



# ODISHA STATE CIVIL SUPPLIES CORPORATION LTD, BHADRAK

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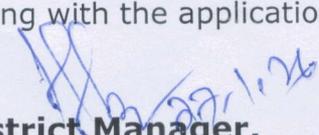
FILE NO.-OSC/Misc/V/23/2025-26

No. 394 //Dt. 27.01.2026

## Quotation/ Tender Call Notice

Sealed quotations /tenders are invited from interested reputed Travel Agencies /Tour operators / private individuals for providing 01(one) no of AC Petrol driven vehicles having sitting capacity not more than Five including driver, which shall confirm the following Terms & conditions (Appendix-A) for office use in the office of the CSO-Cum-District Manager, OSCSC Ltd, Bhadrak for a period of 3 years on monthly rent basis.

1. The service provider shall have a valid OGST 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, Pollution Certificate, Valid Contact 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 sufficient experienced in driving transport/passenger vehicles.
5. The driver should be well behaved, gentle, and obedient in nature.
6. A sum of Rs 10000/- (Rupees Ten Thousand) only shall be deposited by the intending bidders in shape of Account Payee Bank Draft in favour of the **District Manager, OSCSC Ltd, Bhadrak** and submitted along with the tender as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders.
7. The monthly rate of hire charge be quoted separately in the general bid information (excluding fuel and lubricants), (Maximum Rate 24,000/- as per letter 15836 dt 27.05.2025 & 14955 dt 30.10.2025)
8. The vehicle must achieve a fuel efficiency of 17 (Seventeen) K.M. per litre.
9. The details of the make and year of manufacture of the vehicle, registration No, mileage (K.M covered per litre) 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(Appendix-B)
10. The Quotation completed in all respect should reach the undersigned on or before **09.02.2026 by 3.00 P.M.** and shall be opened on the same day at 4.00 P.M in presence of the bidders or their representatives.
11. The application form of quotation /tender containing General bid information & Terms & conditions for hiring of vehicles etc. will be available in the office of the District Manager, OSCSC Ltd, Bhadrak on payment of Rs 1000/- from 29.01.2026 to 09.02.2026 or can be downloaded from District Website i.e. [www.bhadrak.odisha.gov.in](http://www.bhadrak.odisha.gov.in) and [www.oscsc.in/](http://www.oscsc.in/) [www.tendersodisha.gov.in](http://www.tendersodisha.gov.in) from 29.01.2026 to 09.02.2026. In case the application form is downloaded from Govt. website [www.odisha.gov.in](http://www.odisha.gov.in) from the above website, the applicant shall furnish a Demand Draft for an amount of Rs 1000/-only towards the cost of application along with the application.

  
**District Manager,  
OSCSC Ltd, Bhadrak.**



**ODISHA STATE CIVIL SUPPLIES CORPORATION LTD, BHADRAK**

FILE NO.-OSC/Misc/V/23/2025-26

No. 395 // Dt. 27.01.2026

To,

**The Deputy Director (Advertisement),  
Information and Public Relation Department,  
Odisha, Bhubaneswar.  
Email- ipr.advt@gmail.com**

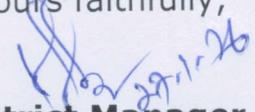
Sub: - Publication of Advertisement in Print Media.

Sir,

With reference to the subject cited above, I am directed to say that, Odisha State Civil Supplies Corporation Limited, Bhadrak is going to invite tender for engagement of one **hired vehicle** for a period of 3 years on monthly rent basis.

Therefore, in enclosing herewith the Quotation / Tender Call Notice No 394 dated 27.01.2026, I am to request you to kindly publish the Advertisement in any one odia daily newspaper once in minimum readable space for wider publicity among the intended bidders. The charges to be incurred in this regard will be reimbursed to the Editors of the newspaper concerned on production of bill.

Yours faithfully,

  
**District Manager,  
OSCSC Ltd, Bhadrak.**

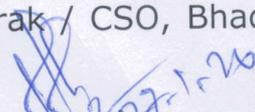
Memo No 396 Date 27.01.2026

Copy along with Quotation / Tender Call Notice No 394 dated 27.01.2026, General bid information and Terms & Conditions for hiring of vehicles etc are forwarded to the District eGovernance Manager, Collectorate Bhadrak with a request to kindly publish the same in the District Website [www.bhadrak.odisha.gov.in](http://www.bhadrak.odisha.gov.in) for follow up action of the intended bidders.

Copy along with Quotation / Tender Call Notice No 394 dated 27.01.2026, General bid information and Terms & Conditions for hiring of vehicles etc are submitted to the FA & CAO/ DGM(F) OSCSC Ltd, Bhubaneswar for kind information with a request to kindly publish the same in the OSCSC Ltd, website [www.oscsc.in](http://www.oscsc.in) / [www.tendersodisha.gov.in](http://www.tendersodisha.gov.in) for information and follow up action of all intended bidders.

