

Annexure-I

**ODISHA STATE CIVIL SUPPLIES CORPORATION LIMITED,**  
**GAJAPATI: PARALAKHEMUNDI.**  
e-Mail – [cso.gajapati@gmail.com](mailto:cso.gajapati@gmail.com) FAX – 06815-222153

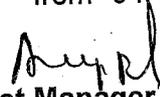
**File No. OS/11/2025 / Notice No. 3581 / Dt. ....02/12/2025**  
**Office Quotation / Tender Call Notice**

Sealed quotation / tenders are invited from interested reputed Travel Agencies / Tour Operators or Private Individuals for providing 01 (One) nos. of vehicle for official use in the model of **Tiago / Bolt/ Celerio (Petrol) etc.**, which shall conform the terms and condition (Annexure-II) in the office of the CSO-cum-District Manager, OSCSC Ltd., Gajapati on monthly rent basis:

- 1) The service providers 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 Corporation 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, valid Contract Carriage Permit, Proof of upto date tax payment etc., which are mandatory for plying 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, gently and obedient in nature.
- 6) A sum of Rs. 5000/- shall be deposited by the intending bidders in shape of account payee Bank Draft drawn in favour of the *District Manager, OSCSC Ltd., Gajapati* and submitted along with the tender as Security Deposit/EMD. After completion of tender process, the amount will be refunded to unsuccessful bidders.
- 7) The monthly rate of hire charges, excluding GST be quoted separately, excluding fuel.
- 8) The vehicle must achieve a fuel efficiency of 17 KMs per litre (Petrol).
- 9) The detail 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 Quotation / Tender (Annexure-III).
- 10) The quotation completed in all respect should reach the undersigned on or before **dt. 15.12.2025 by 05.30 PM through Regd. Post / Speed Post & Courier Service** only and shall be opened on dt. 16.12.2025 at 05.00 PM at ADM Chamber in the presence of the bidder or their authorized representatives. The detail calendar programme of tender process for selection of hiring vehicles is as follows:-

Venue of Tender	In the Office of CSO-cum-District Manager, Gajapati
Period of Sale Tender Documents	04.12.2025 to 15.12.2025 (05.30 PM)
Last date for receipt of tender documents	On dt. 15.12.2025 (05.30 PM)
Opening of Tender	On dt. 16.12.2025 at 05.00 PM at the Office of ADM(Gen.), Gajapati

- 11) The application form of the quotation / tender containing General Bid information & Terms and conditions for Hiring of vehicle etc. will be available in the District Portal i.e. <https://gajapati.odisha.gov.in>, which can be downloaded and also available in the office of the CSO-cum-DM, OSCSC Ltd., Gajapati on payment of Rs.100/- from 04.12.2025 to 15.12.2025.

  
**District Manager,**  
**OSCSC Ltd., Gajapati.**

Memo No... 3582/

Date... 07/... 12/2025

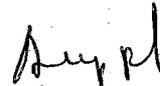
Copy to All District Level Tender Committee Members for favour of kind information and necessary action. It is requested to remain present during opening of the tender on the aforesaid date and time.

  
District Manager,  
OSCSC Ltd., Gajapati.  
Date... 07/... 12/2025

Memo No... 3583/

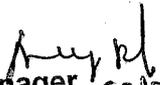
Copy to Office Notice Board, for information of public.

Copy to the Manager, e-Governance, Gajapati district for information and requested to hoist the same in district website.

  
District Manager,  
OSCSC Ltd., Gajapati.  
Date... 07/... 12/2025

Memo No... 3584/

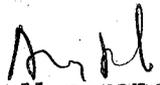
Copy submitted to the MVI / FA & CAO, OSCSC Ltd., Bhubaneswar for favour of kind information and necessary action.

  
District Manager,  
OSCSC Ltd., Gajapati.  
Date... 07/... 12/2025

Memo No... 3587/

Copy submitted to the steno to ADM (Gen), Gajapati for kind information of ADM (Gen).

Copy submitted to the steno to Collector, Gajapati for kind information of Collector.

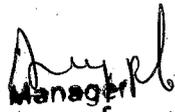
  
District Manager,  
OSCSC Ltd., Gajapati.

## TERMS & CONDITIONS FOR HIRING OF VEHICLES

The following terms and conditions must be fulfilled by bidders for providing a vehicle on hire on monthly rent basis.

1. The hired vehicle during the period of contract, shall have all necessary valid MV documents such as : - valid Registration Certificate, Insurance Certificate, Fitness Certificate, valid Contract Permit, proof of up-to-date tax payment etc. and D.L. of the driver available all the times.
2. The Office hiring the vehicle shall not be responsible for any damages / loss caused to hired vehicle 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 basing on actual consumption and lubricants 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 responsibility of the bidder to provide a good driver and the remuneration of the driver shall be borne by the Agency /Owner.
5. In case of breakdown for reasons whatsoever the replace of a vehicle of the same or better model shall be provided by the agency / 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. No extra payment shall be made.
9. Monthly hire charges and reimbursement towards cost of fuel (as per norms) will be paid in every succeeding month, as per as possible within 15 (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 (Three) years old from the initial registration and also on good running condition during the period of contract.
11. If the services are found to be unsatisfactory, the client shall give 01(One) month notice and terminate the agreement.
12. In case Service Provider intends to withdrawn the services of his vehicle and terminate the agreement, it shall be mandatory upon him to grant 01(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., Gajapati shall forfeit the entire amount of Security Deposit.

