



No. 800

**ODISHA STATE CIVIL SUPPLIES CORPORATION LIMITED,
SUBARNAPUR UNIT**

Email Id: - sonpurcso@gmail.com

Dtd. 01.06.2026


TENDER CALL NOTICE

Sealed quotations/tenders are invited from interested reputed Travel Agencies / Individuals for providing One (1) No of BS-VI compliant vehicle for Office use having seating capacity not more than 5 (five) including driver which shall conform to the Terms and conditions outlined at (Annexure-A) for official use in the Office of the District Manager, OSCSC Limited, Subarnapur on monthly rent basis.

1. The service provider shall have a valid GST registration to participate in the Tender Process.
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. 5000.00 (five thousand rupees only)** shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the District Manager, OSCSC Limited, Subarnapur 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. 24000/- for office-use vehicle.
8. The Vehicle for office- use must achieve a fuel efficiency of 17 KM per litre.
9. The sealed envelope containing the tender documents must be clearly superscribed at the top as - "**Tender for Hiring vehicles for office use**" **with mentioning tender no. and date** as the case may be.


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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 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.
11. The sealed Tenders completed in all respect including required certificates should reach the undersigned by speed post/registered post/courier service on or before dt. 08.06.2026 by 5.00 P.M. & the sealed Tenders will be opened at the Mini Conference Hall, Collectorate, Subarnapur on 09.06.2026 at 9.00 A.M in presence of the District Level Tender Committee & 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 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 <https://oscsc.nic.in>, <https://subarnapur.odisha.gov.in> from Date 02.06.2026 to 08.06.2026.
13. The undersigned reserves the right to reject any or all quotation without assigning any reason thereof.


CCSO-cum-District Manager
OSCSC Ltd., Subarnapur

Memo No 801 / **Date** 01.06.2026

Copy to office notice board for information of the general public.
Copy submitted to all members of hiring vehicle selection Committee for information & necessary action.


CCSO-cum-District Manager
OSCSC Ltd., Subarnapur

Memo No 802 / **Date** 01.06.2026

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


CCSO-cum-District Manager
OSCSC Ltd., Subarnapur

Memo No 803 / **Date** 01.06.2026

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


CCSO-cum-District Manager
OSCSC Ltd., Subarnapur

Terms & Conditions

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**

Amber 01/06/20
District Manager
O.S.C.S.C. Ltd. Sukh
District Manager

General Information

Annexure-B

SI No	Particulars	
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	

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

Seal & Signature of Tenderer