



## QUOTATION / TENDER CALL NOTICE

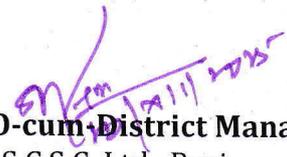
OFFICE OF CHIEF-CUM-DISTRICT MANAGER,  
ODISHASTATE CIVIL SUPPLIES CORPORATION LTD.  
AT- BALIGODOWN, NEAR GOVT. WOMEN'S COLLEGE, INFRONT OF POSTAL COLONY,  
DISTRICT : PURI, PIN- 752001

No. 4007.....

Date : 20.12.25.....

Sealed quotation/tenders are invited from interested reputed Travel Agency/Tour Operators or Private Individuals for providing one number of AC Petrol driven vehicle (Tiago/Bolt/Celerio etc.) for office use in the office of the Chief C.S.O-cum-District Manager, O.S.C.S.C. Ltd., Puri on monthly rent basis. The details of term and conditions can be seen in the district website [www.Odisha.gov.in](http://www.Odisha.gov.in) / [www.puri.odisha.gov.in](http://www.puri.odisha.gov.in). The quotations shall be received only through registered post.

1	Publication of Tender in web portal	22.12.2025
2	Last date of receipt of tender documents from intending bidders	29.12.2025 up to 02.00 PM
3	Date, time and venue for opening of bids	29.12.2025 at 03.30 PM District Collectorate, Puri

  
Chief C.S.O-cum-District Manager,  
O.S.C.S.C. Ltd., Puri.



**OFFICE OF THE DISTRICT MANAGER,**  
**ODISHA STATE CIVIL SUPPLIES CORPORATION LTD.**

BALIGODOWN, PURI.

Email : [csopuri@gmail.com](mailto:csopuri@gmail.com)

Ph- (06752) 222228

Fax- (06752) 222228

Website- <http://www.puri.nic.in>

Letter No.: 4008 Date: 20.12.25

To

**The Joint Director,**  
Advertisement Section,  
I & P.R Department.  
Bhubaneswar  
[Email-ipr.advt@gmail.com](mailto:Email-ipr.advt@gmail.com)

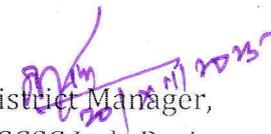
Sub: Floating of Advertisement for engagement of hired vehicle used for office.

Sir,

With reference to the subject cited above, I am to inform you that, the District Manager, Odisha State Civil Supplies Corporation Ltd., Puri intends to float tender in 01(~~one~~) leading Odia Daily Newspaper in as minimum as possible readable space for engagement of hired vehicle used for office.

You are therefore requested to facilitate floating of advertisement on 22.12.2025 in ~~one~~ leading Odia daily mentioned above. The proforma Notice inviting Tender is enclosed herewith for reference and necessary action.

Yours faithfully,

  
District Manager,  
OSCSC Ltd., Puri.

Memo No. 4009 CSC., Date. 20.12.25

Copy forwarded to the District e-Governance Manager, Puri ([Email.degm.puri@odisha.gov.in](mailto:Email.degm.puri@odisha.gov.in)) for information and necessary action.

Copy forwarded to the D.I.P.R.O, Puri ([Email-dipropuri.od@gov.in](mailto:Email-dipropuri.od@gov.in)) for information and necessary action.

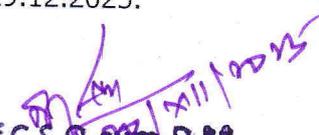
Copy forwarded to the District Informatics Officer, NIC, Puri for information and necessary action.

  
District Manager,  
OSCSC Ltd., Puri.

**Office of the Chief CSO-cum-District Manager,**  
**Quotation/Tender Call Notice**

Sealed quotations/tenders are invited from interested reputed Travel Agencies/Tour Operators/individuals for providing 01 No. of vehicles having sitting capacity not more than 04 including driver, which shall conform to the Terms and conditions(Appendix-A) for official use in Chief CSO-cum-District Manager, OSCSC Ltd., Puri. Department/Office 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 up-to date tax payment etc. mandatory for plying of vehicle.
4. The Driver of the vehicle must have a valid Driving Licenses 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.1000/- shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the District Manager, OSCSC Ltd., Puri and submitted along with the tendered as EMD. After completion of tender process, EMD shall be refunded to unsuccessful bidders.
7. The monthly rate of hire charge, excluding GST be quoted separately, excluding fuel.
8. The Vehicle must achieve a fuel efficiency 17 KM per litre.
9. The details of the make and year manufacture of the vehicle, registration no. Mileage (KM covered per litre)and name of the Driver, Driving Licenses 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 29.12.2025 by 2.00 P.M and shall be opened on the same day at 3.30 P.M in presence of the bidders or their authorized representatives.
11. The application form of quotation/ tender containing General Bid information & Term and condition for Hiring of Vehicles etc. will be available with District website [www.Puri.nic.in](http://www.Puri.nic.in) can be down loaded from Odisha Govt.Website [www.Odisha.gov.in](http://www.Odisha.gov.in) from Date.22.12.2025 to Date.29.12.2025.

  
 Chief C.S.O-cum-D.M  
 Seal & Signature of  
 O.S.C.S.C.Ltd., Puri  
 Tender Calling Authority With Designation

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.

  
Chief C.S.O-cum-D.M  
Seal & Signature of  
O.S.C.S.C., Ltd., Puri

Quotation / Tender Calling Authority with Designation

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."

