness the process. But the bidder shall be at liberty to be present either in person or through an authorized representative. The authorized representative shall furnish the authorization letter duly executed by the bidder. If the date of opening of tender happens to be a holiday, the tender will be opened at the same time on the next working day following the holiday. The Technical evaluation of all the tenders will be taken up as per the information furnished by the Bidder. But evaluation of the tender does not exonerate the bidders from checking their original documents and if at a later date the bidder is found to have misled the evaluation through wrong information, action shall be taken against the bidder which includes but not limited to forfeiture of Earnest Money Deposit or

Security Deposit as the case may be. After technical evaluation of the tender and selection of the technically qualified Bidders, the financial bids of the technically qualified bidders only shall be opened (online) on the due date and time of opening to be notified after technical bid evaluation.

x. Format of the Tender: The Tender shall be submitted in two parts:

- (a) Part I : Technical Bid
- (b) Part II : Financial Bid

a. Contents of Technical Bid: The bidder must submit the particulars / valid documents as detailed in Check List (Part-I: Technical Bid) completed in all respect online within the timeline as set out in the Notice Inviting Tender failing which the tender ***shall be treated as incomplete and disqualified in Technical Bid.***

b. Contents of Financial Bid:

- i. The bidder must upload the Financial Bid online as prescribed in the specified location only in the protected Bill of Quantities **online BoQ (in “.xls” format)**.
- ii. The bidder shall submit the financial bid online.
- iii. Mentioning of rate anywhere in the bid documents other than the designated location of financial bid (online BoQ) by the bidder shall result in disqualification of the bidder.

xi. Signing of Tender: The Bidder shall digitally sign on all statements, documents and certificates uploaded by him, owning responsibility for their correctness/authenticity as per IT Act 2000. If any of the information furnished by the Bidder is found to be false/fabricated/bogus/invalid, Tender Inviting Authority shall have the right to disqualify him/her without giving any notice or reason without prejudice to the other rights like forfeiture of EMD or summarily terminate the contract with forfeiture of Security Deposit, as the case may be, and may take any other steps that the Tender Inviting Authority may have under the Contract and Law which includes debarment on participating in any tender of OSCSC for a period of 05 years.

xii. Pre-Bid Conference & Clarifications:

OSCSC shall hold a pre-bid meeting with the prospective bidders on Date 16/03/2026 at 11.00 Hours in OSCSC Conference Hall, C/2 Nayapalli, Bhubaneswar.

- i. The Bidders will have to ensure that their queries for Pre-Bid meeting should reach to Managing Director through e-mail (mdoscsc@gmail.com) on or before Date 13/03/2026 at 17.00 Hours.
- ii. The queries should necessarily be submitted in the word or excel file in the following format:

SI No	Tender Document Reference(s) (Section & Page Number(s))	Content of Tender Requiring Clarification(s)	Points of Clarification

- iii. OSCSC shall not be responsible for ensuring that the bidders' queries have been received by them. Any requests for clarifications post the indicated date and time may not be entertained by the Nodal Agency.
- iv. Responses to Pre-Bid Queries and Issue of Corrigendum/Addendum (if any).
 - a) The Nodal Officer notified by OSCSC will endeavor to provide timely response to all queries. However, OSCSC makes neither representation nor warranty as to the completeness or accuracy of any response made in good faith, nor does OSCSC undertake to answer all the queries that have been posed by the bidders. At any time prior to the last date for receipt of bids, OSCSC may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the tender Document by a corrigendum or addendum.
 - b) The Corrigendum/Addendum (if any) will be posted on the website www.tendersodisha.gov.in/ www.oscsc.in/ www.foododisha.in Pre-bid queries clarification shall be forwarded to the respective bidders.
 - c) Any such corrigendum/Addendum shall be deemed to be incorporated into this tender.
- v. The bidders while submitting the proposal should submit duly signed copy of corrigendum/addendum along with it.
- vi. In order to provide prospective Bidders reasonable time for taking the corrigendum/addendum into account, OSCSC may, at its discretion, extend the last date for the receipt of tenders.



