

**TENDER DOCUMENT**

**FOR**

**HIRING OF THE VEHICLE FOR HEAD OFFICE OF ODISHA STATE SEEDS  
CORPORATION LIMITED**

**2022-23**



**ODISHA STATE SEEDS CORPORATION LTD**

**(A GOVERNMENT UNDERTAKING)**

**SANTARAPUR, BHUBANESWAR- 751002.**

**Tel-MD 0674- 2340573, Fax-2340096, E Mail-[mdosscltd456@gmail.com](mailto:mdosscltd456@gmail.com) Web:-[www.osscltd.in](http://www.osscltd.in)**



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**SANTARAPUR, BHUBANESWA-751002.**

**Tel-MD 0674- 2340573, Fax-2340096 website- <http://www.osscltd.in>**

**TENDER CALL NOTICE-OSSC ESTD No. 05 /2022-23 FOR HIRING OF VEHICLE  
FOR HEAD OFFICE OF ODISHA STATE SEEDS CORPORATION LIMITED**

Sealed tenders are invited from registered travel agencies for hiring of 01(one) **INNOVA vehicle (Diesel) Ciaz / Honda City (Petrol)** on monthly basis. Details regarding eligibility criteria, terms and conditions and the formats of submission of tender (Technical & Financial bid) are mentioned in the tender document which may be downloaded from website of [www.osscltd.in](http://www.osscltd.in). Interested agencies may submit their tenders in a sealed envelope super-scribing on the top of the sealed envelopes as “Tender for Hiring of Vehicles for for head office of odisha state seeds corporation limited”. The tender should reach at the office of the undersigned by 16.01.23 (till 3.00 P.M). The tenders will be opened on 16.01.23 at 4.00 P.M in the head office for finalization of technical bid and financial bid .. The undersigned reserves the right to reject any or all the tenders without assigning any reason thereof.

Sd/-

Managing Director  
OSSC Ltd, BBSR



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(1) Sealed tenders are invited from interested reputed Travel Agencies for hiring of 01(one) No. of **(INNOVA) (Diesel) Ciaz / Honda City (Petrol) white colour** vehicle which must conform to terms and condition mentioned in Annexure-I for use of Head office of OSSC Ltd on monthly hire as per Finance Department Govt. of Odisha norms.

(2) The tender is to be submitted in two parts i.e. Technical Bid (Cover-A) and Financial Bid (Cover-B). The format and documents to be submitted in technical and financial bid are mentioned in the tender document as annexure – II & III. The service providers should submit their technical and financial bid separately in two separate envelopes and these two envelopes should be put in to the another cover envelop super-scribed as “Tender for Hiring of Light Motor Vehicle on monthly basis” to Managing Director, OSSC Ltd. Santarapur Bhub aneswar-2

The technical and financial bid envelopes should be clearly marked as “Technical bid and Financial Bid” on the top of the relevant envelopes.

(3) The tender completed in all respect should reach the undersigned by 16.01.23 (till 3.00 P.M). and shall be opened on 16.01.23 at 4.00 P.M in presence of the service providers or their authorized representative of finalization of Technical bid.

(4) The Financial Bid of those service providers shall be opened on 16.01.23 at 4.00 P.M whose technical bid are found to be qualified.

Managing Director  
OSSC Ltd, BBSR

**TERMS AND CONDITION**

1. The vehicles must be in road worthy conditions and shall not be more than three years old from the initial registration and must have valid registration certificate, insurance certificate, fitness certificates, valid contract carriage permit, proof of up-to-date tax payment etc. the user agencies hiring the vehicle shall not be responsible for any damage/ loss caused to hired vehicle or loss of life / injury made to any person or damage to any property of on account of use of hired vehicle any manner what so ever.
2. The driver of the vehicle must have a valid driving license to drive Light Motor Passenger vehicle and should be sufficiency experienced in driving light motor vehicle.
3. The driver of the vehicle is required to maintain polite and courteous behavior to words public as well as the Departmental Staff should be well behaved, gentle and polite in nature.
4. Rs.2240/- (Rupees two thousandtwo hundred forty) only is shape of A/c payee Bank Draft drawn in favour of Managing Director, OSSC Ltd towards cost of tender paper inclusive of GST and Rs.10,000 (Rupees ten thousand) on towards EMD shall be enclosed with the quotation as EMD which is refundable. EMD of unsuccessful bidders shall be refunded after finalization of the tender process
5. Rs.25000/- (Rupees twenty five thousand) only to be deposited by successful bidder as security deposit in shape of Account Payee Bank Draft drawn in favour of Managing Director, OSSC Ltd. The amount will be refunded after the vehicle disengaged subject to deduction, if any.
6. The monthly hire charges shall be quoted in the Bid information (excluding Fuel).
7. Efficiency of the vehicle per liter shall be indicated
8. Details of the make and year of manufacture of the vehicle, registration no., mileage (KMs covered per liter) and name of the Driver with Driving License No and period of validity should be provided in the Bid to be furnished
9. The contract will remain valid for a period of 1 years and can be extended by one year at the discretion of the user.
10. In the event of any breakdown / servicing and repairing of vehicles, the service provider at his own cost shall make alternate arrangement by providing similar vehicle.
11. The hire charges to be paid for monthly basis is final but does not include cost of diesel, which is to be paid separately basing on actual consumption 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 differential coolant, tyres and tubes, battery etc. will be borne by the bidder.

