



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

Letter No. 1375 ✓/pwo/06/2025

Date: 15/04/2026

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.-1374, Dt.15.04.2026 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 15.04.2026 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. 1376

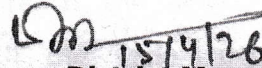
Date 15.04.26

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) 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. 1377

Date 15.04.26

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 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/Short Tender Call Notice No. 1374/ Date: 15.04.2026**

Sealed quotations/tenders are invited from interested reputed Travel Agencies /Tour Operators/Individuals for providing **01(One)** No. of Diesel/Petrol driven BS-VI emission complaint vehicle (TUV 300 / Bolero / Sumo Gold/ Ertiga/Bolero(Neo)/Swift Dezire etc.) or any other latest model vehicle having sitting capacity not more than **07(Seven)** including driver, 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 **17(Seventeen) km** per Liter and the maximum hire charges per month excluding taxes of **Rs.24,000/-** as per Corporation Head Office, OSCSC Ltd., Bhubaneswar vide 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 **20.04.2026** by **9.00 A.M.** and shall be opened on the same day at **10.00 A.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 **15.04.2026 to 20.04.2026** or can be downloaded from Malkangiri Official website **malkangiri.odisha.gov.in** or **oscsc.in** from Date **15.04.2026 to 20.04.2026**

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.

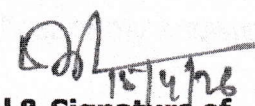
9. Monthly hire charges and reimbursements towards cost of fuel (as per norm) will be paid in every succeeding month, as per as possible within fifteen days of the submission of bills by the service provider and no advance payment will be made.

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 Designa

General Information

Sl No.	Particulars	
1	Name of the Service Provider	
2	Complete Address	
3	GST Number	
4	GeM Registration Number	
5	Bank Account No and IFSC Code	
6	Registration No. of Vehicle	
7	Year of Manufacture	
8	Make & 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