

**ODISHA STATE FINANCIAL CORPORATION  
OMP SQUARE : CUTTACK-753003.**

**QUOTATION FOR HIRING VEHICLE(Four Wheeler)**

Sealed quotations are invited from the interested service providers having valid GST & GeM registration for providing two four wheeler(Car) for official use by Odisha State Financial Corporation, OMP Square, Cuttack-753003 as per the details below:

1. Type of vehicle required -
  - i) Tiago/Bolt/Celerio or similar model
  - ii) Zest/Tigor/Swift Dizire/Excent/Etios
2. No of vehicle to be hired - 2 (Two)
3. Age of the vehicle to be hired - Not older than three years
4. Last date of submission of quotations - 10.09.25 on or before 4.00 P.M.

The sealed quotations should be submitted to the Administration & premises Department of Head Office, OSFC, OMP Square, Cuttack-3.

**5. Terms and conditions:-**

- i) The quotations will be opened at 4.00 P.M. on 11.09.25 in presence of all bidders or their authorised representatives in the Finance committee of the Corporation.
- ii) The interested service provider shall go through the terms of agreement and other terms as mentioned in Government of Odisha, Finance Department Circular No.15836/F dt.27.05.2025.
- iii) The vehicle shall be hired for a period of one year from the date of agreement.
- iv) The hiring charge shall not include fuel cost which is to be paid separately basing on actual consumption and lubricants as per the Government norms.
- v) The service provider shall engage the Driver having valid Driving License. The Driver must well dressed, maintain polite & courteous behavior towards the user as well as the other office staff. The Driver must have a working mobile phone and contact number to be provided to the officials.
- vi) The service provider will ensure that the vehicle is kept under optimum running condition and avoid accidents attributable to lack of maintenance/upkeep. The hired vehicles cannot be used for any private/commercial purpose beyond office hours or during holidays.
- vii) The hiring may be discontinued immediately when the vehicle are no longer required for offices.



- viii) The ceiling of consumption of petrol/diesel for the vehicle shall be as per the Government norms.
- ix) The successful service provider shall execute an agreement with the Corporation in a prescribed format for a period of one year.
- x) Any violation of the terms and conditions as stated above is liable to penal action admissible as per law.
- xi) All disputes are subject to the jurisdiction of Cuttack, Odisha only.
- xii) The authority reserves the right to accept or reject of any/all quotations without assigning any reasons thereof.
- xiii) The log book shall be maintained for the hire vehicle, a kilometer reading, fuel account shall be recorded in the relevant column and verified regularly by our authorised officer before making payment.
- xiv) In case of non-availability of specific model vehicle, other similar vehicle can be allowed with same hiring charge/fuel mileage as stipulated in the circular.

  
GENERAL MANAGER