Signature of the Tenderer

  
District Manager  
O.S. C.S. Ltd., Gajapati  
Signature of  
Quotation / Tender Calling Authority

**GENERAL INFORMATION**

SI No	Particulars		
1.	Name of the Service Provider /Individual		
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 D.L of the Driver		
17.	Contact Number of the Service provider		
18.	Contact number of Driver		
19.	Proposed hire charge of the vehicle per month excluding fuel cost		
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**

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**GOVERNMENT OF ODISHA**  
**FINANCE DEPARTMENT**

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No. 15836

/F

Date 27.05.2025

FIN-COD-MV-0004-2018

**OFFICE MEMORANDUM**

**Sub: Comprehensive instruction regarding hiring of private vehicles for official use by State Government Offices - Reg.**

1. Hiring charges were fixed last in 2019 and, in the meantime, 6 years have already elapsed. Hence, in supersession of provisions of FDOM No 22924/F dated 14.08.2023 and FDOM No.2477/F dated.29.01.2024, it has now been decided to revise hiring charges of various categories of vehicles hired in Government offices as given below.

(a) For official use:

Sl. No.	Category of Offices	Maximum Monthly Hiring charge (exclusive of applicable taxes) (in Rs.)		Minimum Average Mileage (in KM/Lit)
		Present	Now Revised	
1	Blocks/ Tahasils /and other filed offices	31,000	37,200	10
2	District/ Range level offices	20,000	24,000	17
3	Collectors / SPs / other equivalent officers (for their own official use)	37,000	44,400	10
4	Heads of Department / Administrative Departments (Pool vehicle)	20,000	24,000	17
5	Special Secretary / Additional Secretary / Director (For their own official use)	26,000	31,200	17
6	Principal Secretary / Commissioner-cum-Secretary / other equivalent officers (For their own official use)	30,000	36,000	12

*PI*

Sl. No.	Category of Offices	Maximum Monthly Hiring charge (exclusive of applicable taxes) (in Rs.)		Minimum Average Mileage (in KM/Lit)
		Present	Now Revised	
7	Officers of Apex Scale	42,000	50,400	9
8	Hon'ble Ministers / Other Dignitaries	42,000	50,400	9
9	College / University / Training Institute (Bus)	85,000	90,000 (32-seater)	6
10			71,500 (25-seater)	
11			58,500 (15-seater)	

(b) For special purposes:

Sl. No.	Type of vehicle	Maximum Monthly Hiring charge (exclusive of applicable taxes) (in Rs.)	Minimum average Mileage (in KM / Lit)
1	TATA Ace and Equivalent (LGV)	33,500	16
2	Mahindra & Mahindra Pick up Van/Bolero Camper/Tata 407/ Tata Yodha Pick Up and equivalent	42,000	6

**Note-1:** Only those HoDs who do not have an earmarked vehicle and who have to perform extensive tours, will be allowed to hire a vehicle at par with Collectors/Superintendent of Police on case-to-case basis with prior concurrence of Finance Department.

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Note-2: The mileage, as prescribed above, shall also be applicable for equivalent model of Government Vehicles.

2. Officers in the rank of Additional Secretary and above or equivalent and Heads of Department are entitled for independent vehicle. Provision of "Pool Vehicle" shall be made only for the officers in the rank of Under Secretary / Deputy Secretary / Joint Secretary or of equivalent rank working in State Government Departments and Heads of Department.

