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

Letter No. : 4196 / CSC., Date : 31.12.25

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

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File No. : _____

CORRIGENDUM

Request for tender call notice for hiring of private vehicles

Advt. No. : 4007 dt. 2012.2025

Quotation/Tender Call Notice No. 4167 dt. 30.12.2025

This has reference to the above advertisement no. 4007 dt. 20.12.2025 regarding extension of time period for submission of bid for providing various class/types of private vehicle for monthly rented basis for the official use at the Office of the Chief C.S.O-cum-District Manager, O.S.C.S.C. Ltd., Puri.

Sl. No.	Event Description	Date
01	Last Date and time for submission of Proposal	16.01.2026 by 05.00 PM through Registered Post/Speed Post only.
02	Opening of Bid	17.01.2026 by 11.30 AM at District Collectorate, Puri

The interested Travel Agency/Tour Operators shall take note of above corrigendum uploaded in website and download the tender documents for submission of the tender (Bids) for the website i.e. www.oscsc.in, www.foododisha.in, www.Odisha.gov.in & www.puri.odisha.gov.in. The undersigned reserves the right to reject any or all the tenders without assigning any reason thereof.


Addl. District Magistrate (Protocol),
Puri.

QUOTATION/TENDER CALL NOTICE
Office of the District Manager
Odisha State Civil Supplies Corporation Ltd., Puri District

No. 4167

Date 30.12.2025

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 Chief CSO-cum-District Manager, O.S.C.S.C. Ltd., Puri 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. 17,280/-** (Rupees seventeen thousand two hundred eighty only) shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the "District Manager, O.S.C.S.C. Ltd., Puri" payable at Puri 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 shall be quoted separately for each vehicle, excluding fuel. However, the quoted rate shall not exceed maximum ceiling rate i.e. **Rs. 24,000/-** for Office use vehicle.
8. The Vehicle for Office use must achieve a fuel efficiency of 17 KM per liter (Petrol).

Handwritten signature and date: 30/12/2025

9. The sealed envelope containing the tender documents must be clearly subscribed at the top as: - "Tender for hiring vehicles 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 no., mileage (KM covered per ltr.) 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 (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 required certificates Should reach the undersigned by Speed Post/Registered Post on or before Dt. 16.01.2026 by 05.00 PM. and the sealed tenders shall be opened on 17.01.2026 by 11.30 A.M. at District Collectorate, Puri in presence of the District Level Tender Committee and bidders or their authorized representatives. The Tenderers are requested to attend the Tender bid opening with all Original documents as per requirement for consideration of their tenders.
12. The application form of tender containing General Bid Information, Annexure, Terms & Conditions for providing of vehicles etc. will be available in the Office of the Chief CSO-cum District Manager O.S.C.S.C. Ltd., Puri on Dt. 02.01.2026 to 16.01.2026 till 05.00 PM during Office hour (except Govt. holidays) and can be downloaded from Odisha Govt. Website www.oscsc.in, www.foododisha.in, www.Odisha.gov.in & www.puri.odisha.gov.in from Dt. 02.01.2026 to 16.01.2026 up to 05.00 PM.
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

General Information

SI 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	LOC



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 1st 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

