



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

Letter No. 3789 V/Proc-115/2025

Date 18/12/2025

To

**The Deputy Director,  
Advertisement-cum- Deputy Secretary to Govt.  
Information & Public Relation Department  
Odisha, Bhubaneswar.**

Sub:- Publication of Quotation/Tender Call Notice for engagement of One number of hired vehicles at Office of the CSO-cum-District Manager, OSCSC Ltd., Malkangiri.

Sir,

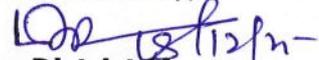
In inviting a reference to the subject cited above, I am to enclose herewith the Quotation/Tender Call Notice No.-3788, Dt.18.12.2025 for engagement of One number of hired vehicles at Office of the CSO-cum-District Manager, OSCSC Ltd., Malkangiri.

Therefore, it is requested to publish the Tender advertisement in One number District edition, local daily newspapers of size 10 c.m.X 15 c.m. for widely circulated in the District on 19.12.2025. The advertisement shall be paid as per Govt. norms.

This is for your kind information and necessary action.

**Encl:** As above.

Yours faithfully,

  
**CSO-cum-District Manager  
OSCSC Ltd., Malkangiri**

**Memo No.** 3790

**Date** 18/12/25

Copy along with copies of the Tender document papers forwarded to e-Governance, N.I.C, Malkangiri for information. He is requested for hosting the Tender Call Notice in the District website ([malkangiri.odisha.gov.in](http://malkangiri.odisha.gov.in)) for wide publication for intending bidders.

Copy forwarded to DIPRO, Malkangiri for information and necessary action.

Copy to Collectorate/CSO-cum-D.M., OSCSC Ltd., Malkangiri Notice Board for information of General Public.

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

  
**CSO-cum-District Manager  
OSCSC Ltd., Malkangiri**

**Memo No.** 3791

**Date** 18/12/25

Copy along with Quotation/Tender Call Notice for hiring of vehicle and the soft copy of the tender documents submitted to the Company Secretary/MVI, OSCSC Ltd., Bhubaneswar for kind information and necessary action with a request to kindly host the same in [www.oscsc.in](http://www.oscsc.in) website of OSCSC Ltd., for wide publicity.

  
**CSO-cum-District Manager  
OSCSC Ltd., Malkangiri**

**Model Bidding Document**

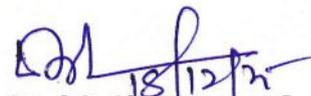
**Government of Odisha**

**Office of CSO-cum-District Manager, OSCSC Ltd., Malkangiri**

**Quotation/Tender Call Notice No. 3788/ Date: 18.12.2025**

Sealed quotations/tenders are invited from interested reputed Travel Agencies /Tour Operators/Individuals for providing **01(One)** No. of Diesel driven BS-VI emission complaint vehicle (TUV 300 / Bolero / Sumo Gold/ Ertiga etc.) or any other latest model vehicle having sitting capacity not more than **07 (Seven)** including driver for use in Paddy Procurement Operation, which shall conform to the Terms and conditions (Appendix-A)) for official use in Office of the CSO-cum-District Manager, OSCSC Ltd., Malkangiri on monthly rent basis:

1. The service provider 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 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.5,000/-** shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the **District Manager, OSCSC Ltd., Malkangiri** 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 be quoted separately, excluding fuel.
8. The Vehicle must achieve a fuel efficiency of **10(Ten) km** per Liter and the maximum hire charges per month excluding taxes of **Rs. 37,200/-** as per Corporation Head Office Letter No.- 14955, Dt. 30.10.2025 and Finance Deptt., Govt. of Odisha memorandum No.- 15836, Dt. 27.05.2025.
9. The contract period shall be for minimum 3(Three) years which may be extended by maximum 1(One) year subject to satisfactory performances of engaged vehicles. No further extension shall be allowed beyond the stipulated period.
10. The details of the make and year of manufacture of the vehicle, registration no., mileage (km covered per liter) 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).
11. The Quotation completed in all respect should reach the undersigned on or before **29.12.2025** 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 authorized representatives.
12. The application form of quotation/tender containing General Bid Information & Terms and conditions for Hiring of Vehicles etc. will be available with CSO-cum-District Manager, OSCSC Ltd., Malkangiri from **19.12.2025 to 29.12.2025** or can be downloaded from Malkangiri Official website **malkangiri.odisha.gov.in** or **OSCSC.in** from Date **19.12.2025 to 29.12.2025**.



