

**OFFICE OF THE DISTRICT MANAGER**  
**ODISHA STATE CIVIL SUPPLIES CORPORATION LIMITED, JAJPUR**  
**E-mail - [csojajpur013@gmail.com](mailto:csojajpur013@gmail.com) Mob – 9438200043**

Letter No. 4264 /Date 2.11.2022

**Short Tender Call Notice**

Sealed quotations/ tenders are invited from interested reputed Travel agencies /Tour Operators or Private individuals for providing 01(one) no. of AC Diesel driven vehicles Mahindra Max/ Bolero/ Tata Sumo) having sitting capacity not more than ten including driver, which shall confirm to the Terms and Conditions (Annexure-II) for official use by the Office of the CSO-cum-District Manager, OSCSC Ltd., Jajpur on monthly rent basis.

1. 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 up to date tax payment etc which are mandatory for plying of vehicle.

2. 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 vehicle.

3. The Driver should be well behaved gentle and obedient in nature.

4. An EMD sum of Rs.5000.00 (Rupees Five Thousand) only from any Nationalized Bank shall be deposited by the intending bidders in shape of Account payee Bank draft drawn in favour of the District Manager OSCSC Ltd., Jajpur. After completion of tender process, the amount will be refunded to the unsuccessful bidders.

5. The monthly rate of hire charges shall be quoted separately in the general bid information(excluding fuel & lubricants).

6. The vehicle must achieve a minimum fuel efficiency of 10(Ten) Kms per Litre.

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7. The details of the make and year of manufacture of the vehicle, registration no. mileage (Kms covered per Litres) 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 (Annexure-III) can be obtained from the office of the District Manager, OSCSC Ltd., Jajpur.

8. Submission of valid GST No.( atleast 01 months return copy) & PAN Card No

9. The quotation completed in all respect should reach the undersigned on or before 10.11.2022 by 4.00 P.M. through Registered Post/ Speed Post/ Courier Service only Tender document sent other than the above mode shall not be entertained in any circumstances. **The Corporation shall not be responsible for any postal/ courier delay. Tender paper received after the schedule date & time shall not be considered** and Tender shall be opened technical bid on dt. 11.11.2022 at 11.00 A.M. & financial bid on dt. 11.11.2022 at 11.30 P.M. in presence of the bidders or their authorized representatives.

10. The application form of quotation/short tender containing general bid information and terms and conditions for hiring of vehicles etc will be available in the office of the District Manager, OSCSC Ltd., Jajpur on payment of Rs.100/-(Rupees One Hundred) only (Bank Draft / Banker Cheque).The short tender documents also be downloaded from [www. Jajpur.nic.in](http://www.Jajpur.nic.in) & attached Rs 100/- in shape of Bank draft/Bankers cheque towards cost of the tender paper.

<b>Period of sale of Short Tender Document:-</b>	From Dt. 03.11.2022 to Dt. 10.11.2022 up to 4.00 P.M.
<b>Last date for receipt of Short Tender Document:-</b>	By 10.11.2022 up to 4.00 P.M.
<b>Date of Opening of Technical Bid:-</b>	On 11.11.2022 at 11.00 A.M.
<b>Date of Opening of Price Bid:-</b>	On 11.11.2022 at 11.30 A.M.

  
District Manager,  
O.S.C.S.C. Ltd., Jajpur

**Standard Bidding Document**

**ODISHA STATE CIVIL SUPPLIES CORPORATION LTD.,  
Office of the District Manager, Jajpur**

**Short Tender Call Notice**

Sealed quotations/ tenders are invited from interested reputed Travel Agencies/ Tour Operators or Private Individuals for providing 1 (one) no. of non AC/ Ac diesel driven vehicles having sitting capacity not more than ten including driver, which shall conform to the term and conditions (**Annexure – II**) for official use in the office of the CSO-cum-District Manager, OSCSC Ltd., Jajpur on monthly rent basis.

1. 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 up to date tax payment etc. which are mandatory for plying of Vehicle.
2. 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 vehicle.
3. The driver should be well behaved, gentle and obedient in nature.
4. An EMD sum of Rs. 5000/- shall be deposited by the intending bidders in shape of Account payee Bank Draft (Any Nationalized Bank) drawn in favour of the District Manager, OSCSC Ltd., Jajpur . After completion of tender process the amount will be refunded to unsuccessful bidders.
5. The monthly rate of hire charge be quoted separately in the general bid information (excluding fuel and lubricants).
6. The vehicle must achieve a fuel efficiency of ----- Kms per Litre.
7. The details of the make and year of manufacture of the vehicle, registration no., mileage (Kms 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 (**Annexure III**).
8. Submission of valid GST No.( atleast 01 months return copy) & PAN Card No.