Copy to P.A to Collector for kind information of the Collector, Bhadrak,

Copy to the Notice Board of the Collector / ADM, Bhadrak/ CDO-cum-EO, Zilla Parishad, Bhadrak / Sub-Collector, Bhadrak / CSO, Bhadrak for information of the intended bidders.

  
**District Manager,  
OSCSC Ltd, Bhadrak**

Model Bidding Document

Government of Odisha

\_\_\_\_\_ Department/Heads of Department/Office

Quotation/Tender Call Notice

Sealed quotations/tenders are invited from Interested reputed Travel Agencies / Tour Operators / Private individuals for providing \_\_\_\_\_ nos. of AC Petrol/Diesel driven vehicles having sitting capacity not more than \_\_\_\_\_ including driver, which shall conform to the Terms and conditions (Appendix-A) for official use in \_\_\_\_\_ Department/Office on monthly rent basis:

1. The service provider shall have a valid OGST 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. 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. \_\_\_\_\_ shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the \_\_\_\_\_ and submitted along with the tender as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders.

7. The monthly rate of hire charge be quoted separately in the general bid information (excluding fuel and lubricants).
8. The Vehicle must achieve a fuel efficiency of \_\_\_\_\_ km per litre.
9. 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 Quotation/Tender (Appendix-B).
10. The Quotation completed in all respect should reach the undersigned on or before \_\_\_\_\_ by \_\_\_\_\_ P.M. and shall be opened on the same day at \_\_\_\_\_ P.M. in presence of the bidders or their authorized representatives.
11. The application form of quotation/tender containing General Bid Information & Terms and conditions for Hiring of Vehicles etc. will be available with \_\_\_\_\_ of the Department/ Heads of Department/Office on payment of Rs.1000/- from \_\_\_\_\_ to \_\_\_\_\_ or can be downloaded from Odisha Govt. Website [www.Odisha.gov.in](http://www.Odisha.gov.in) from Dt. \_\_\_\_\_ to Dt. \_\_\_\_\_. In case the application form is downloaded from Govt. website, the applicant shall furnish a Demand Draft for an amount Rs. 1000/- (Rupees One Hundred) only towards the cost of application along with the application.

Seal & Signature of  
Quotation/Tender Calling Authority

Designation

**Terms & Conditions**

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, 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 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 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

General Information

SI 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 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 Tenderer

FAX	EMAIL	WEB	SMS
RP	SP	OP	LOC

**ODISHA STATE CIVIL SUPPLIES CORPORATION LTD.,**

(A Govt. of Odisha Undertaking)

REGISTERED OFFICE: C/2, NAYAPALLI, BHUBANESWAR-751012

CIN: U51211OR1980SGC000894

Tel No:0674-2395391, Fax No:0674-2395291, website:www.OSCSC.in

File No. Estt.MV-96/20, No. 14955 /Date 20.10.25



From

Shri K. Sudarshan Chakravathy, IAS,  
Managing Director.

To

All CCSO/CSO-Cum-District Managers,  
OSCSC Ltd.

Sub: Engagement of hired vehicles used for Office as well as Paddy Procurement Operation Purposes-Reg.

Ref: - (i) Letter No-16002 dated 07.11.2022 of Corporation Head office.  
(ii) Finance Dept office memorandum No- 15836 dt.27.05.2025.

Sir/ Madam,

Inviting a reference to the letters on the subject cited above, it is to inform you that the following points may be adhered scrupulously during selection of hired vehicles for Paddy Procurement operation/ Office use purposes by the CCSO/CSO-cum-DMs:

1. The hired vehicles shall be engaged observing all the norms of H.O. guidelines as well as latest Finance Department office memorandum issued from time to time.
2. The vehicles permissible to the officers and suitable for the purpose shall be as per the Finance Department Circular cited below. Accordingly, the tender shall be floated for selection/ engagement/ hiring of vehicles.

SL No	Category of offices	Maximum hire charges per month excluding taxes (in Rs.)	Minimum mileage (in KM/Lit)	Purpose of use
1	District/ Range level offices	24,000/-	17	Office
2	Block/ Tahasils and other field offices	37,200/-	10	Paddy procurement operation

3. The agreement shall be executed strictly as per terms & conditions of latest Finance Department Circular.
4. The contract period shall be for minimum 3 (Three) years which may be extended by maximum 1 (one) year subject to satisfactory performance of engaged vehicles.

GOVERNMENT OF JHARKHAND  
FINANCE DEPARTMENT

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*

**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.

- 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.

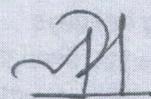
**4. Ceilings of Usage:**

- 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,



Principal Secretary to Government 27.05.2025