



Annexure-I  
THE ODISHA SCH. CASTE & SCH. TRIBE DEVELOPMENT  
FINANCE CO-OPERATIVE CORPORATION LIMITED

LEWIS ROAD, BHUBANESWAR-751014.

Letter No. 744/Adm-VI-3/2023

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Dated. 06.03.24

Quotation/Tender Call Notice

Sealed quotations/tenders are invited from interested reputed Travel Agencies / Tour Operators / Private individuals for providing one no. of Maruti Swift Desire / Xcent / Etios and Zest AC Petrol driven vehicle having sitting capacity of not more than 4 Including driver, which shall conform to the Terms and conditions (Appendix-A) for official use on monthly rent basis for office of the OSFDC Ltd., Bhubaneswar.

1. The service provider shall have a valid OGST registration to participate in the tender.
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 bidder should quote tender without driver. The OSFDC will engage its own driver.
5. A sum of Rs. 5000/- shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the M.D, OSFDC Ltd., Lewis Road, Bhubaneswar and submitted along with the tender as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders.
6. The monthly rate of hire charge be quoted separately in the general bid information (excluding fuel and lubricants).
7. The Vehicle must achieve a fuel efficiency of 17 KM per litre.
8. The details of the make and year of manufacture of the vehicle, registration no., mileage (KM covered per litre) should be specifically provided in the general bid information to be furnished with the Quotation/Tender (Appendix-B).
9. The Quotation completed in all respect should reach the undersigned on or before 19.03.2024 by 2.30 P.M through Speed Post/Register Post and shall be opened on the same day at 4.00 P.M. in presence of the bidders or their authorised representatives.
10. The application form of quotation/tender containing General Bid Information & Terms and conditions for Hiring of Vehicle. Will be available with office of the OSFDC. Ltd., Lewis Road, Bhubaneswar on payment of Rs.1000/- from \_\_\_\_\_ to \_\_\_\_\_ or can be downloaded from the Website [www.osfdc.gov.in](http://www.osfdc.gov.in) from Dt. \_\_\_\_\_ to \_\_\_\_\_. In case the application form is downloaded from Govt. website, the applicant shall furnish a Demand Draft for an amount Rs. 1000/- (Rupees One Thousand) only towards the cost of application along with the documents.

  
General Manager.

## Terms & Conditions

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 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.
2. The OSFDC Ltd., Lewis Road, Bhubaneswar 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 basing on actual consumption and 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. In case of breakdown for reasons whatsoever the replacement 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 terminate the agreement without prior notice.
6. The vehicle shall report for duty for minimum of 25 days in a month.
7. Monthly hire charges and reimbursements towards cost of fuel (as per actual) and lubricants (as per Govt. norms) of selected bidder 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.
8. The vehicle shall not be more than 1 years old from the initial registration and also in good running condition during the period of contract preferable to new vehicle.
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 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.
11. If the bidder violates any of the terms of contract, OSFDC. Ltd, shall forfeit the entire amount of security deposit.

  
6/3/24.  
General Manager

## General Information

SI No	Particulars	
1	Name of the Service Provider	
2	Complete Address	
3	OGST 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	Proposed hire Charge of the vehicle per month excluding fuel cost	
17	Rate of fuel consumption / Mileage per litre	
18	Contact Number of the Service provider (Tenderer/Quotationer)	

"Certified that the information submitted above is true to the best of my knowledge and belief."

Seal & Signature of  
Quotationer/Tenderer

## TECHNICAL BID FOR HIRING OF VEHICLES

1) Name and Address of the Firm :-

1. Registration No. of the Firm :-

2. GST No :-

3. PAN No :-

(Supply Xerox copy)

2) Registration No. of vehicle :- (Supply Xerox copy) :-

Sl. No.	Type of Vehicle	Year of Manufacture	Registration Number	Fitness Valid Date
(1)	(2)	(3)	(4)	(5)
1	Maruti Swift Desire / Xcent / Etios and Zest (AC) Petrol (for regular monthly basis) for use of OSFDC Ltd., Bhubaneswar			

3) Other Information of Vehicle :- (Supply of Xerox copy) :-

Sl. No.	Type of Vehicle	Fitness Certificate Valid Date	Permit Valid Date	Insurance Valid Date	Rate of fuel consumption/mileage per Vehicle
(1)	(2)	(3)	(4)	(5)	(6)
1	Maruti Swift Desire / Xcent / Etios and Zest etc. (AC) Petrol (for regular monthly basis) for use of OSFDC Ltd., Bhubaneswar				

4) Name & complete address of the Owner of vehicle :- (Attach the proof)

5) Contact Number of the Service Provider Quotationer, Address .....

Mobile No..... Telephone No.....

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

Date:  
Place:

Seal & Signature of the  
Quotationer/Tenderer

FINANCIAL BID FOR HIRING OF VEHICLES (in Second envelope)

Sl. No.	Name of the office	Type of Vehicle	Monthly Rate (Rs.)	Other charges if any	GST Rate
(1)		(2)	(3)	(4)	(5)
1	OSFDC Ltd., Lewis Road, Bhubaneswar (Monthly basis)	Maruti Swift Desire / Xcent / Etios and Zest (AC) Petrol (for regular monthly basis) for use of OSFDC Ltd., Bhubaneswar			

Date:  
Place:

Seal & Signature of the  
Quotationer/Tenderer