



**ODISHA STATE CIVIL SUPPLIES CORPORATION LTD.,  
C-2, NAYAPALLI, BHUBANESWAR-12.**

**APPLICATION FORM FOR HIRING OF VEHICLES**

1. Name of Travel Agencies/  
Operators :-
2. Registration No. of vehicle :-  
(With date of purchase)
3. Make and Model of the vehicle :-
4. Proposed hire charges of the vehicle per month excluding fuel cost (in Rupees) :-
5. Rate of fuel consumption/Milage per litre :-
6. Details of the Bark Draft of Rs. 5,000/- for security deposit :-
7. Present Corresponding Address                      Permanent Address

I hereby declared that, the information and documents which are submitted and attached to this application are true to the best of my knowledge and belief. I further agreed to abide with the terms and conditions and model agreement of this office to provide the vehicle to OSCSC Ltd.

Yours faithfully,

Signature of the applicant  
with date and seal



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## TERMS & CONDITONS FOR HIRING OF VEHICLES

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, Fitness Certificate, valid Contract Permit, proof of up to date tax payment etc. and D.L. of the driver available all the times. This 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 damages 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 is final but does not include cost of diesel, which is to be paid separately basis on actual consumption and lubricants as per existing Government norms. All the expenditure of the vehicle towards salary of driver, repair, replacement of spare parts, Lubricating oil of Engine, Gear box & differential, 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 agency.
4. In case of breakdown for reasons whatsoever the replace of a vehicle of the same or better model shall be provided by the agency/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. The vehicles shall report for duty for minimum of 25 days in a month.

Signature of the Tenderer

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7. 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.
  8. Monthly hire charges and reimbursements towards cost of diesel (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.
  9. The vehicle shall not be more than 03 (Three) year old from the initial registration and also on good running condition during the period of contract.
  10. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
  11. 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.
  12. If the bidder violates any of the terms of contract, the Corporation shall forfeit the entire amount of security deposit.

GSO-cwh - District Manager

OSCEC Ltd., Dhenkanal

Signature of the Tender/  
Quotation Calling Authority