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. 4261 /Date 07.03.26

Tender Call Notice for Hiring of Vehicles on Monthly Basis

Proposals 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 vehicle	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 number of vehicles listed above at "Column-C" are indicative in nature. Interested bidder has to quote price 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.tendersodisha.gov.in, www.oscsc.in and www.foododisha.in .
3. No costs towards cost of tender paper shall be deposited by the bidder while inviting the tender.
4. The bidder shall deposit the Earnest Money Deposit at the time of submission of tender through online payment gateway service, following the process as per Works Department Office Memorandum vide Letter No.17254 dated 05.12.2017 (Copy of the Office Memorandum is attached).
5. 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.
6. 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 only through online mode at www.tendersodisha.gov.in.

7. All the pages of Bid shall be duly signed and stamped by the authorized person or persons who signed the Bid.
8. The bids shall remain valid for a period of not less than 180 days after the last date of submission of bids.
9. 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.
10. 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 applying of vehicle.
11. The monthly rate of hire charge to be quoted by the bidder (excluding fuel) in the tabular formats mentioned in the Financial Bid BOQ. Basing upon the monthly rent of the vehicles, the lowest bidder will be selected. The same must be submitted only in financial bid of **www.tendersodisha.gov.in**.
12. 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 circumstances. 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.
13. 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.
14. 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.
15. 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.
16. 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.
17. The driver should be well behaved, gentle and obedient in nature.
18. 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.
19. 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.
20. 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)**.
21. The Travel Agency/ Tour operator is required to submit last three years IT returns (i.e. A.Y.2023-24, A.Y.2024-25 & A.Y.2025-26) along with Tender documents.
22. 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.
23. Taxes as applicable would be deducted as per Govt. norms.

24. Rate quoted by the tenderers shall be valid for at least three years.
25. The service provider, participating in the bidding process under jurisdiction of Municipal Corporations, shall be registered on GeM platform.
26. The authority reserves the right to engage any type of vehicle as mentioned in the "Column-B" of any number as and when required.
27. 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.

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 times. 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.2023-24, A.Y.2024-25 & A.Y.2025-26) and the Average Annual turnover of minimum Rs.30 Lakhs, in the last three financial years (F.Y.2022-23, 2023-24 & 2024-25) **(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 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 charges 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.
15. The period of the contract shall be initially for a period of 3 (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	The bidder shall deposit the Earnest Money Deposit of Rs 1,50,000/- at the time of submission of tender through online payment gateway service, following to the process as per Works Department Office Memorandum vide Letter No.17254 dated 05.12.2017 (Copy of the Office Memorandum is attached).		
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 vehicles along with supporting documents to be furnished Annexure-A		
6	IT Returns (i.e. A.Y. 2023-24, A.Y. 2024-25 & A.Y. 2025-26) & Average Annual Turnover of Rs.30.00 Lakhs in 3 (Three) F.Y. (i.e. F.Y 2022-23, F.Y. 2023-24 & F.Y 2024-25).	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.		

Sl. No.	Name of Document	Documents/ Information to be provided	Submitted (YES/NO)	Page No.
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	Bank Account Details of Bidder : Name of Bank: Name of Branch: Type of Account (Savings/ Current): Account No.: IFSC:	Self-attested copy of Bank pass book/ 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)

BID FORM
Part-II – Financial Bid
(Sample Format)

Class	Type of Vehicle	Minimum Average Mileage (in KM/Lit)	Tentative Requirement of number of vehicle	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	Not to be filled up here.	
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 financial bid shall be submitted only through online BOQ only. This table is for reference purposes only. If any bidder quotes the financial rate in the sample format, the bidders shall be disqualified from the tender process.
2. The rates to be quoted excluding GST. The GST shall be applicable extra as per the prevailing rate of GST Act.
3. Under no such circumstances the quoted rate shall exceed the 'Maximum Rate (in Rs.) per vehicle' as given in the tender document.

Place:

Date:

(Signature & Seal of the Authorized Signatory)

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

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.	2022-23	
2.	2023-24	
3.	2024-25	
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.

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.

GOVERNMENT OF ODISHA
WORKS DEPARTMENT

OFFICE MEMORANDUM

File No.07556900012016- 17254 /W. dated, 5.12.17

Sub: Electronic Receipt, Accounting and Reporting of Cost of Tender Paper and Earnest Money Deposit on submission of bids.

