



OFFICE OF THE CHIEF CSO-CUM-DISTRICT MANAGER, OSCSC LTD,
SUNDARGARH

Letter No 2980 /Date 20-9-2025 /

To,

The District – e-Governance Manager, Sundargarh

Sub: *Publication of Tender Call Notice bearing no. 2979 Dt 20-9-25 for engagement of hired vehicle for official use of the Chief CSO-cum-Dist. Manager, OSCSC LTD. Sundargarh.*

Sir,

In enclosing herewith the Tender Call Notice bearing no. 2979 Dt 20-9-25 for engagement of hired vehicle for official use of the Chief CSO-cum-Dist. Manager, OSCSC LTD. Sundargarh, I am to request that, the said notice may please be hosted in the District website for information of the General Public.

Enclosure : - Notice inviting Tender bearing no. 2979 dt. 20-9-25.

[Signature]
20/09/25
Chief CSO-cum-Dist Manager,
OSCSC Ltd., Sundargarh

Memo no. 2981 Dt. 20-9-2025

Copy submitted to the FA & CAO, OSCSC Ltd. Bhubaneswar for information & necessary action with reference to his letter no. 11218 dt. 18.08.2025.

Copy to PA to Collector, Sundargarh for information of the Collector.

Copy with copy of Tender call notice to Office notice Board for awareness of General Public.

[Signature]
20/09/25
Chief CSO-cum-Dist. Manager,
OSCSC Ltd., Sundargarh



Model Bidding Document

Annexure-I

Government of Odisha

**OFFICE OF THE CHIEF CSO-CUM-DISTRICT MANAGER, OSCSC LTD,
SUNDARGARH**

Quotation/Tender Call Notice

Tender Call Notice No. 2977 Date- 20-9-2025

Sealed quotations/ tenders are invited from interested reputed Travel Agencies/ Tour Operators/ individuals for providing one vehicles having sitting capacity not more than 05(five) including driver, which shall conform to the Terms and conditions Appendix-A) for Official use in the office of the Chief CSO-cum-District Manager, OSCSC Ltd., Sundargarh on rent basis of Maximum Monthly Hiring Charges (exclusive of applicable taxes) of Rs. @ **Rs 24,000.00** per month for a period of one year from execution of agreement.

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 roadworthy 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. 14,400.00 shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the District Manager, OSCSC Ltd., Sundargarh 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 charges, excluding GST be quoted separately, excluding fuel. Taxes as applicable would be deducted as per Govt. Norms.
- 8) The Vehicle must achieve a fuel efficiency of 17KM per litre.
- 9) The details of the make and year of manufacture of the vehicle, registration no, mileage (KMs covered per litre) 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),
- 10) The quotation completed in all respect, should reach the undersigned on or before **13th October' 2025 by 5.00 PM** through Registered Post / Speed Post / Courier service as the case may be and the same shall be opened on **14th October' 2025 at 11.00 AM** in the Office Chamber of the A.D.M, (Genertal) Sundargarh in presence of the bidders or their authorised representative.
- 11) The application form of quotation/tender containing General Bid Information and Terms and condition for Hiring of Vehicles etc. will be available in the Office of the Chief CSO - cum - District Manager, OSCSC Ltd., Sundargarh on free of cost and can also be downloaded from district website www.sundargarh.nic.in from date 24.09.2025.

Seal & Signature of
Quotation /Tender Calling Authority