**Seal & Signature of**  
**Tender Calling Authority with Designation**  
CSO-cum-District Manager  
OSCSC Ltd., Malkangiri

**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**

CSO-cum-District Manager  
OSCSC Ltd., Malkangiri

**Annexure-B****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**

**Service Provider Agreement**

1. This Agreement is made on this \_\_\_\_\_ day of \_\_ (Month) \_\_\_\_\_ (Year) on the orders of Governor of Odisha by and between the "Principal" \_\_\_\_\_ Name of the Office, address ( which expression shall unless be excluded by or repugnant to the context be deemed to include its successors and assigns) and "Service Provider" Name , having its registered office (detailed address) herein after called "agency" which expression shall unless excluded by or repugnant to the context be deemed to include its successors and assigns; herein after described as 2nd Party.

2. Whereas the Principal is desirous of engaging the Agency to provide vehicle on hiring basis and the Agency is agreed to provide the vehicle as its service provider with the terms and condition mentioned hereinafter.

2.1 Whereas the Agency is the owner of a make and model of motor vehicle of the following description: Registration number \_\_\_\_\_; Model \_\_\_\_\_; Chassis number \_\_\_\_\_; Engine number \_\_\_\_; Color \_\_\_\_\_; Year of Manufacture \_\_\_\_\_.

2.2 Whereas the Service Provider having PAN No. \_\_\_\_\_ and GST No \_\_\_\_\_ which are valid on this date.

**3. RENTAL:**

The motor vehicle is hereby hired for \_\_\_\_\_ year at the rate of \_\_\_\_\_ per month (excluding GST) payable monthly and the mileage of the vehicle, which will be governed as per the Finance Department O.M No \_\_\_\_\_ Dated \_\_\_\_\_. The contract will be renewed subject to satisfactory performance.

**4. The Service Provider Obligations:**

4.1 Service provider agrees to terms and conditions of the contract and shall ensure full compliance to them.

4.2 Agency agrees to provide quality services as per SLAs mentioned in the contract.

4.3 Agency to ensure that vehicle deployed shall arrive at designated location on time. In an event of delay in arrival beyond 15 minutes, user shall have right to hire other taxi services (which may or may not be of similar hired car category). The fare charges shall be charged to service provider.

4.4 Agency to ensure that all maintenance work related to assigned vehicle shall be carried out in off duty hours.

4.5 In the event of break-down, servicing & repairs of the assigned vehicle the service provider at his own cost shall make alternate arrangement by providing similar or higher class of vehicle(s) for which agreement is entered into. Failure to do so will evoke penalty or possible termination of contract.

4.6 The Agency shall not be allowed to sub-let the Contract.

4.7 The Agency shall only provide vehicles which have the comprehensive insurance.

4.8 Police verifications for deployed driver shall be ensured by the Agency.

4.9 Agency shall update the log book at least once in every 72 hours. Failure to do so shall be penalized as per this contract. At the time of termination of contract, the service provider shall hand over the log book (s) to the principal.

#### **Vehicle:**

4.10 The vehicle should have commercial license. The vehicle should not be more than three years old. **Vehicles older than seven years should be replaced by the service provider.** During replacement of the vehicle or driver, as the case may be, the pass/id card issued, if any, shall be surrendered.

4.11 The Agency will deploy the vehicle, which is well maintained, cleaned thoroughly both internally and externally. Vehicle shall be equipped with fast-aid medical kit. The vehicle should have a mobile charger and ambient freshener.