Seal & Signature of Tenderer

FAX	EMAIL	WEB	SMS
RP	SP	OP	LOG

## ODISHA STATE CIVIL SUPPLIES CORPORATION LTD.,

(A Govt. of Odisha Undertaking)

REGISTERED OFFICE: C/2, NAYAPALLI, BHUBANESWAR-751012

CIN: U51211OR1980SGC000894

Tel No:0674-2395391, Fax No:0674-2395291, website:www.OSCSC.in

File No. Estt.MV-96/20, No. 14955 /Date 30.10.25



From

Shri K. Sudarshan Chakravarthy, IAS,  
Managing Director.

To

All CCSO/CSO-Cum-District Managers,  
OSCSC Ltd.

Sub: **Engagement of hired vehicles used for Office as well as Paddy Procurement Operation Purposes-Reg.**

Ref: - (i) Letter No-16002 dated 07.11.2022 of Corporation Head office.  
(ii) Finance Dept office memorandum No- 15836 dt.27.05.2025.

Sir/ Madam,

Inviting a reference to the letters on the subject cited above, it is to inform you that the following points may be adhered scrupulously during selection of hired vehicles for Paddy Procurement operation/ Office use purposes by the CCSO/CSO-cum-DMs:

1. The hired vehicles shall be engaged observing all the norms of H.O. guidelines as well as latest Finance Department office memorandum issued from time to time.
2. The vehicles permissible to the officers and suitable for the purpose shall be as per the Finance Department Circular cited below. Accordingly, the tender shall be floated for selection/ engagement/ hiring of vehicles.

SL No	Category of offices	Maximum hire charges per month excluding taxes (in Rs.)	Minimum mileage (in KM/Lit)	Purpose of use
<u>1</u>	District/ Range level offices	<u>24,000/-</u>	<u>17</u>	<u>Office</u>
2	Block/ Tahasils and other field offices	37,200/-	10	Paddy procurement operation

3. The agreement shall be executed strictly as per terms & conditions of latest Finance Department Circular.
4. The contract period shall be for minimum 3 (Three) years which may be extended by maximum 1 (one) year subject to satisfactory performance of engaged vehicles.

- No further extension shall be allowed beyond the stipulated period.
5. Besides, it is intimated to go for fresh tender to select vehicles for Office use and Paddy procurement operation purposes during this existing extension period.
  6. It is the duty & responsibility of the District Manager to complete the tender process in time to avoid dislocation of PDS, Procurement & other official work of the district. After completion of the tender process, it is requested to send the photocopies of Newspaper advertisement, agreement copy with the new vehicle owner after verification of original documents etc. to this office for records. Besides, copies of MPR may be sent in 1<sup>st</sup> week of each month regularly for remittance of funds.
  7. It is also intimated that no further extension shall be given to any vehicles of any districts for any purposes, engagement period of vehicles which have been extended earlier.
  8. Any deviation or violation if noticed in future w.r.t. selection of hired vehicles the District Manager will be held personally responsible for the purpose.
  9. All other terms & conditions as lay down in the above reference guidelines letters are intact.

This shall come into force with immediate effect.

Yours faithfully,



Managing Director

Memo No. 14956 Date. 30.10.25  
Copy to Sr. PS to Principal Secretary to Government, FS & CW Department for kind information of Principal Secretary to Government.



Managing Director

Memo No. 14957 Date. 30.10.25  
Copy to All officers/ Guard file (vehicle section) OSCSC Ltd, Bhubaneswar for information.



Managing Director





e-Despatch			
FAX	EMAIL	WEB	LOCAL
RP	SP	OP	SMS

**OFFICE OF THE DISTRICT MANAGER,  
ODISHA STATE CIVIL SUPPLIES CORPORATION LTD.  
BALIGODOWN, PURI**

Letter No. : 4010 / CSC., Date : 20.12.25

Email : [csopuri@gmail.com](mailto:csopuri@gmail.com)  
Ph- (06752) 222228  
Fax- (06752) 222228  
Website- <http://www.puri.nic.in>

File No. : \_\_\_\_\_

K

To,

**The Chief Development Officer-cum-Executive Officer,**  
Zilla Parishad, Puri.  
**The Sub-Collector,**  
Puri.  
**The Dy. Collector, Nazarat,**  
Collectorate, Puri.  
**The Executive Officer,**  
Puri Municipality.  
**All Block Development Officers,**  
Puri District.  
**The Executive Officer,**  
Pipili NAC, Nimapara NAC & Konark NAC, Puri.

Sub : Display of the Tender Call Notice in the Notice Board.

*Madam/ Sir,*

With reference to the subject cited above, I am to enclose herewith 01 (one) number of Tender Call Notice regarding engagement of hired vehicle used for office of the Chief C.S.O-cum-District Manager, O.S.C.S.C. Ltd., Puri and request you to kindly display the same in your Office Notice Board for wide publication of the Tender Call Notice.

Yours faithfully,

*[Signature]*  
**District Manager,**  
O.S.C.S.C. Ltd., Puri.

Memo No. 4011 /CSC., Date: 20.12.25

Copy to all Inspector of Supplies/Marketing Inspectors/Asst. Civil Supplies Officers/Addl. Civil Supplies Officers of Puri District for information and necessary action.

*[Signature]*  
**District Manager,**  
O.S.C.S.C. Ltd., Puri.

Memo No. 4012 /CSC., Date: 20.12.25

Copy to M.VI, O.S.C.S.C. Ltd., C/2- Nayapalli, Bhubaneswar for kind information and necessary action.

*[Signature]*  
**District Manager,**  
O.S.C.S.C. Ltd., Puri.

Memo No. 4013 /CSC., Date: 20.12.25

Copy to the P.A. to Collector, Puri for kind information of Collector.

*[Signature]*  
**District Manager,**  
O.S.C.S.C. Ltd., Puri.