



OFFICE OF THE DISTRICT MANAGER  
ODISHA STATE CIVIL SUPPLIES CORPORATION LIMITED, JAJPUR  
Email id: - jajpurcso@gmail.com, Mob. No.: -9438200043

No. 4917 /Dt. 29.12.25

### Short Tender Call Notice

The Collector, Jajpur has been pleased to pass order for engagement of 2 (Two) nos. of hired vehicle i.e., one (Tiago/ Bolt/ Celerio and Dzire (Petrol) or equivalent etc.) for office purposes and another (TUV300/ Bolero/ Sumo Gold/ Ertiga or equivalent etc.) for Paddy Procurement Operation for KMS 2025-26.

Sealed quotations/ Short tenders are invited from interested reputed Travel agencies /Tour Operators or Private individuals for providing 02 (Two) no. of AC Petrol driven vehicles (Tiago/Bolt/Celerio/Dzire) purpose for office use having sitting capacity not more than Four including driver and (Bolero/TUV300/Ertiga) purpose for used in paddy procurement having sitting capacity not more than Six including driver, which shall confirm to the Terms and Conditions (**Annexure-A**) 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, not 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.5,000.00 (Rupees Five Thousand) only each vehicle 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 prescribed minimum average mileage for official use of 17 km per litre & Paddy Procurement use of 10 km per litre.

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. (at least 01 months return copy) & PAN Card No

9. The quotation completed in all respect should reach the undersigned on or before 17.01.2026 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. 19.01.2026 at 11.00 A.M. & financial bid on dt. 19.01.2026 at 12.00 A.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. The short tender documents also be downloaded from <http://.Jajpur.odisha.gov.in>. The following address & calender program is given below.

**Address for submission of Tender documents:**

District Manager, OSCSC Ltd., Jajpur,  
At:- Jageswarpur, Near Bus Stand  
PO:- Jajpur  
Dist:- Jajpur  
Pin:- 755001

Period of Short Tender Document:-	From Dt. 02.01.2026 to Dt. 17.01.2026
Last date for receipt of Short Tender Document:-	By Dt. 17.01.2026 up to 4.00 P.M.
Date of Opening of Technical Bid:-	On Dt.19.01.2026 at 11.00 A.M.
Date of Opening of Price Bid:-	On Dt.19.01.2026 at 12.00 A.M.

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

**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 fuel. All the expenditure of the vehicle towards repair, replacement of spare parts, oil of engine, gear box and different collant, tyres & tubes, battery etc will be borne by the bidder.
3. The procuring entity shall follow a transparent bidding process for selection of the service provider for hiring BS-VI emission compliant Vehicles. A standard model bidding document (MBD) is at Annexure-I
4. 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.
5. 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.
6. 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.
7. The bidders 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 bidder for any private / commercial purpose beyond office hours or during holidays.
8. The vehicles shall report for duty for minimum of 25 days in a month.
9. 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.
10. 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.
11. 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. The vehicles older than seven years should be replaced by new vehicles by the bidder.
12. The service provider shall must have submitted a Valid GST registration to participate in the tendering. (atleast 01 month return copy) & PAN no.
13. In the Log books, kilometre reading and POL shall be recorded in relevant columns and verified regularly by the authorized officer before releasing payment.
14. The period of contract shall be for a period of three years which may be extended maximum 1 year subject to satisfactory performance.
15. The service provider must provide the towel / fragrance etc.
16. Provision of Odisha General Finance 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 provision of Odisha General Financial Rules and as amended from time to time.

17. No cost towards cost of tender paper shall be charged while inviting the tender.

18. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.

19. 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.

20. 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
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".