3. Terms and Conditions for Hiring Vehicles:

- i. Administrative Departments can hire vehicles, at their level, for official use in substitution of existing Government vehicles after completion of condemnation and scrapping of the vehicle in terms of guidelines issued by Commerce & Transport (Transport) Department.
- ii. Hiring sought for, without condemnation of existing vehicles and hiring of vehicle for new offices/entitled officers, will require prior concurrence of Finance Department. In case any vehicle has been hired with prior concurrence of Finance Department, no further concurrence of Finance Department is required for successive renewals or fresh contracts. Head of Office concerned is empowered to renew the contract or go for a new hiring contract. However, hiring must be discontinued immediately if the vehicle is no longer required for the office concerned or when the post of the officer concerned falls vacant.
- iii. The procuring entity shall follow a transparent bidding process for selection of the Service Providers for hiring BS-VI emission compliant Vehicles. A standard model bidding document (MBD) is at Annexure-I.
- iv. The hiring charges do not include fuel cost (petrol/diesel) which is to be paid separately basing norms.
- v. The vehicles shall be in good condition and shall not be older than three years at the time of submission of bid. Vehicles older than seven years should be replaced by new vehicles by the service provider.
- vi. The Service Providers will ensure that the vehicle is kept under optimum running condition and avoid accidents attributable to lack of maintenance/upkeep. The hired vehicles cannot be used by the service provider for any private/commercial purpose beyond office hours or during holidays.
- vii. Vehicles may also be hired through electronic platform such as GeM etc. by adhering to the aforesaid norms. While floating the bid, it should be specifically stated that hiring charge does not include cost towards fuel which is to be paid separately basing on norms.
- viii. The service provider shall have a valid GST registration to participate in the tendering.
- ix. The service provider, participating in the bidding process under the jurisdiction of Municipal Corporations, shall be registered on GeM platform.
- x. The recurring expenditure involved in hiring of vehicles shall be met from the Budget sanctioned for respective Offices under the object head of "Motor Vehicles".
- xi. In the Log books, Kilometre reading and POL shall be recorded in relevant columns and verified regularly by the authorized officer before releasing payment.
- xii. The hired vehicle shall be discontinued immediately, when the vehicle is no longer required due to retirement / transfer of the concerned officer or closure of the office/ project etc.

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- xiii. Administrative Department shall sanction hiring of vehicle, at their level, for one-time sporadic requirement on case-to-case basis. (For example: One-time hiring for a week/fortnight, etc.)
- xiv. **The period of the contract shall be for a period of 3 years which may be extended by maximum 1 year subject to satisfactory performance.**
- xv. Provision of Odisha General Financial Rules, 2023 and Delegation of Financial Power Rules, 1978 shall be applicable for hiring of vehicles. EMD / Bid Security and Performance Security shall be as per the provision of Odisha General Financial Rules and as amended from time to time.
- xvi. No cost towards cost of tender paper shall be charged while inviting the tender.

#### 4. Ceilings of Usage:

- i. Vehicles used by Officers of the grade of Heads of Department and above up to maximum of 2500 kms in a month.
- ii. Vehicles used by other Officers and for pool duty up to maximum of 2000 kms in a month.
- iii. **In case of variation exceeding 20%, Administrative Department shall accord approval recording the reason of variation.**

Note-1: The ceiling on usage, as prescribed above, shall also be applicable for equivalent model of Government Vehicles.

5. A model Service Provider Agreement is at Annexure-II. Log books shall be maintained as per the format at Annexure-III.

6. **The revised rate will be applicable to new contracts for which bids will be invited after issue of this office memorandum.**

By orders of the Governor,

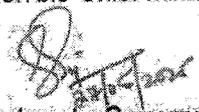


27.05.2025  
Principal Secretary to Government

Memo No. 15837 /F

Date 27.05.2025

Copy forwarded to P.S. to Hon'ble Chief Minister for kind information of Hon'ble Chief Minister.

  
Under Secretary to Government

Memo No. 15838 /F

Date 27.05.2025

Copy forwarded to OSD to Chief Secretary/ OSD to DC-cum-ACS to Government / P.S. to Principal Secretary, Finance Department for kind information of Chief Secretary/ DC-cum-ACS / Principal Secretary, Finance Department.

  
Under Secretary to Government

Memo No. 15839 /F

Date 27.05.2025

Copy forwarded to P.S. to Additional Chief Secretary to Government/P.S. to Principal Secretary to Government/ P.S. to Commissioner-cum-Secretary to Government/ P.S. to Secretary to Government (All Departments) for kind information of Additional Chief Secretary to Government/Principal Secretary to Government/ Commissioner-cum-Secretary to Government/ Secretary to Government (All Departments).

  
Under Secretary to Government

Memo No. 15840 /F

Date 27.05.2025

Copy forwarded to All Heads of Departments / All Revenue Divisional Commissioners/ All Collectors /All SPs/ All Financial Advisors / All Assistant Financial Advisors /All Treasury Officers/All Special Treasury Officers /All Sub-Treasury Officers/Accountant General (G & SSA) Odisha, Bhubaneswar / Accountant General (E&RSA), Odisha, Bhubaneswar/ Accountant General (A & E), Odisha, Bhubaneswar for information and necessary action.

  
Under Secretary to Government

Memo No. 15841 /F

Date 27.05.2025

Copy forwarded to all Officers/ all Branches of Finance Department for information and necessary action.

  
Under Secretary to Government

Memo No. 15842 /F

Date 27.05.2025

Copy forwarded to Commissionerate of CT & GST, Odisha / Directorate of Treasuries & Inspection, Odisha / Odisha Sales Tax Tribunal/ Directorate of Local Fund Audit, Odisha/ Controller of Accounts, Odisha/ Madhusudan Das Regional Academy of Financial Management, Odisha for information and necessary action.

  
Under Secretary to Government

Memo No. 15843 /F

Date 27.05.2025

Copy forwarded to Shri Tapan Kumar Pattanaik, Sub-Nodal Officer (E-Gazette), FID, Finance Department for kind information and necessary action.

It is requested to upload this letter in the official website of Finance Department.

  
Under Secretary to Government