4.12 The Agency shall ensure that all electrical connections including lights (both brake and front), horn, turn indicators, and other vehicle systems shall be periodically checked and maintained to avoid any inconvenience to the Principal.

4.13 Agency shall ensure that the vehicle should be parked at the place as advised by the Principal and should be available, when not in duty. If the vehicle needs to be away for some reasons like refuelling, petty repairing etc., it should be with the knowledge of the Controlling Officer of the Principal. Moving away without the knowledge of the Controlling Officer of the Principal will be considered as non-available and will be liable for penalty.

#### **Driver:**

The Agency shall be responsible for the acts and deeds of drivers of the vehicles that include following:

4.14 Driver having a valid commercial driving license shall be deployed.

4.15 Driver should be properly dressed in neat and clean attire, if required driver should wear uniform of specific colour as per requirement of the Principal. The Agency shall provide, at his own cost, proper uniform and badges as per STATE MOTOR VEHICLES RULES (amended up to date) and photo identity cards to the drivers.

4.16 The driver of the vehicle deployed for user department duties maintain polite & courteous behaviour towards department users as well as to other departmental staff. Following may be construed as "Misbehaviour" and shall attract penalties as per provisions of the contract. Repeated instances may result in termination of services.

i) Denial of duty during contract period, or during hours as noticed by user departments;

ii) Use of abusive language;

4.17 The driver in no case shall report to duty in an inebriated state or consume alcohol while on duty. In such an event user department shall have full rights to terminate the contract with immediate effect.

- 4.18 Driver must be provided with a working mobile phone and the contact number be provided to user department.
- 4.19 In an event that for any reasons the driver changes his contact number during the tenure of the contract then Agency will immediately notify the same.
- 4.20 The driver shall be reachable at all times during duty hours.
- 4.21 Gossiping with the guests and using mobile phone during driving is not allowed. In case of urgency, driver should park the vehicle with permission from the user and talk in the mobile to the minimum duration.
- 4.22 As soon as the driver is advised to attend any guest by the administration, the driver should call /SMSs the guest giving his mobile and vehicle details. Charges of calls /SMSs will be on agency's account.
- 4.23 Vehicle and driver should not be changed frequently. Any such changes should be informed by the agency to the authority well in advance for permission.

**Statutory Rules compliance & Taxes:**

- 4.24 The hiring charges do not include fuel cost (petrol/diesel) which is to be paid separately basing norms. All the expenditure of the vehicle towards repair maintenance, replacement of spare parts, lubricating oil of engine, Gear Box & differential coolant, Tyres & Tubes, Battery etc. and salary of the driver, payment of insurance/Road tax etc. required for operation of the vehicle will be borne by the Agency.
- 4.25 The Agency shall take comprehensive insurance cover with third party unlimited liability risk of the vehicles as per the user department requirement. User shall not be liable for any damages whatsoever to public property and /or any third person due to any accident arising out of and in the course of deployment of service provider's vehicle.
- 4.26 The Agency shall be solely responsible for any claims by any third party and/or employees of user department traveling in the vehicle for any injuries caused by the driver of the vehicle whether by accident or otherwise.
- 4.27 The user department will in no way be responsible for violation of traffic rules and /or infringement of any other law for the time being in force, either by the driver of the vehicle or by the service provider. The driver as well as Agency shall comply with relevant rules and regulations of Motor Vehicles Act and Rules applicable at present or in future during the tenure of the contract and as may be enforced from time to time for which user departments would not be held liable/responsible in any manner what so-ever. Onus of compliance of all the applicable Laws/Acts/Rules including those under Motor Vehicle Acts/Rules shall rest with the Agency only and user/user departments will not be liable in any manner.
- 4.28 The Agency shall be responsible for ensuring compliance with the provisions related to Labour Law and especially Minimum Wages Act, Payment of Wages Act, PF, ESI Act, Payment of Bonus Act, Contract Labour [R&A] Act, Workmen Compensation Act etc. as applicable from time to time. The employees of the Agency shall not be deemed to be employees of the user department and hence the compliance of the applicable acts laws will be the sole responsibility of the Agency.
- 4.29 The Agency shall be personally responsible for any theft, misconduct and /or disobedience

on the part of drivers so provided by him.

