



**ODISHA STATE CIVIL SUPPLIES CORPORATION LIMITED
BALASORE**

E-Mail ID : cso.balasore@gmail.com

Notice No. 3100 / Dt. 31-12-25

Office Quotation/ Tender Call Notice

Sealed quotation/ tenders are invited from interested reputed Travel Agencies/ Tour Operators/ Individuals for providing **01 (one) no. of AC vehicle in the model of Celerio/ Swift Dzire, etc** having sitting capacity not more than 07 (Seven) including driver for official use for the year 2026 which shall conform the terms and condition **(Annexure-II)** for hiring of vehicles in the office of the Chief CSO-cum-District Manager, O.S.C.S.C Ltd., Balasore on monthly basis:

- 1) The service provider shall have a valid GST registration to participate in the tendering.
- 2) The vehicle must be in road worthy condition, shall not be more than 03 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., which are mandatory for plying vehicle.
- 3) 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.
- 4) The driver should be well behaved, gently and obedient in nature.
- 5) 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, O.S.C.S.C Ltd, Balasore and submitted along with the tender as EMD/ Security Deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders.
- 6) The monthly rate of hire charge, excluding GST be quoted separately, excluding fuel.
- 7) The vehicle must achieve a fuel efficiency of 17 KMs per litre.
- 8) The detail of the make and year of manufacture of the vehicle, registration no., mileage (KMs covered per litre) and name of the driver, 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)**.



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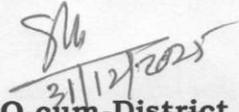
- 9) The quotation completed in all respect should reach the undersigned on or before **dt.16.01.2026 by 05.30 PM through Regd. Post/ Speed Post/ Courier, etc** and shall be opened on dt.17.01.2026 at 11.30 AM at Chamber of the ADM (General), Balasore in the presence of bidders or their Authorized representatives. The detail calendar programme of tender process for selection of hiring of 01 (one) no. of vehicle for official use for the year 2026 is as follows:-

Venue of Tender	In the Office Chamber of Addl. District Magistrate (General) , Balasore
Publication of Tender	On dt.02.01.2026
Period of Sale Tender Documents	Dt.02.01.2026 to dt.16.01.2026 (till 05.30 PM)
Last date for receipt of tender documents	On dt.16.01.2026 upto 05.30 PM
Opening of Tender	On dt.17.01.2026 at 11.30 AM

- 10)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.balasore.odisha.gov.in, which can be downloaded & submitted with Demand Draft of **Rs.100 /- (Rupees One Hundred) only in favour of District Manager, O.S.C.S.C Ltd, Balasore** towards the cost of the application form.

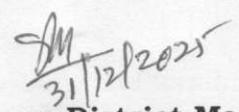
Memo No. 3101 /Dt. 31.12.25

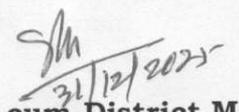
Copy to Office Notice Board / C.S. Section (Collectorate), Balasore Office Notice Board / RTO, Balasore office Notice Board/ All Block Development Officers (BDOs) Notice Board/ All Sub-Collector, Office Notice Board / Collectorate Balasore Office Notice Board / All Block Development Officers (BDOs) Notice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


31/12/2025
Chief CSO-cum-District Manager
O.S.C.S.C Ltd, Balasore
O.S.C.S.C. Ltd., Balasore

Memo No. 3102 /Dt. 31.12.25

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


31/12/2025
Chief CSO-cum-District Manager
O.S.C.S.C Ltd, Balasore
O.S.C.S.C. Ltd., Balasore


31/12/2025
Chief CSO-cum-District Manager
O.S.C.S.C Ltd, Balasore
O.S.C.S.C. Ltd., Balasore



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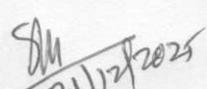
BALASORE

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TERMS & CONDITIONS FOR HIRING OF VEHICLES

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

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 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 damages/ 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 vehicles 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 responsibility of the bidder to provide a good driver and the remuneration of the driver shall be borne by the service provider/owner.
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 and may engage vehicle from other sources.
7. The vehicle 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 reimbursement towards cost of fuel (as per norm) 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.
10. The vehicle shall not be more than 3 (Three) 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 01(One) month notice and terminate the agreement.
12. 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.
13. If the bidder violates any of the terms of contract, the CSO-cum-District Manager, O.S.C.S.C Ltd., Balasore shall forfeit the entire amount of security deposit.


Seal & Signature of the Officer
O.S.C.S.C. Ltd., Balasore

Seal & Signature of the Tenderer



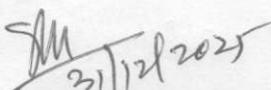
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GENERAL INFORMATION OF HIRING VEHICLES

SL No	Particulars	
1	Name of the Service Provider	
2	Complete Address	
3	GST/PAN Number	
4	GeM Registration Number	
5	Bank Account Number and IFSC Code	
6	Registration Number 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	DL No & Validity of the DL 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."


31/12/2025
Seal & Signature of the Officer
Chief CSO-cum-D.M.
O.S.C.S.C. Ltd., Balasore

Seal & Signature of the Tenderer



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LETTER OF AUTHORIZATION FOR ATTENDING BID OPENING

(To be reached before Chief CSO-cum-District Manager, O.S.C.S.C Ltd, Balasore on or before the date of bid opening)

To

The Chief CSO-cum-District Manager
O.S.C.S.C Ltd, Balasore

Sub: Authorization for attending bid opening on (date) for the tender of

Sir,

Following person is authorized to attend the bid opening for the tender mentioned above on behalf of (bidder)

Name of the representative

Specimen Signature:

1.

2.

Signature of the bidder

(Note: Maximum one representative will be permitted to attend the bid opening. Permission for entry to the venue of bid opening may be refused in case authorization as prescribed above is not received)

SM
31/12/2025
Seal & Signature of the Officer
Chief CSO-cum-D.M.
O.S.C.S.C. Ltd., Balasore

Seal & Signature of the Tenderer



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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**

[Handwritten Signature]
31/12/2025

Chief CSO-cum-D.M.
O.S.C.S.C. Ltd., Balasore
Seal & Signature of the Officer

Seal & Signature of the Tenderer