1. The State Government have been working on formulation of rules and procedures for Electronic receipt, accounting and reporting of the receipt of Cost of Tender Paper and Earnest Money Deposit on submission of bids through the e-procurement portal of Government of Odisha i.e. "<https://tendersodisha.gov.in>" for some time past.
2. Electronic receipt of cost of tender paper has been successfully tested through SBI payment gateway. Now it has been decided to introduce electronic receipt of **Cost of Tender Paper and Earnest Money Deposit on submission of bids** through payment gateway of designated banks such as SBI/ICICI Bank/HDFC Bank for all Government Departments, State PSUs, Statutory Corporations, Autonomous Bodies and Local Bodies etc. in phases(ANNEXURE-I). The process outline as well as accounting and reporting structure are indicated below:
 - a) It will be carried out through a single banking transaction by the bidder for multiple payments like **Cost of Tender Paper and Earnest Money Deposit on submission of bids**.
 - b) Various payment modes like Internet banking/ NEFT/RTGS of Designated Banks and their Aggregator Banks as well can be accessed by the intending bidders.
 - c) Reporting and accounting of the e-receipts will be made from a single source.
 - d) Credit of receipts into the Government accounts and to the designated Bank account of the participating entities indicated in Para 2 above would be faster.
3. Only those bidders who successfully remit their **Cost of Tender Paper and Earnest Money Deposit on submission of bids** would be eligible to participate in the tender/bid process. The bidders with pending or failure payment status shall not be able to submit their bid. Tender inviting authority, State Procurement Cell, NIC, the designated Banks shall not be held responsible for such pendency or failure.

J. K. Sahoo

4. Banking arrangement:

- a) Designated Banks (SBI/ICICI Bank/HDFC Bank) payment gateway are being integrated with e-Procurement portal of Government of Odisha (<https://tendersodisha.gov.in>)
- b) The Designated Banks participating in **Electronic receipt, accounting and reporting of Cost of Tender Paper and Earnest Money Deposit on submission of bids** will nominate a Focal Point Branch called e-FPB, who is authorized to collect and collate all e-Receipts. Each such branch will act as the Receiving branch and Focal Point Branch notwithstanding the fact that the bidder might have debited his account in any of the bank's branches while making payment.

5. Procedures of bid submission using electronic payment of tender paper cost and EMD by bidder :

- a) The bidders have to log onto the Odisha e-Procurement portal (<https://tendersodisha.gov.in>) using his/her digital signature certificate and then search and then select the required active tender from the "Search Active Tender" option. Now, submit button can be clicked against the selected tender so that it comes to the "My Tenders" section.
- b) **Uploading of Prequalification/Technical/Financial bid:** The bidders have to upload the required Prequalification /Technical/Financial bid, as mentioned in the bidding document and in line with Works Department office memorandum No.7885/W dt.23.07.2013.
- c) **Electronic payment of tender paper cost and EMD :** Then the bidders have to select and submit the bank name as available in the payment options :
- i. A bidder shall make electronic payment using his/her internet banking enabled account with designated Banks or their aggregator banks.
 - ii. A bidder having account in other Banks can make payment using NEFT/RTGS facility of designated Banks.
- Online NEFT/RTGS payment using internet banking of the bank in which the bidder holds his account, by adding the account number as mentioned in the challan as an interbank beneficiary.



- d) **Bid submission:** Only after receipt of intimation at the e-Procurement portal regarding successful transaction by bidder the system will activate the 'Freeze Bid Submission' button to conclude the bid submission process.
- e) **System generated acknowledgement receipt for successful bid submission:** System will generate an acknowledgement receipt for successful bid submission. The bidder should make a note of 'Bid ID' generated in the acknowledgement receipt for tracking their bid status.

6. Settlement of Cost of Tender Paper:

- a) **Cost of Tender Paper :** In respect of Government receipts on account of **Cost of Tender Paper**, the e-Procurement portal shall generate a MIS for the State Procurement Cell (SPC). The MIS will contain an abstract of the cost of tender paper collected with reference to **Bid Identification Number**. The State Procurement Cell shall generate Bank-wise challans under the head of Account for **Cost of Tender Paper** and instruct the designated Banks to remit the money to the proper head of account of State Government. In respect of the cost of tender paper received through the e-procurement portal, the remittance to the Cyber Treasury account will be made to the Head of Account 0075-Misc. General Services-800-Other Receipts -0097-Misc. Receipts-02237-Cost of Tender Paper.
- b) For the time being, the State Procurement Cell (SPC) will use over the counter payment facility of the Odisha Treasury portal. Thereafter, remittance through NEFT & RTGS will be facilitated through the Odisha Treasury portal.
- c) Similarly, in case of State PSUs, Statutory Corporations, Autonomous Bodies and Local Bodies etc. **Cost of Tender Paper**, the e-Procurement portal shall generate a MIS for the State Procurement Cell (SPC). The MIS will contain an abstract of the cost of tender paper collected with reference to **Bid Identification Number**. The cost of tender papers will be credited to the registered Bank account of the concerned State PSUs, Statutory Corporations, Autonomous Bodies and Local Bodies etc
- d) Bank will refund (in case the Tender Inviting Authority (TIA) issues such instructions) the tender fee and EMD to the bidder, in case the tender is cancelled before opening of Bid as per direction received from TIA through e-procurement system.
- e) Back-end Transaction Matrix of Electronic receipt of Cost of Tender Paper and Earnest Money Deposit on submission of bids is enclosed in the **Annexure- I**.