4.30 During the contract period, if the vehicle is seized or detained or requisitioned by Police / Motor Vehicle Authority or any other authorities for whatsoever reasons that will be at the service provider's risk. Also, alternate vehicle of similar or higher category will be provided by Agency without any extra charges.

4.31 The vehicles deployed for duty for the user department shall at no point of time carry any person other than personnel authorized by user department.

4.32 The vehicle cannot be put to any private/commercial use beyond the duty hours or on holidays. Unauthorized use of the vehicle by the driver/service provider will lead to unilateral termination of the contract with immediate effect. The Agency has to ensure the safety of passenger by avoiding negligent driving by their drivers such as over speeding, rash driving, and driving vehicle without brakes/defective brakes.

4.33 The mileage count will start from the location of pickup and no extra kilometres from the garage to the pickup point will be provided. The mileage count will also terminate at the dropping point and not up to the garage.

#### **5. Obligations of Principal:**

5.1 Principal shall make the payment towards hiring charges of the vehicle at the end of every month by credit into the bank account of the Agency within 15 days from the date of receipt of bills complete in all respect.

5.2 The payment shall be subject to any deductions such as penalties, statutory deduction etc.

5.3 Principal shall accept the log book entries updated by Driver. Failure to take action on log book entries updated by Driver shall result in auto acceptance of reading provided by service provider.

5.4 The Principal shall be responsible for costs relating to fuel, toll gate charges and parking charges and other statutory levies, if any, paid during the journey would be billed on actual and shall be paid by Principal.

5.5 All distances shall be calculated from the reporting point. No payment shall be made for journey from garage to reporting point.

#### **6. Termination:**

6.1 The Principal shall have the right to terminate this Agreement, upon it giving 1 (one) months' notice in writing.

6.2 The Agency shall have the option to terminate this Agreement upon giving 1 (one) months' notice in writing and upon refund of any rental fees paid in advance, over and above the notice period.

6.3 Final payment after termination of the contract shall be released on submission of the log book(s) of the vehicle, car pass and pass/id card issued to the driver, if any.

#### **7. Force majeure**

Neither party to this Agreement shall be liable for failure to perform any of its obligations hereunder if prevented from doing so by reason of force majeure.

## **8. Entire agreement**

This Agreement together with the schedules and annexes hereto constitutes the entire agreement and understanding between the Parties and supersedes all previous agreements, understandings and/or representations between the Parties.

## **9. Waiver of remedies**

No forbearance, delay of indulgence by either Party in enforcing the provisions of this Agreement shall prejudice or restrict the rights of either Party nor shall any waiver of its rights operate as a waiver of any subsequent breach and no right, power or remedy herein conferred upon or reserved for the Party is exclusive of any other, power or remedy available to the Party and each such right, power or remedy shall be cumulative.

## **10. Assignment & change in ownership/management:**

10.1 The Agency shall not assign or transfer its obligations and or rights under this Agreement to any third party, whether an associated entity or not, whether in whole or in part without the prior written consent of the Principal.

10.2 The Agency shall immediately notify Principal of any change of ownership or management of the Agency's business.

## **11. Headings:**

The headings to the clauses of this Agreement are for the ease of reference only and shall not affect the interpretation or construction of the Agreement.

## **12. Resolution of disputes:**

In the event of any dispute or difference relating to the interpretation and/or application of the provisions of this Agreement, such dispute or difference shall be resolved through mutual consultation by the Secretary of the concerned Administrative Department on behalf of Government of Odisha and the Authorized signatory of the Service Provider.

## **13. Applicability of laws:**

The Agreement shall be governed by the Indian Laws for the time being in force.

