

Government of Odisha

Office of the Deputy Registrar of Cooperative Societies, Subarnapur Division,
Subarnapur At/Po- Sonepur Dist-Subarnapur PIN. 767017

Quotation/Tender Call Notice

Sealed quotations/ tenders are invited from interested reputed Travel Agencies/ Tour Operators / Private individuals for providing 01 (One) no. of AC petrol/ Diesel driven vehicles having sitting capacity not more than 05(Five) including driver, which shall conform to the terms and conditions (Appendix-A) for official use in the Office of the Deputy Registrar of Coop.Societies, Subarnapur Divn., Subarnapur Cooperation Department ,Govt. of Odisha on monthly hire basis of Rs. 24,000/- (Rupees Twenty four thousand)only.

1. The service provider shall have a valid OGST 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. 5,000/- (Rupee Five thousand) only Shall be deposited by the intending bidders in shape of Account payee Bank Draft drawn in favour of the DRCS, Subarnapur Divn., Subarnapur and submitted along with the tender as

security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders.

7. The monthly rate of hire charge be quoted separately in the general bid information (excluding fuel and lubricants).
8. The Vehicle must achieve a fuel efficiency of 17 Kms. per litre.
9. The details of the make and year of manufacture of the vehicle, registration no., mileage (KM covered per litre) 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 (Appendix-B).
10. The Quotation completed in all respect should reach the undersigned on or before 12.06.2025 by 11.00 AM and be opened on dt. 12.06.2025 at 1.00 PM in presence of the bidders or their authorized representatives.
11. The application form of quotation/ tender containing General Bid Information & Terms and conditions for Hiring of Vehicles etc. will be available with Office of the DRCS, Subarnapur Divn., Subarnapur of the Department/Heads of Office on payment of Rs.100/- from 09.06.2025 to 12.06.2025 (09.00 A.M.) Or can be downloaded from Odisha Govt. Website www.odisha.gov.in from Dt. 09.06.2025 to Dt. 11.06.2025. In case the application form is downloaded from Govt. website, the applicant shall furnish a Demand Draft for an amount Rs.100/- (Rupees One Hundred) only towards the cost of application along with the application.

Seal & Signature of
Quotation/ Tender Calling Authority

SPH.
9.6.25
Deputy Registrar
Co-operative Societies
Subarnapur Division
Subarnapur

Annexure-A

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. and D.L. of the driver available all the times.
2. The Department/ Office hiring the vehicle shall not be responsible for any damage/ loss caused to hired vehicles or loss of life/ injury made to 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. It shall be the responsibility of the bidder to provide a good driver and the remuneration of the driver shall be borne by the owner.
5. 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.
6. In case of the vehicle do not report regulary, the authority will be at liberty to terminate the agreement without prior notice.
7. The vehicles shall report for duty for minimum of 25 days in a month.
8. In case of emergency, the driver will have to report for duty as per the requirement. No extra payment shall be demanded.
9. 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 with in fifteen days of the submission of bills by the service provider and no advance payment will be made.

10. The vehicle shall not be more than 3 years old from the initial registration and also in good running condition during period of contract.
11. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
12. 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.
13. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.

Sept.
9.6.25

Seal & Signature of
Co-operative Societies
Subarnapur Division
Quotation Tender Calling Authority
Subarnapur

Designation

OFFICE OF THE DEPUTY REGISTRAR OF COOPERATIVE SOCIETIES,
SUBARNAPUR DIVISION, SUBARNAPUR.

Memo No. *684* /Dt. *09.06.2025*

Copy submitted to the Collector, Subarnapur/CDO-cum-EO, Zilla Parishad, Subarnapur/ Sub-Collector, Sonapur/ Tahasildar, Sonapur/ BDO, Sonapur/ E.O., Municipality, Subarnapur/S.S.A., Sonapur/CDAO, Sonapur for information with a request to place the quotation in the Notice Board of ~~the~~ office for wide publication / NIC, Collectorate, Subarnapur. NIC is also requested to host this quotation call notice in the Dist. website for wide publication.

Copy to Notice Board of this office.

Sept.
9.6.25

Deputy Registrar
Co-operative Societies
Subarnapur Division
Subarnapur