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9. The quotation completed in all respect should reach the undersigned on or before 10.11.2022 by 4.00 P.M. through Registered Post/ Speed Post/ Courier Service only Tender document sent other than the above mode shall not be entertained in any circumstances. **The Corporation shall not be responsible for any postal/ courier delay. Tender paper received after the schedule date & time shall not be considered** and Tender shall be opened technical bid on dt. 11.11.2022 at 11.00 A.M. & financial bid on dt. 11.11.2022 at 11.30 P.M. in presence of the bidders or their authorized representatives.
10. The application form of quotation/ tender containing general bid information & terms and conditions for hiring of vehicles etc. will be available in the Office of the District Manager, OSCSC Ltd., Jajpur on payment of Rs.100/- (Bank Draft / Banker Cheque) from dt. 03.11.2022 to dt. 10.11.2022 up to 4.00 P.M. The short tender documents also be downloaded from [www. Jajpur.nic.in](http://www.Jajpur.nic.in) & attached Rs 100/- in shape of Bank draft/Bankers cheque towards cost of the tender paper.

Seal & Signature of

  
District Manager,  
OSCSC Ltd., Jajpur.

**Annexure-II**

**TERMS AND CONDITIONS FOR HIRING OF VEHICLE**

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

1. The hired vehicle during period of contract shall have all necessary valid Motor Vehicle documents such as:- Valid Registration certificate, insurance Certificate, Fitness Certificate, Valid Contract Permit, Proof of Up To date Tax payment etc and Driving License of the driver available all the times. The Office of CSO-cum-District Manager, OSCSC Ltd., Jajpur hiring the vehicle shall not be responsible for any damage/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 whats over. The hirer shall be responsible for all such litigation.

2. The hire charges to be paid for monthly basis is final but does not include cost of diesel and lubricants. All the expenditure of the vehicle towards repair, replacement of spare parts, lubricating oil of engine, gear box and different collant, tyres & tubes, battery etc will be borne by the bidder.

3. It shall be the responsibility of the bidder to provide a good driver and the salary of the driver shall be borne by the owner.

4. In case of breakdown for reasons whats over the replace or a vehicle of the same or better model shall be provided by the owner of the vehicle/bidder.

5. In case of the vehicle do not report regularly, the authority will be liberty to reject the agreement and may engage vehicle from other source.

6. The vehicle shall report for duty for minimum of 25 days in a month.

7. In case of emergency, the driver will have to report for duty as per the requirement of hirer in case of holiday also. No extra payment shall be demanded.

8. Monthly hire charges of selected bidder will be paid in every succeeding month, as far as possible within 15 days of the submission of bills by the agency and no advance payment will be made to this effect.

9. The vehicle shall not be more than 03 years old from the initial date of registration and also in good running condition during the period of contract.

10. The service provide must have submitted the Valid GST No.( atleast 01 month return copy) & PAN no.

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 withdrawn 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, the CSO-cum-District Manager, OSCSC Ltd., Jajpur shall forfeit the entire amount of security deposit.

  
District Manager,  
O.S.C.S.C. Ltd., Jajpur

**General Information for Hiring Vehicles**

1. Registration Number of Vehicle :-
2. Type of Vehicle :-
3. Year of Manufacture :-
4. Model :-
5. Date of Registration :-
6. Name & complete Address  
of the Owner of the Vehicle :-
7. Fitness certificate Validity :-
8. Permit validity :-
9. Insurance Validity :-
10. Name/Address of the Driver :-
11. D.L No & Validity of the Driver :-
12. Proposed Hire charges of the  
vehicle per month excluding fuel cost :-
13. Rate of Fuel Consumption /Mileage Liter :-
14. Valid GST No. & PAN No. :-
15. Contact Number of the Service Provider :-  
(Tenderer/Quotationer)  
Mobile No : \_\_\_\_\_  
Telephone No : \_\_\_\_\_

"Certified that the information submitted above is true to the best of my knowledge & belief".

**Seal & Signature of the  
Quotationer/Tenderer**