**WITNESS WHEREOF** the parties hereto have subscribed their respective hand this \_\_\_\_\_ day of \_\_\_\_\_ first above written.

**FOR AND ON BEHALF OF Governor of Odisha**

(AUTHORISED SIGNATORY)

Principal

**WITNESS:**

- 1.
- 2.

**FOR AND ON BEHALF OF Service Provider/Agency**

(AUTHORISED SIGNATORY)

**WITNESS:**

- 1.
- 2.

In the presence of

Name:

Address:

Signature: \_\_\_\_\_

Am/DM  
Rupesh W  
10/11/2025  
10/11/2025  
S.D. & L.

FAX	EMAIL	WEB	
RP	SP	OP	LOC

Despatch



**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 30.10.25

From

Shri K. Sudarshan Chakravarthy, 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 ODISHA  
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*

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.

**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,



27.05.2025  
Principal Secretary to Government

Memo No. 15837 /F

Date 27.05.2025

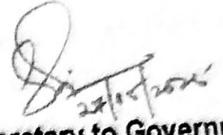
Copy forwarded to P.S. to Hon'ble Chief Minister for kind information of Hon'ble Chief Minister.

  
27/05/2025  
Under Secretary to Government

Memo No. 15838 /F

Date 27.05.2025

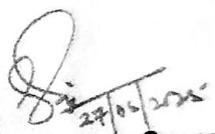
Copy forwarded to OSD to Chief Secretary/ OSD to DC-cum-ACS to Government / P.S. to Principal Secretary, Finance Department for kind information of Chief Secretary/ DC-cum-ACS / Principal Secretary, Finance Department.

  
27/05/2025  
Under Secretary to Government

Memo No. 15839 /F

Date 27.05.2025

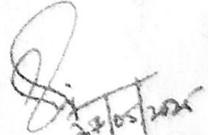
Copy forwarded to P.S. to Additional Chief Secretary to Government/P.S. to Principal Secretary to Government/ P.S. to Commissioner-cum-Secretary to Government/ P.S. to Secretary to Government (All Departments) for kind information of Additional Chief Secretary to Government/Principal Secretary to Government/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

  
27/05/2025  
Under Secretary to Government

Memo No. 15840 /F

Date 27.05.2025

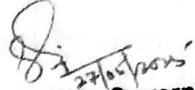
Copy forwarded to All Heads of Departments / All Revenue Divisional Commissioners/ All Collectors /All SPs/ All Financial Advisors / All Assistant Financial Advisors /All Treasury Officers/All Special Treasury Officers /All Sub-Treasury Officers/Accountant General (G & SSA) Odisha, Bhubaneswar / Accountant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

  
27/05/2025  
Under Secretary to Government

Memo No. 15841 /F

Date 27.05.2025

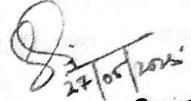
Copy forwarded to all Officers/ all Branches of Finance Department for information and necessary action.

  
27/05/2025  
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.

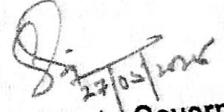
  
27/05/2025  
Under Secretary to Government

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.

  
27/05/2025  
Under Secretary to Government

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 / Individuals for providing \_\_\_\_\_ No of 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 GST 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 EMD. After completion of tender process, EMD shall be refunded to unsuccessful bidders.
7. The monthly rate of hire charge, excluding GST be quoted separately, excluding fuel.
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 \_\_\_\_\_ can be downloaded from Odisha Govt. Website [www.Odisha.gov.in](http://www.Odisha.gov.in) from Date \_\_\_\_\_ to Date \_\_\_\_\_.

Seal & Signature of  
Tender Calling Authority with 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

Service Provider Agreement

1. This Agreement is made on this \_\_\_\_\_ day of \_\_\_\_\_ (Month) \_\_\_\_\_ (Year) on the orders of Governor of Odisha by and between the "Principal" \_\_\_\_\_ Name of the Office, address (which expression shall unless be excluded by or repugnant to the context be deemed to include its successors and assigns) and "Service Provider" Name, having its registered office (detailed address) herein after called "agency" which expression shall unless excluded by or repugnant to the context be deemed to include its successors and assigns; herein after described as 2nd Party.

