

Annexure-I

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

No. 97 / Dt. 10.01.2020

Office Quotation / Tender Call Notice

Sealed quotation / tenders are invited from interested reputed Travel Agencies / Tour Operators or Private Individuals for providing **02 (Two) nos. of AC / Non-AC vehicle in the model of "BOLERO"** having sitting capacity not more than 10 (ten) including driver for Paddy Procurement Operation which shall conform the terms and condition (Annexure-II) for hiring of vehicles in the office of the CSO-cum-District Manager, OSCSC Ltd., Balasore on monthly 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 upto date tax payment etc., which are mandatory for plying 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 passenger vehicle.
- 3) The driver should be well behaved, gently and obedient in nature.
- 4) A sum of Rs. 5000 /- shall be deposited by the intending bidders in shape of account payee Bank Draft drawn in favour of the District Manager, OSCSC Ltd., Balasore and submitted along with the tender as Security Deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders.
- 5) The monthly rate of hiring vehicle be quoted separately in general bid information (excluding fuel and lubricants).
- 6) The vehicle must achieve a fuel efficiency of 10 KMs per litre.
- 7) The detail of the make and year of manufacture of the vehicle, registration no. , mileage (Kms covered per litre) and name of the driver with Drive License No. and period of validity should be specifically provided in the General Bid information to be furnished with the Quotation / Tender (Annexure-III).

PTO

- 8) The quotation completed in all respect should reach the undersigned on or before **dt. 27.01.2020 by 5.30 PM through Regd. Post / Speed Post / Courier only** and shall be opened on dt. 28.01.2020 at 11.00 AM at Addl. District Magistrate Chamber in the presence of the bidder or their Authorized Representatives. The detail calendar programme of tender process for selection of hiring vehicles is as follows:-

Venue of Tender	In the Office Chamber of Addl. District Magistrate , Balasore
Publication of Tender	On dt. 13.01.2020
Period of Sale Tender Documents	14.01.2020 to 27.01.2020 (At 5.30 PM)
Last date for receipt of tender documents	On dt. 27.01.2020 at 5.30 PM
Opening of Tender	On dt. 28.01.2020 at 11.00 AM

- 9) The application form of the quotation / tender containing General Bid information & Terms and conditions for Hiring of vehicle etc. will be available in the District Portal i.e. www.baleswar.nic.in, which can be downloaded & submitted with Demand Draft of **Rs. 100 /- (Rupees One Hundred) only in favour of District Manager, OSCSC Ltd., Balasore** towards the cost of the application form.

M 10-1-2020
**District Manager,
OSCSC Ltd., Balasore**

Memo No. 98/Dt. 10.01.2020

Copy to Office Notice Board / C.S. Section (Collectorate), Balasore Office Notice Board / Sub-Collector, Office, Balasore Notice Board / Collectorate Balasore Office Notice Board / All Block Development Officers (BDOs) Notice Board for information & necessary action.

M 10-1-2020
**District Manager,
OSCSC Ltd., Balasore**

Memo No. 99 /Dt. 10.01.2020

Copy submitted to the Managing Director, OSCSC Ltd., Bhubaneswar for favour of kind information & necessary action.

M 10-1-2020
**District Manager,
OSCSC Ltd., Balasore**

TERMS & CONDITIONS FOR HIRING OF VEHICLES

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 the period of contract, shall have all necessary valid MV documents such as : - valid Registration Certificate, Insurance Certificate, Fitness Certificate, valid Contract Permit, proof of upto date tax payment etc. and D.L. of the driver available all the times. The Office hiring the vehicle shall not be responsible for any damages / 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 whatsoever. 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 / petrol, which is to be paid separately basing on actual consumption and lubricants 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.
3. It shall be responsibility of the bidder to provide a good driver and the salary of the driver shall be borne by the Agency /Owner.
4. In case of breakdown for reasons whatsoever the replace of a vehicle of the same or better model shall be provided by the agency / bidder.
5. In case of the vehicle do not report regularly, the authority will be at 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 holidays also. No extra payment shall be demanded.
8. Monthly hire charges and reimbursement towards cost of diesel / petrol (as per actual) and lubricants (as per Govt. norms) of selected bidders will be paid in every succeeding month, as per as possible within 15 (fifteen) days of the submission of bills by the service provider and no advance payment will be made.
9. The vehicle shall not be more than 3 (Three) years old from the initial registration and also on good running condition during the period of contract. Vehicles older than five years should be replaced by new vehicles by the Service Provider. The hiring period of the vehicle for Paddy Procurement Operation are 9 (Nine) months from the date of agreement.
10. If the services are found to be unsatisfactory, the client should give 01(One) month notice and terminate the agreement.
11. In case Service Provider intends to withdrawn the services of his vehicle and terminate the agreement, it shall be mandatory upon him to grant 01(One) month notice before such withdrawal of service and termination of agreement.
12. If the bidder violates any of the terms of contract, the CSO-cum-District Manager, OSCSC Ltd., Balasore shall forfeit the entire amount of Security Deposit.

Signature of the Tenderer

Signature of
Quotation / Tender Calling Authority

16-1-2020



ODISHA STATE CIVIL SUPPLIES CORPOARTION LIMITED, BALSORE

APPLICATION FORM FOR HIRING OF VEHICLES

1. Name of Travel Agencies / Operators :-
2. Registration No. of vehicle:-
(With date of purchase)
3. Make and Model of the Vehicle :-
4. Proposed hire charges of the vehicle per month
Excluding fuel cost (In Rupees) :-
5. Rate of fuel consumption / Mileage per litre :-
6. Details of the Bank Draft of Rs. 5,000/- for Security Deposit:-
7. Present Corresponding Address Permanent Address

I hereby declared that, the information & documents which are submitted and attached to the application are true to the best of my knowledge and belief. I further agreed to abide with the terms, conditions and model agreement of this office to provide the vehicle to OSCSC Ltd.

Yours faithfully,

**Signature of the applicant
with date and seal**

GENERAL INFORMATION OF HIRING VEHICLES

- 1) Registration No. of the Vehicle :-
- 2) Type of Vehicle (AC / Non-AC) :-
- 3) Year of Manufacture :-
- 4) Model:-
- 5) Date of registration:-
- 6) Name & Complete Address of the owner of vehicle :-
- 7) Fitness Certificate Validity:-
- 8) Permit Validity:-
- 9) Insurance Validity:
- 10) Name / Address of the Driver:-
- 11) D.L. No. & Validity of the D.L. of the Driver:-
- 12) Proposed hire charges of the vehicle per month excluding fuel cost in Rupees.
 - i) In Figures ()
 - ii) In Words ()
- 13) Rate of Fuel consumption / Mileage per litre:-
- 14) Contact Number of the Service Provider (Tenderer / Quotationer)
Mobile _____ Telephone _____

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

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