



# ODISHA STATE CIVIL SUPPLIES CORPORATION LTD.

**KENDRAPARA** e-mail: [cso.kendrapada@gmail.com](mailto:cso.kendrapada@gmail.com)

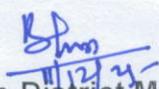
**Tender Call Notice No. 3165 Dt. 11/12/2025**

In pursuance of instructions communicated vide letter No.14955 dtd. 30.10.2025 of OSCSC Ltd, Bhubaneswar, the undersigned invites sealed tender / quotation from interested reputed Travel Agencies / Tour Operators or Private individuals for providing 2 (two) nos. of Non AC / AC vehicles one Petrol driven (Honda Amaze / Tata Altros / Maruti Celerio / Maruti Desires / Tata Tiago / Bolt / (Petrol Driven Vehicle for Official Purpose and another Desel driven is Bolero & Ertiga etc.) for Paddy Procurement Operation for the KMS-2025-2026. The tender selection programme will be as follows.

The Tender documents with terms and conditions and other details are also available in the District Web-site at [www.kendrapara.nic.in](http://www.kendrapara.nic.in).

Particulars of tender process.	Programme Date.
1. Publication of tender notice in one local edition of a leading Oriya daily of the state.	By Dt. 15.12.2025
2. Sale of tender paper.(all working days)	Form Dt. 15.12.2025 to 23.12.2025 (1 P.M.)
3. Receipt of tender paper.	From Dt. 15.12.2025 to 23.12.2025 (02 P.M.)
4. Opening of tender paper & selection of tenders.	23.12.2025 at 4 P.M. in the Office Chamber of the Collector, Kendrapara.

By Order of Collector, Kendrapara.

  
CSO-cum-District Manager,  
OSCSC Ltd, Kendrapara.



# ODISHA STATE CIVIL SUPPLIES CORPORATION LTD.

KENDRAPARA

e-mail: [cso.kendrapada@gmail.com](mailto:cso.kendrapada@gmail.com)

At: Tinimuhani, Post:-College Chhak Dist:-Kendrapara

Phone No. 06727-220544.

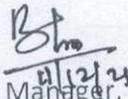
Office Quotation/Tender Call Notice. No. 3166 Dtd. 11/12/2025

The Collector, Kendrapara has been pleased to pass order for engagement of 2 (two) Nos of hired Vehicles i.e. one (Honda Amaze / Tata Altros / Maruti Celerio / Maruti-Desires / Tata Tiago / Bolt / (Petrol Driven Vehicle for Official Purpose and another is Bolero & Ertiga etc.) for Paddy procurement operation for the KMS-2025-26. Sealed quotations /tenders are invited from interested reputed Travel Agencies / Tour Operators or Private individuals for providing 2(two) Nos. of non AC/AC Petrol driven vehicles having sitting capacity of 5(five) persons including driver, which shall conform to the Terms and Conditions for Officials Use in the Office of the C.S.O.-Cum-District Manager, O.S.C.S.C. Ltd, Kendrapara on monthly rent basis for aforesaid purpose. Tender Paper shall be reached to the Office of the undersigned by Speed Post / Registered Post on or before dt.23.12.2025 at 2 P.M.

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 up to date tax payment etc. which are mandatory for plying of 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 vehicle.
3. The driver should be well behaved, gentle and obedient in nature.
4. A Sum of **Rs.10,000/-** shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the District Manager, OSCSC Ltd, Kendrapara 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 hire charge be quoted separately in the general bid information (excluding fuel).
6. The vehicle must achieve a fuel efficiency of prescribed minimum average mileage for Official Use of 17 KM per litre & Paddy Procurement Use of 10 KM per Litre.
7. The details of the make and year of manufacture of the vehicle, registration no., Mileage (KMS covered per litre) and name of the driver with Driving license No. and period of validity should be specifically provided in the general bid information to be furnished with the Quotation/Tender. (Annexure-III).

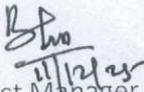
8. The Quotation completed in all respect should reach the undersigned on or before **23.12.2025 by 2 P.M.** and shall be opened on **dt. 23.12.2025 at 4 P.M.** in presence of the bidders or their authorized representative.
9. This tender process is carried out pending the receipt of guidelines from OSCSC Ltd, Bhubaneswar (Head Office) for engagement of hired vehicle.
10. The application form of quotation / tender containing general bid information and Terms and Conditions for hiring of vehicle etc. will be available in the Office of the C.S.O.-Cum-District Manager, OSCSC Ltd, Kendrapara on payment of **Rs.1000/-** from 10.00 A.M to 5.30 P.M.

