

**OFFICE OF THE DISTRICT MANAGER, OSCSC LTD, SUNDARGARH
BEHIND GOVT. WOMENS COLLEGE, SUNDARGARH**



E-Mail: cso_sng@rediffmail.com

Mob: 9438200060, Phone No. 06622-275119

Letter No 26 /Date 02.01.2026

To

The District-e-Governance Manager, Sundargarh

Sub: Publication of Tender Call Notice bearing no. 22 Dt. 02.01.2026 for
engagement of hired vehicle use in Paddy Procurement operation.

Sir,

In enclosing herewith the Tender Call Notice bearing no. 22 Dt. 02.01.26 for
engagement of hired vehicle for use in paddy procurement operation of Sundargarh
district, I am to request that, the said notice may please be hosted in the District website
for information of the General public.

Encl: Tender Call Notice.

Yours Faithfully

[Signature]
Chief CSO-cum-District Manager,
OSCSC Ltd, Sundargarh

Memo No 27 /Date 02.01.2026

Copy submitted to the FA & CAO, OSCSC Ltd, Bhubaneswar for favour
of kind information and necessary action with reference to his letter no. 18038
dt.17.12.2024.

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

Copy with copy of Tender Call Notice to Office notice Board for awareness
of General public.

[Signature]
Chief CSO-cum-District Manager,
OSCSC Ltd, Sundargarh

**Model Bidding Document
Government of Odisha**

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

QUOTATION/TENDER CALL NOTICE

Tender Call Notice No- 22 Date- 02.01.2026

Sealed quotations/ tenders are invited from interested reputed Travel Agencies/ Tour Operators/ individuals for providing One HSD/MS vehicle Bolero for Paddy Procurement of having sitting capacity not more than 10 (Ten) 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.37,200/- 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. 22,320/- 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 10 KM 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 19th January-2026 by 03:00 PM through Registered Post/Speed Post/Courier service as the case may be and the same shall be opened on 20th January-2026 at 11:00 AM in the Office Chamber of the A.D.M (General), 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.odisha.gov.in from date 05.01.2026.

Jw 02/01/26
Seal & Signature of
District Manager
QUOTATION/Tender Calling Authority
O.S.C.S.C. Ltd. Sundargarh

TERMS & CONDITIONS FOR HIRING OF VEHICLES

The following terms and conditions must be fulfilled by the bidder:

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 Carriage 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 damage/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 vehicle 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 Govt. norms. All the expenditure of the vehicle towards repair, replacement of spare parts, lubricating oil of engine, Gear box & different Coolant, Tyres & Tubes, Battery etc will be borne by the bidder.
4. It shall be the responsibility of the bidder to provide a good driver and the remuneration of the driver shall be borne by the service provider.
5. In case of breakdown for reasons whatsoever the replace 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.
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 reimbursements towards cost of fuel (as per norm) will be paid in every succeeding month, as per as possible within 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 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 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, Government shall forfeit the entire amount of security deposit.

Signature of Quotation/
Tender Cell Authority
O.S.C.S.C. Ltd. Sundargarh