



Annexure-I

ODISHA STATE CIVIL SUPPLIES CORPORATION LIMITED,
GAJAPATI: PARALAKHEMUNDI.
e-Mail – csso.gajapati@gmail.com FAX – 06815-222153

File No. ~~419~~ / Notice No. 419 / Dt. 06 / 02 / 2026
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 Paddy Procurement use in the model of **Tuv300/ Bolero/ Sumo Gold/ Ertiga 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. 33480/- 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 10 KMs per litre.
- 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. 16.02.2026 by 05.30 PM through Regd. Post / Speed Post & Courier Service** only and shall be opened on dt. 17.02.2026 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	07.02.2026 to 16.02.2026 (05.30 PM)
Last date for receipt of tender documents	On dt. 16.02.2026 (05.30 PM)
Opening of Tender	On dt. 17.02.2026 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 07.02.2026 to 16.02.2026.


District Manager,
OSCSC Ltd., Gajapati.

Memo No. 420...../

Date. 06./02../2026

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.

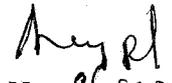


District Manager,
OSCSC Ltd., Gajapati.
Date. 06./02../2026

Memo No. 421...../

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. 06./02../2026

Memo No. 422...../

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



District Manager,
OSCSC Ltd., Gajapati.
Date. 06./02../2026

Memo No. 423...../

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.



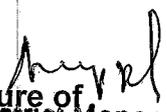
District Manager,
OSCSC Ltd., Gajapati.

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


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

GENERAL INFORMATION

Annexure-III

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**