

ODISHA STATE CIVIL SUPPLIES CORPORATION LTD., BARGARH



(Email Id- cso.baragarh@gmail.com)

No.....1445..... Dt.....26.03.2026

TENDER CALL NOTICE

District Manager, OSCSC Ltd., Bargarh invites sealed quotations/ tenders from reputed Travel Agencies/ Tour Operators /private Individuals for providing 1 (One) no. of BS-VI emission compliant light vehicle i.e. Tiago/ Bolt/ Celerio (petrol) etc having sitting capacity not more than 05 (Five) including driver with a minimum mileage 17 KM per litre at the maximum hire charges of Rs.24,000/- per month excluding taxes, which shall conform to the terms and conditions outlined at (Annexure-A) attached with tender paper . The vehicle shall be utilized for official use in the office of the Chief CSO-cum-District Manager, OSCSC Ltd., Bargarh on monthly rent basis for a period of 03 (Three) years.

The Tender paper should be reached in the office of undersigned by speed post on or before 7th April 2026 by 1:00 P.M.

The tender committee reserves the right either to reject or to cancel any/all Quotations/ Tenders without assigning any reason thereof.

Address for submission of Tender paper

CCSO-cum-District Manager, OSCSC Ltd., Bargarh,
Near Gandhi Chowk, Collectorate Road, At/Po- Bargarh,
Dist.- Bargarh, PIN- 768028

The detail tender guideline is available in this office/ Corpn. H.O. website www.oscsc.in

Programme for Tender Selection	Date/ Time
Date of Advertisement in newspaper	31-03-2026
Availability of tender paper from office & website	31-03-2026
Last date of receipt of tender application by speed post	07-04-2026 by 1:00 PM
Opening of sealed tender for finalization	07-04-2026 at 4:30 PM


**CCSO-cum-District Manager
OSCSC Ltd, Bargarh**



TENDER DOCUMENT

Sealed quotations/ tenders are invited from interested reputed Travel Agencies/ Tour Operators / Individuals for providing 01 (One) No. of emission compliant light vehicle i.e. Tiago/ Bolt/ Celerio (petrol) etc having sitting capacity not more than 05 (Five) including driver which shall conform to the terms and conditions outlined at (Annexure-A) for official use in the office of the Chief CSO-cum-District Manager, OSCSC Ltd., Bargarh on monthly rent basis for a period of 03 (Three) years:

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. which are 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.5,000/- (Rupees five 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., Bargarh" payable at Bargarh and submitted along with the tender as EMD. After completion of tender process, the 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.
8. The vehicle for office use must achieve a fuel efficiency of 17 KMs per liter (Petrol).
9. The sealed envelope containing the tender documents must be clearly subscribed at the top as:- "Tender for hiring vehicles for office Use" with mentioning tender No. and details as the case may be.

TERMS & CONDITONS FOR HIRING OF VEHICLE

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, Fitness Certificate, Pollution 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 office of the District Manager, OSCSC Ltd, Bargarh 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 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 & different 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 what so ever the replace 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 far 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 date of 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, the District Manager, OSCSC Ltd., Bargarh shall forfeit the entire amount of security deposit.


CCSO-cum-District Manager
OSCSC Ltd, Bargarh

GENERAL INFORMATION FOR HIRING of VEHICLE**Annexure -B**

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 the 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 Driver	
17	Contact No. of the Service Provider	
18	Contact No. of Driver	
19	Proposed Hire Charges of the vehicle per month excluding fuel	
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 the
Quotationer/Tenderer