J. K. Sahoo

7. Settlement of Earnest Money Deposit on submission of bids:

- a) The Bank will remit the **Earnest Money Deposit on submission/cancellation of bids** to respective bidders accounts as per direction received from TIA through e-procurement system.

8. Forfeiture of EMD :

Forfeiture of **Earnest Money Deposit on submission of bid** of defaulting bidder is occasioned for various reasons.

- a) In case the **Earnest Money Deposit on submission of bid** is forfeited, the e-Procurement portal will direct the Bank to transfer the EMD value from the Pooling Account of SPC to the registered account of the tender inviting authority.
- b) The Tender inviting authorities of the Government Departments will deposit the forfeited **Earnest Money Deposit on submission of bid**, in the State Government Treasury under the appropriate head (8782-Cash Remittances and Adjustments between the officers rendering accounts to the same Accounts Officer-102-P.W.Remittances-1683-Remittances-91028-Remittances into Treasury) after taking the amount as a revenue receipt in their Cash Book under the head 0075-Misc. General Services-00-101-Unclaimed Deposits-0097-Misc. Receipts-02080-Misc. Deposits and submit the detail account to D.A.G., Puri as a deposit of the Division.
- c) By clicking submit button, system will initiate the forfeiture of EMD. System will not allow the evaluator to edit the initiation after clicking the submit button. Forfeiture option can be carried out in phased manner like one bidder at a time.

9. Role of the Banks:

- a) Make necessary provision / customizations at their end to enable the provision for online payments / refunds as per this document.
- b) Provide necessary real-time message to bidders regarding successful or unsuccessful transactions during online payment processes and redirect them to e-Procurement website with necessary transaction reference details enabling them to submit their bids.
- c) The bank shall ensure transfer of funds from the pooling account to the Government Head/current account of PSUs/ULBs within the next bank working day as per the directions generated from e-Procurement portal.
- d) Bank should provide timely reports and reference details to NIC enabling them to carry out their role as stated below.
- e) Refund of amount to bidders as per the XML file provided by e-Procurement system on the next bank working day from the date of generation of the XML file and also provide a confirmation to NIC on the same.



10. Role of State Procurement Cell:

- a) Communicate requirements of Government departments/ State PSUs/ Autonomous Bodies/ ULBs online payment requirements to National Informatics Centre / the authorised Banks for mapping/ customization.
- b) In every working day, the State Procurement Cell shall generate MIS from the e-Procurement portal to ascertain the tender paper cost received in the e-Tendering process separately bank-wise for the Government Department and the PSUs/ULBs. The SPC shall generate bank-wise separate online challans from the Odisha Treasury portal and make the remittance through over the counter facility or NEFT/RTGS (as and when this functionality is available in Treasury portal) and issue instruction to the bank for remittance of the receipt to the State Government account.
- c) The State Procurement Cell shall be responsible for providing challan details and MIS in respect of the remittance towards tender paper cost to the Tender inviting authorities for their record.
- d) State Procurement Cell shall monitor the progress of e-Tendering by different Government Departments / State PSUs/ Autonomous Bodies / ULBs through MIS. State Procurement Cell shall monitor and send monthly progress reports to the Government.
- e) The e-Procurement system will generate a consolidated refund & settlement XML file as an end of the day activity.
- f) e-procurement system will provide a web service for Payment Gateway (PG) provider to pull the encrypted refund and settlement details in XML file against a day.
- g) Similarly, Payment Gateway (PG) provider will provide a web service to pull the refund and settlement status against a day.
- h) e-procurement system will update the status accordingly for reconciliation report.