2. Whereas the Principal is desirous of engaging the Agency to provide vehicle on hiring basis and the Agency is agreed to provide the vehicle as its service provider with the terms and condition mentioned hereinafter.

2.1 Whereas the Agency is the owner of a make and model of motor vehicle of the following description: Registration number \_\_\_\_\_; Model \_\_\_\_\_; Chassis number \_\_\_\_\_; Engine number \_\_\_\_\_; Color \_\_\_\_\_; Year of Manufacture \_\_\_\_\_.

2.2 Whereas the Service Provider having PAN No. \_\_\_\_\_ and GST No. \_\_\_\_\_ which are valid on this date.

**3. RENTAL:**

The motor vehicle is hereby hired for \_\_\_\_\_ year at the rate of \_\_\_\_\_ per month (excluding GST) payable monthly and the mileage of the vehicle, which will be governed as per the Finance Department O.M No \_\_\_\_\_ Dated \_\_\_\_\_. The contract will be renewed subject to satisfactory performance.

**4. The Service Provider Obligations:**

4.1 Service provider agrees to terms and conditions of the contract and shall ensure full compliance to them.

4.2 Agency agrees to provide quality services as per SLAs mentioned in the contract.

4.3 Agency to ensure that vehicle deployed shall arrive at designated location on time. In an event of delay in arrival beyond 15 minutes, user shall have right to hire other taxi services (which may or may not be of similar hired car category). The fare charges shall be charged to service provider.

4.4 Agency to ensure that all maintenance work related to assigned vehicle shall be carried out in off duty hours.

4.5 In the event of break-down, servicing & repairs of the assigned vehicle the service provider at his own cost shall make alternate arrangement by providing similar or higher class of vehicle(s) for which agreement is entered into. Failure to do so will evoke penalty or possible termination of contract.

- 4.6 The Agency shall not be allowed to sub-let the Contract.
- 4.7 The Agency shall only provide vehicles which have the comprehensive insurance.
- 4.8 Police verifications for deployed driver shall be ensured by the Agency.
- 4.9 Agency shall update the log book at least once in every 72 hours. Failure to do so shall be penalized as per this contract. At the time of termination of contract, the service provider shall hand over the log book (s) to the principal.

#### Vehicle:

- 4.10 The vehicle should have commercial license. The vehicle should not be more than three years old. **Vehicles older than seven years should be replaced by the service provider.** During replacement of the vehicle or driver, as the case may be, the pass/id card issued, if any, shall be surrendered.
- 4.11 The Agency will deploy the vehicle, which is well maintained, cleaned thoroughly both internally and externally. Vehicle shall be equipped with fast-aid medical kit. The vehicle should have a mobile charger and ambient freshener.
- 4.12 The Agency shall ensure that all electrical connections including lights (both brake and front), horn, turn indicators, and other vehicle systems shall be periodically checked and maintained to avoid any inconvenience to the Principal.
- 4.13 Agency shall ensure that the vehicle should be parked at the place as advised by the Principal and should be available, when not in duty. If the vehicle needs to be away for some reasons like refuelling, petty repairing etc., it should be with the knowledge of the Controlling Officer of the Principal. Moving away without the knowledge of the Controlling Officer of the Principal will be considered as non-available and will be liable for penalty.

