

ANNEXURE-I
ODISHA STATE CIVIL SUPPLIES CORPORATION LTD., NUAPADA.

No 3777 /Date 18.12.25

TENDER CALL NOTICE

As per corpn. Head Office letter No 14955 dt 30.10.2025 ,sealed quotations/ tenders are invited from interested reputed Travel Agencies/ Tour operators or private individuals through **Regd. Post/ Speed Post & Courier Service** for providing **2 (Two)** No of **Commercial Registration Vehicle One for office use** having seating capacity not more than 5 including driver **& another vehicle for paddy procurement Operation for the KMS 2025-26** having seating capacity not more than 7 including driver which shall conform to the Terms and Conditions (**Annexure-A**) for use of the CSO-cum-District Manager, OSCSC Ltd., Nuapada 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 at the time of submission of bid and must have valid Registration Certificate, Insurance Certificate, Fitness 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/- shall be deposited as E.M.D.** by the intending bidders in shape of Accounts Payee Bank Draft drawn in favor of the **District Manager. OSCSC Ltd., Nuapada** and Payable at Nuapada & submitted along with the tender as EMD. After completion of Tender process, the amount will be refunded to unsuccessful bidders.
- 7 The monthly rate of hire charge, excluding GST be quoted separately , excluding fuel. However the quoted rate shall not exceed maximum ceiling rate i.e. **Rs. 24000/-** for office use vehicle and **Rs. 37200/- for Paddy procurement** use vehicle. Separate application with separate envelope should be used by the tenderer in case he/she desires to apply for both type of office use vehicle.
8. The vehicle for office-use must achieve a fuel 17 Kms per liter and for paddy procurement-use must achieve a fuel efficiency 10 KM per liter.


CSO-Cum-District Manager,
OSCSC Ltd., Nuapada

09 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 Paddy procurement use with mentioning tender No and Date as the case may be .

10 The details of the make and year of manufacture of the vehicle, registration No ,Mileage (Kms covered per liter) and name of the driver with 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)

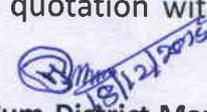
11. The sealed Tenders completed in all respect should reach the undersigned by speed post/Registered Post/ Courier service on or before **29.12.2025 by 5.00 PM** . The Tender paper sent other than the above mode or after the stipulated date & time shall not be entertained in any circumstances . The sealed tenders will be opened at the conference hall of Collectorate, Nuapada on **30.12. 2025 at 11. 30 AM** in the presence of the District Level Tender Committee & bidders or their authorize representatives. The Tenderers are requested to attend the tender bid opening with all Original Documents as per the requirement for consideration of their tenders.

12 The application form of quotation/ tender containing General Bid information and Terms and Conditions of Hiring of vehicles etc will be available with OSCSC website .It can be downloaded from <http://oscsc.in> and <https://nuapada.odisha.gov.in> from **18.12.2025 to 29.12.2025** .

12.The contract period shall be **executed for minimum 3 (three) years** which may be extended by maximum 1(One) year subject to satisfactory performance of engaged vehicles.

13 The undersigned reserves the right to reject any or all quotation without assigning any reasons thereof.

Memo No 3778 /Dated 18.12.25

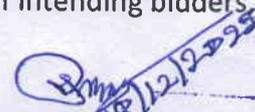

CSO-Cum-District Manager.,
OSCSC Ltd., Nuapada

Copy along with soft copy submitted to the District e-Governance Manager, Collectorate, Nuapada with a request to display the notice in the district website on 18.12.25 to 29.12.2025, up to 5.00 PM for wide circulation.

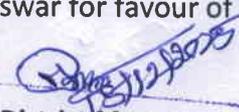
Copy submitted to all District level Officers of Nuapada for information with a request to display the notice in their office Notice Board for wide awareness of intending bidders

Notice board of RTO Office Nuapada.

Memo No 3779 /Dated 18.12.25


CSO-Cum-District Manager.,
OSCSC Ltd., Nuapada

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


CSO-Cum-District Manager.,
OSCSC Ltd., Nuapada

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, Fitness Certificate, Pollution Certificate , Valid contract 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 by hired vehicles or loss of life/ injury made to any person or damage to the 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 vehicles towards repair, replacement of spare parts, Lubricating Oil of Engine, Gear Box and 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 salary of the driver shall be borne by the service provider.
- 5 In case of Breakdown for reasons whatsoever the replace of the vehicle of the same or better model shall be provided by the owner of the vehicle/ bidder.
- 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 vehicle 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 of hirer. No extra payment shall be made.
9. Monthly hire charges and reimbursements towards cost of diesel (as per norm) will be paid in every succeeding month, as per as possible within fifteen days of the submission of bills by the Agency 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 CSO-Cum-District Manager., OSCSC Ltd., Nuapada , shall forfeit the entire amount of security deposit.

Quotation /Tender Calling Authority.


CSO-Cum-District Manager.,
OSCSC Ltd., Nuapada.
CSO-Cum-District Manager.,
OSCSC Ltd., Nuapada

ANNEXURE-B**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 and 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 and address of the Driver	
16	D.L.No & Validity of the DL of the Driver	
17	Contact Number of the Service Provider	
18	Contact number of Driver	
19	Proposed hir4 charge of the vehicle per month excluding fuel cost	
20	Rate of fuel consumption/ Mileage per liter	

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

Seal Signature of Tendered.

1. E.M.D. Rs.5000/- (Rupees Five thousand) only in favour of District Manager., OSCSC Ltd., Nuapada Payable at Nuapada.
2. Xerox copies of all related documents of General Information of Hiring vehicle.
3. Communication Address (By R.P / Speed Post/ Courier Service)

CSO-Cum-District Manager.,
OSCSC Ltd., Nuapada.
AT/PO /Dist Nuapada
Pin 766105

4. Last Date of Receipt of Tender Paper 29.12.2025 by 5.00 P.M.
5. Opening of Tender on dt. 30.12.2025 at 11.30 A.M.


CSO-Cum-District Manager,
OSCSC Ltd., Nuapada