11. Role of National Informatics Centre :

- a) Customize e-Procurement software and web-pages of Government of Odisha (<https://tendersodisha.gov.in>) to enable the provision for electronic payment.
- b) The NIC, Odisha will modify / rectify the errors in electronic data relating to the Chart of Account.
- c) NIC will provide an interface to organisations to download the electronic receipt data.
- d) Enable automatic generation of daily XML files from e-Procurement system and ensure delivery of the same to the authorised Banks for enabling automatic refund/settlement of funds.

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- e) NIC shall enable the e-Procurement portal to generate MIS as required for the State Procurement Cell in order to make remittance of the tender paper cost to the State Government account using the Odisha Treasury Portal.

12. Role of Cyber Treasury :

- a) The cost of the tender paper deposited by the SPC using the Odisha Treasury Portal which will be accounted for by the Cyber Treasury and it shall submit the accounts to A.G. (O) as per the established process.
- b) The Cyber Treasury will provide MIS as required to the SPC for the purpose of accounting and reconciliation of the electronic remittances made to the State Government account

13. Redressal of Public grievances :

- a) The State Procurement Cell, Odisha, National Informatics Centre, Odisha and the e-FPB will have an effective procedure for dealing with, public complaint for e-Receipt related matters. In case, any mistake is detected by any of the stakeholders in reporting of receipt of tender paper cost and EMD, either suo moto or on being brought to its notice, the State Procurement Cell, Odisha, National Informatics Centre, Odisha unit, Cyber Treasury and the bank will promptly take steps for rectification. The e-Focal Point Branch of the participating Banks, National Informatics Centre, Odisha and the State Procurement Cell, Odisha will notify the contact number and address of the Help Desk for resolution of any dispute regarding e-Receipt.

14. Applicability and modification of existing rules / orders:

The modalities prescribed in this Office Memorandum for downloading of tender paper, submission and rejection of bid, acceptance of Bids as well as refund and forfeiture of earnest deposit will be applicable for electronic submission of bids through e-procurement portal. Existing provisions regulating cost of Tender Paper and Earnest Money Deposit in OPWD Code and OGFR would stand modified to the extent prescribed in this Office Memorandum.

15. These arrangements would be made effective after signing of MoU between the designated Banks and the State Procurement Cell, firming up of Banking arrangements and technical integration between designated Bank and e-Procurement Portal.

1. This shall take effect from the date of issue of this Office Memorandum.
2. Accordingly, relevant existing codal / contractual provision exist vide Office Memorandum No 6785/W dt.09.05.2017 of Works Department stands modified to the above extent
3. This has been concurred in by the Finance Department vide their UOR No.-39-WF-I dt.09.11.2017.

Odisha 5/11/17
E.I.C-cum-Secretary to Government
(P.T.O.)

Memo No. 17255 W. dated, 3-12-17

Copy forwarded to P. S. to Hon'ble Chief Minister, Odisha for information and necessary action.

Jahnu
5/12/2017
FA - cum- Addl. Secretary to Government

Memo No. 17256 W. dated, 5-12-17

Copy forwarded to OSD to Chief Secretary, Odisha / Sr. P.S. to Development Commissioner-cum-Additional Chief Secretary, Odisha / Sr. P.S. to Additional Chief Secretary, Finance for information and necessary action.

Jahnu
5/12/2017
FA - cum- Addl. Secretary to Government

Memo No. 17257 W. dated, 5-12-17

Copy forwarded to All Departments / Managing Director, OB & CC Ltd., Bhubaneswar / Managing Director, OCC Ltd., Bhubaneswar for information and necessary action.

Jahnu
5/12/2017
FA - cum- Addl. Secretary to Government

Memo No. 17258 W. dated, 5-12-17

Copy forwarded to EIC (Civil), Odisha, Bhubaneswar / All Chief Engineers, Odisha / All Superintending Engineers / All Executive Engineers (under Works Department) for information and wide circulation among subordinate offices.

Jahnu
5/12/2017
FA - cum- Addl. Secretary to Government

Memo No. 17259 W. dated, 5-12-17

Copy forwarded to the Principal Accountant General (A&E), Odisha, Bhubaneswar / Principal Accountant General, Odisha, Puri Branch, Puri for information and necessary action.

Jahnu
5/12/2017
FA - cum- Addl. Secretary to Government

Memo No. 17260 W. dated, 5-12-17

Copy forwarded to the Director, Treasuries & Inspection, Odisha, Bhubaneswar for information and necessary action.

Jahnu
5/12/2017
FA - cum- Addl. Secretary to Government