#### Driver:

The Agency shall be responsible for the acts and deeds of drivers of the vehicles that include following:

- 4.14 Driver having a valid commercial driving license shall be deployed.
- 4.15 Driver should be properly dressed in neat and clean attire, if required driver should wear uniform of specific colour as per requirement of the Principal. The Agency shall provide, at his own cost, proper uniform and badges as per STATE MOTOR VEHICLES RULES (amended up to date) and photo identity cards to the drivers.
- 4.16 The driver of the vehicle deployed for user department duties maintain polite & courteous behaviour towards department users as well as to other departmental staff. Following may be construed as "Misbehaviour" and shall attract penalties as per provisions of the contract. Repeated instances may result in termination of services.
- i) Denial of duty during contract period, or during hours as noticed by user departments;
- ii) Use of abusive language;
- 4.17 The driver in no case shall report to duty in an inebriated state or consume alcohol while on duty. In such an event user department shall have full rights to terminate the contract with immediate effect.

- 4.18 Driver must be provided with a working mobile phone and the contact number be provided to user department.
- 4.19 In an event that for any reasons the driver changes his contact number during the tenure of the contract then Agency will immediately notify the same.
- 4.20 The driver shall be reachable at all times during duty hours.
- 4.21 Gossiping with the guests and using mobile phone during driving is not allowed. In case of urgency, driver should park the vehicle with permission from the user and talk in the mobile to the minimum duration.
- 4.22 As soon as the driver is advised to attend any guest by the administration, the driver should call /SMSs the guest giving his mobile and vehicle details. Charges of calls /SMSs will be on agency's account.
- 4.23 Vehicle and driver should not be changed frequently. Any such changes should be informed by the agency to the authority well in advance for permission.

#### **Statutory Rules compliance & Taxes:**

- 4.24 The hiring charges do not include fuel cost (petrol/diesel) which is to be paid separately basing norms. All the expenditure of the vehicle towards repair maintenance, replacement of spare parts, lubricating oil of engine, Gear Box & differential coolant, Tyres & Tubes, Battery etc. and salary of the driver, payment of insurance/Road tax etc. required for operation of the vehicle will be borne by the Agency.
- 4.25 The Agency shall take comprehensive insurance cover with third party unlimited liability risk of the vehicles as per the user department requirement. User shall not be liable for any damages whatsoever to public property and /or any third person due to any accident arising out of and in the course of deployment of service provider's vehicle.
- 4.26 The Agency shall be solely responsible for any claims by any third party and/or employees of user department traveling in the vehicle for any injuries caused by the driver of the vehicle whether by accident or otherwise.
- 4.27 The user department will in no way be responsible for violation of traffic rules and /or infringement of any other law for the time being in force, either by the driver of the vehicle or by the service provider. The driver as well as Agency shall comply with relevant rules and regulations of Motor Vehicles Act and Rules applicable at present or in future during the tenure of the contract and as may be enforced from time to time for which user departments would not be held liable/responsible in any manner what so-ever. Onus of compliance of all the applicable Laws/Acts/Rules including those under Motor Vehicle Acts/Rules shall rest with the Agency only and user/user departments will not be liable in any manner.
- 4.28 The Agency shall be responsible for ensuring compliance with the provisions related to Labour Law and especially Minimum Wages Act, Payment of Wages Act, PF, ESI Act, Payment of Bonus Act, Contract Labour [R&A] Act, Workmen Compensation Act etc. as applicable from time to time. The employees of the Agency shall not be deemed to be employees of the user department and hence the compliance of the applicable acts laws will be the sole responsibility of the Agency.
- 4.29 The Agency shall be personally responsible for any theft, misconduct and /or disobedience

on the part of drivers so provided by him.

4.30 During the contract period, if the vehicle is seized or detained or requisitioned by Police / Motor Vehicle Authority or any other authorities for whatsoever reasons that will be at the service provider's risk. Also, alternate vehicle of similar or higher category will be provided by Agency without any extra charges.

4.31 The vehicles deployed for duty for the user department shall at no point of time carry any person other than personnel authorized by user department.

4.32 The vehicle cannot be put to any private/commercial use beyond the duty hours or on holidays. Unauthorized use of the vehicle by the driver/service provider will lead to unilateral termination of the contract with immediate effect. The Agency has to ensure the safety of passenger by avoiding negligent driving by their drivers such as over speeding, rash driving, and driving vehicle without brakes/defective brakes.