Programme for Tender Selection	Date & Time.
Sale of Tender Paper.	Form 15.12.2025 to dt. 23.12.2025 (01 P.M.)
Receiving of Tender Paper.	Form 15.12.2025 to dt. 23.12.2025 (02 P.M.)
Opening of Tender paper and Selection of Tenderers.	23.12.2025 at 04 P.M. in the Office Chamber of the Collector, Kendrapara.

  
 District Manager,  
 OSCSC Ltd, Kendrapara

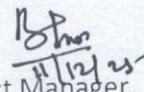
Memo No. 3167 /Dt. 11/12/2025

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

  
 District Manager,  
 OSCSC Ltd, Kendrapara.

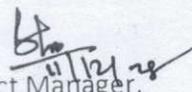
Memo No. 3168 /Dt. 11/12/2025

Copy to Steno to the Collector, Kendrapara for kind information of Collector.

  
 District Manager,  
 OSCSC Ltd, Kendrapara.

Memo No. 3169 /Dt. 11/12/2025

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

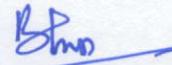
  
 District Manager,  
 OSCSC Ltd, Kendrapara

OFFICE OF THE DISTRICT MANAGER,  
ODISHA STATE CIVIL SUPPLIES CORPORATION LTD, KENDRAPARA.  
TERMS & CONDITIONS FOR HIRING OF VEHICLE.

The following terms and conditions must be fulfilled by the successful bidder for providing a vehicle on hire on monthly rent basis.

1. The hired vehicle during period of contract, shall have all necessary valid MV documents such as:- Valid Registration Certificate, Insurance Certificate, Fitness Certificate, valid Contract permit, proof of up to date tax payment etc. and D.L. of the driver available all the times. The Office of the C.S.O.-Cum-D.M. OSCSC Ltd, Kendrapara hiring the vehicle shall not be responsible for any damage/loss caused to hired vehicle or losses 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 not be responsible for all such litigation.
2. The hire charges to be paid for monthly basis in final but does not include cost of diesel 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 and different coolant, Tyres & Tubes, Battery etc. will be borne by the bidder.
3. It shall be the responsibility of the bidder to provide a good driver and the salary of the driver shall be borne by the 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 owner of the vehicle/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. 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.
7. Monthly hire charges and reimbursement towards cost of Petrol(as per actual) and lubricants as per the Government norms of selected bidder will be paid in every succeeding month, as far as possible within fifteen days of the submission of bills by the service provided and no advance payment will be made.

8. The vehicle shall not be more than 3 years old from the initial date. If registration and also in good running condition during the period of contract.
9. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
10. In case the service provider intend 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.
11. If the bidder violates any of the terms of contract, the authority shall forfeit the entire amount of security deposit.
12. The Authority reserves the right to accept or reject the tender without assigning any reason thereof.



Signature of  
Tender Calling Authority.

**GENERAL INFORMATION FOR HIRIG VEHICLES**  
**(APPLICATION FOR QUOTTION/TENDER FOR HIRING OF**  
**VEHICELS.**

1. Registration No. of Vehicle:-

2. Type of Vehicle (AC/Non-AC)

3. Year of Manufacture:-

4. Model:-

5. Date of Registration:-

6. Name of complete address of the Owner of Vehicle:-

At:-

Post:-

P.S.:-

Dist:-

7. Fitness Certificate validity:-

8. Permit Validity:-

9. Insurance Validity:-

10. Name/Address of the Driver:-

At:-

Post:-

P.S.:-

Dist:-

11. D.L No & Validity of the D.L. of Driver :-

12. Proposed hire charges of the vehicle per month excluding fuel cost in Rupees i) in figure Rs.

ii) In words:-

13. Rate of fuel consumption in KMS per lits:-

14. Contract number of the Service provider (Tenderer / Quotationer)

Mobile \_\_\_\_\_ Telephone No. \_\_\_\_\_

“Certified that the information submitted above is true to the best of my knowledge and belief”

Seal & Signature of the  
Quotationer/Tenderer.