12. The cost of POL shall be reimbursed as per Govt. Norms.
13. It shall be the responsibility of the service provider to provide vehicle with driver .
14. The salary and other legal dues of the drivers shall be borne by the service provider.
15. The service provider will comply the labour law, EPF, ESI, minimum wages act applicable and other statutory compliances.
16. The service provider is responsible to depute suitable substitute driver in case of absence of the driver engaged.
17. The user will maintain record on daily basis kilometer run and time from the point of departure to arrival and it will be signed by the authorized signature of the user as per the GPS kilometers recording.
18. The service provider shall up-date the log book on daily basis.
19. The bidder will submit a checklist as per Annexure-III regarding the documents enclosed in the tender.
20. Each page of this tender document should be signed by the bidder with seal in token of having read, understood and accepted the terms and conditions of this contract. The tender document is available in the website of OSSC Ltd i.e. [www.osscltd.in](http://www.osscltd.in)
21. The tenders (also called bids), not submitted in prescribed format, in the prescribed manner or required Tender paper cost and EMD shall be rejected by the Tender Committee at the risk and responsibility of the bidder.
22. The tender calling authority shall make arrangements in his office for issuing a written acknowledgement, under proper seal hand signature of the filled in tenders, provided those are submitted on or before the due date. The acknowledgement shall be issued even if the Tenders are dropped in a sealed box. The acknowledgement receipt shall mention, among others, the tender call notice number.
23. Termination: - Tender Calling Authority shall have the discretion to terminate agreement work order at any time if the service provider fails to comply the statutory rules or the service is found to be unsatisfactory. Whereupon the agency will immediately cease the provision of the services and submit a bill for costs incurred to provide the contracted services to the date of termination.
24. The tenders / bids received in the prescribed time shall be opened by the tender committee at the prescribed date time and place. Any bid found incorrect or incomplete in any manner would be summarily rejected by the said committee.
25. Authority reserves the right to cancel any or all the quotation without assigning any reason thereof.

Managing Director

## TENDER FORM

## Part – 1 Technical Bid Cover A

(The documents have to be arranged serially as per the order mentioned below)

1	Name of the Organization / Bidder	
2	Address of the organization / Bidder with telephone No & Fax	
3	E-mail id of the Organization	
4	Name of the authorized signatory	
5	Specimen signature of the authorized signatory	
6	Telephone number of authorized signatory	
7	Name and Model of the vehicle	
8	Type of Vehicle ( A.C and Non-A.	
9	Regd. No. of Vehicle	
10	Year of manufacture	
11	Date of Regd	
12	Fitness Certificate validity	
13	Permit validity	
14	Insurance validity	
15	Rate of fuel consumption / Mileage per Ltr	
16	Name and address of the driver	
17	Driving License No. and validity of the driver	
18	Contact details of the service provider	
19	GST Registration (Attach self – attested copy of GST Registration Certificate)	Attach self – attested copy of GST Registration Certificate
20	PAN Attach self- attested copy of PAN card	Attach self attested copy of PAN card
21	Undertaking to provide good conditioned vehicles (not more than 3 years old) along with all necessary documents required under traffic rule. Attach the undertaking with signature & seal of the organization.	Attach the undertaking with signature & seal of the organization
22	Undertaking that the vehicle to be provided will not belong to any employee of the Corporation.	Attach the undertaking with signature & seal of the organisation
23	Undertaking that the firm has not been debarred / blacklisted by any Govt. organization / Semi Government organization / PSUs	Attach the undertaking with signature & seal of the organisation

DECLARATION :- I / we hereby certify that the terms and conditions given with the tender notice have been read carefully and acceptable to me / us and that the information furnished above are full and correct to the best of my / our knowledge. I/we understand that in case of any deviation / false information in the above statement at any stage, our firm / Agency will be blacklisted / debarred and will not have any dealing with your organization in future.

Place :-

Date:-

(Signature & Seal of the Authorized Signatory)

**ANNEXURE – III**

**TENDER FORM**

**Part –II – Financial Bid – Cover B**

Sl.No.	Type of vehicle	Monthly rent in Rs, excluding GST, fuel and lubricants(in Figures & Words)	Mileage per liter of fuel
1.	INNOVA Vehicle Make and Model		
2.	Maruti Sizuki-Ciaz / Honda City (Petrol) Make and Model		

B. GST : - Please mention the % of GST as applicable :- \_\_\_\_\_

Note :- GST will be paid extra as applicable and will not be taken into account for evaluation.

I/We hereby declare that all the above particulars are correct. I/We have read the terms and conditions of the Technical bid enclosed with this form separately duty signed on each page and I/We shall abide the same.

.(Signature & Seal of the Authorized Signatory)