4.33 The mileage count will start from the location of pickup and no extra kilometres from the garage to the pickup point will be provided. The mileage count will also terminate at the dropping point and not up to the garage.

## **5. Obligations of Principal:**

5.1 Principal shall make the payment towards hiring charges of the vehicle at the end of every month by credit into the bank account of the Agency within 15 days from the date of receipt of bills complete in all respect.

5.2 The payment shall be subject to any deductions such as penalties, statutory deduction etc.

5.3 Principal shall accept the log book entries updated by Driver. Failure to take action on log book entries updated by Driver shall result in auto acceptance of reading provided by service provider.

5.4 The Principal shall be responsible for costs relating to fuel, toll gate charges and parking charges and other statutory levies, if any, paid during the journey would be billed on actual and shall be paid by Principal.

5.5 All distances shall be calculated from the reporting point. No payment shall be made for journey from garage to reporting point.

## **6. Termination:**

6.1 The Principal shall have the right to terminate this Agreement, upon it giving 1 (one) months' notice in writing.

6.2 The Agency shall have the option to terminate this Agreement upon giving 1 (one) months' notice in writing and upon refund of any rental fees paid in advance, over and above the notice period.

6.3 Final payment after termination of the contract shall be released on submission of the log book(s) of the vehicle, car pass and pass/id card issued to the driver, if any.

## **7. Force majeure**

Neither party to this Agreement shall be liable for failure to perform any of its obligations hereunder if prevented from doing so by reason of force majeure.

## **8. Entire agreement**

This Agreement together with the schedules and annexes hereto constitutes the entire agreement and understanding between the Parties and supersedes all previous agreements, understandings and/or representations between the Parties.

## **9. Waiver of remedies**

No forbearance, delay of indulgence by either Party in enforcing the provisions of this Agreement shall prejudice or restrict the rights of either Party nor shall any waiver of its rights operate as a waiver of any subsequent breach and no right, power or remedy herein conferred upon or reserved for the Party is exclusive of any other, power or remedy available to the Party and each such right, power or remedy shall be cumulative.

## **10. Assignment & change in ownership/management:**

10.1 The Agency shall not assign or transfer its obligations and or rights under this Agreement to any third party, whether an associated entity or not, whether in whole or in part without the prior written consent of the Principal.

10.2 The Agency shall immediately notify Principal of any change of ownership or management of the Agency's business.

## **11. Headings:**

The headings to the clauses of this Agreement are for the ease of reference only and shall not affect the interpretation or construction of the Agreement.

## **12. Resolution of disputes:**

In the event of any dispute or difference relating to the interpretation and/or application of the provisions of this Agreement, such dispute or difference shall be resolved through mutual consultation by the Secretary of the concerned Administrative Department on behalf of Government of Odisha and the Authorized signatory of the Service Provider.

## **13. Applicability of laws:**

The Agreement shall be governed by the Indian Laws for the time being in force.

**WITNESS WHEREOF** the parties hereto have subscribed their respective hand this \_\_\_\_\_ day  
of \_\_\_\_\_ first above written.

**FOR AND ON BEHALF OF Governor of Odisha**

(AUTHORISED SIGNATORY)

Principal

**WITNESS:**

- 1.
- 2.

**FOR AND ON BEHALF OF Service Provider/Agency**

(AUTHORISED SIGNATORY)

**WITNESS:**

- 1.
- 2.

In the presence of

Name:

Address:

Signature: \_\_\_\_\_

**Annexure-III**

**Log-Book**

Date	Place of departure and time	Place of arrival and time	Odo-meter opening reading	Odo-meter closing reading	Distance travelled	Mileage In (KM/Lit)	Purpose of journey
1	2	3	4	5	6	7	8

Name and designation of Officer using the vehicle	Signature of Officer	Petrol/Diesel					Signature of Driver
		OB	Petrol/ Diesel supplied	Total	Petrol/ Diesel consumed	CB	
9	10	11	12	13	14	15	16