

**Quotation/Tender Call Notice**  
**Office of the District Manager**  
**Odisha State Civil Supplies Corporation Ltd. (OSCSC)**  
**Rayagada District**

Letter No. 149

Dated 16/01/2026

Sealed quotations/tenders are invited from interested reputed Travel Agencies / Tour Operators / Individuals for providing **01 (One)** number of BS-VI emission complaint vehicle having sitting capacity not more than **05 (Five)** including driver, which shall conform to the Terms and conditions outlined at (**Annexure-A**) for Official use in the Office of the CCSO-cum-District Manager, OSCSC Ltd., Rayagada on monthly rent basis:

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 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, 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.30,000/-- (**Rupees Thirty Thousand Only**) shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the "**District Manager, OSCSC Ltd., Rayagada**" payable at Rayagada 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 charge, excluding GST & Fuel shall be quoted. (**The monthly rate of maximum hire charge is limited to Rs.24,000/- (Rupees Twenty Four Thousand Only), excluding GST & fuel.**)
8. The Vehicle must achieve a fuel efficiency of 17 KMs. per liter.
9. The sealed envelope containing the tender documents must be clearly subscribed at the top as: - "**Tender for hiring vehicle for Office use**" with mentioning tender No. and details as the case may be.
10. The details of the make and year of manufacture of the vehicle, registration number, mileage (KM 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 at (**Annexure-B**). The vehicle offered by the selected bidder may be physically verified by the Tender Committee before finalization of the tender, if required.
11. The sealed Quotations/ tenders completed in all respect including the required valid certificates should reach the undersigned by Speed Post/Registered Post & Courier Service on or before **29.01.2026 by 1.00 P.M.** and shall be opened on the same day i.e. 29.01.2026 by **4.00 P.M.** in the Office **Chamber of Additional District Magistrate, Rayagada** in presence of the D.L.T.C. & bidders or their authorized representatives. The Tenderers are requested to attend the Tender bid opening meeting with all Original required valid documents for consideration of their tenders.

12. The application form of quotation/tender containing General Bid Information, Annexures, Terms and conditions for providing/Hiring of Vehicles etc. will be available in the office of the CCSO-cum-District Manager, OSCSC Ltd., Rayagada on dt. 17.01.2026 to 29.01.2026 till 01.00 PM during Office hours (except Govt. holidays) and can be downloaded from Odisha Govt. website <https://rayagada.odisha.gov.in> from Date **17.01.2026 to 29.01.2026** up to 1.00 P.M.

13. The undersigned reserves the right to reject any or all Quotation/Tender without assigning any reason thereof.



Seal & Signature of  
Tender Calling Authority with Designation

**Chief C.S.O.-cum-Dist. Manager,  
OSCSC Ltd., Rayagada.**

Terms & Conditions

The following terms and conditions must be fulfilled by 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 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 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 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.

7. The vehicles 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 withdraw 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.

Seal & Signature of

Quotation / Tender Calling Authority with Designation

**Chief C.S.O.-cum-Dist. Manager,  
OSCSC Ltd., Rayagada.**

**General Information**

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

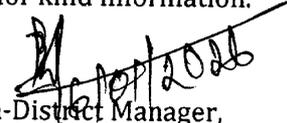
  
**Chief C.S.O. - Dist. Manager,  
OSCSC Ltd., Rayagada.**

Seal & Signature of Tenderer

Memo 150 /2026

Dt. 16 .01.2026

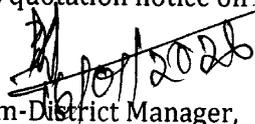
Copy to Notice Board of Chief Civil Supplies Officer-cum-District Manager, O.S.C.S.C.Ltd., Rayagada.  
Copy forwarded to the Regional Transport Officer, Raygada for information and Neessry action.  
Copy submitted to the Additional District Magistrate, Raygada for kind information.

  
CCSO-cum-District Manager,  
O.S.C.S.C.Ltd., Rayagada

Memo No. 151 /2026

Dt. 16 .01.2026

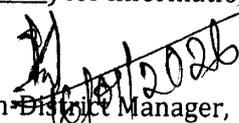
Copy to the Sub-Collector, Raygada/Gunupur/All Tahasildars, all BD.O.s in the district for information and necessary action, with a request to publish the tender/quotation notice on their notice boards for information of the general public.

  
CCSO-cum-District Manager,  
O.S.C.S.C.Ltd., Rayagada

Memo No. 152 /2026

Dt. 16 .01.2026

Copy alongwith the standard bidding document, terms and onditions, and other information for hiring of vehicle (Annexure-A & B) forwarded to the DEGM,Rayagada for favour of information with a request to Publish the same on the District Website(<https://rayagada.odisha.gov.in>) for information of the general public.

  
CCSO-cum-District Manager,  
O.S.C.S.C.Ltd., Rayagada

Memo No. 153 /2026

Dt. 16 .01.2026

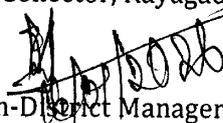
Copy to F.A. & C.A.O., OSCSC Ltd., Bhubaneswar/ M.V.I., OSCSC Ltd., Bhubaneswar for favour of kind information.

  
CCSO-cum-District Manager,  
O.S.C.S.C.Ltd., Rayagada

Memo No. 154 /2026

Dt. 16 .01.2026

Ccopy to P.A. to Collector, Rayaada for kind information of the Collector, Rayagada,

  
CCSO-cum-District Manager,  
O.S.C.S.C.Ltd., Rayagada