

Government of Odisha
Cooperation Department

OFFICE OF THE DEPUTY REGISTRAR OF COOPERATIVE SOCIETIES, SAMBALPUR DIVISION, SAMBALPUR
QUOTATION/TENDER CALL NOTICE FOR HIRING OF VEHICLES

Notice No. 1938 dt. 28/10/2025

Sealed quotation/tender are invited from interested reputed Travel Agencies/ Tour Operators / Individuals for providing **1 (one)** No. of Vehicles (Tiago/ Bolt/ Celerio (Petrol) having sitting capacity not more than **5 (Five)** including driver which shall conform to the terms and conditions (Appendix- A) for official use in the **Office of the Deputy Registrar of Cooperative Societies, Sambalpur Division, Sambalpur** on monthly rent basis.

1. The Service provider shall have a valid GST registration to participate in the tendering.
2. The Service provider, participating in the bidding process under the jurisdiction of Municipal Corporation, shall be registered on Gem Platform.
3. The vehicle must be in Road Worthy condition, shall not be more than 3-year-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. are mandatory for plying of vehicle.
4. The driver of the vehicle must have a valid Driving License for driving for 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.5000/- (Five Thousand)** shall be deposited by the intending bidder in shape of Account Payee Bank Draft drawn in favour of the **DEPUTY REGISTRAR OF COOPERATIVE SOCIETIES, SAMBALPUR DIVISION, SAMBALPUR** and submitted along with the tender as a security EMD. After completion of tender process, EMD shall be refunded to unsuccessful bidders.
7. The monthly rate hire charge, excluding GST be quoted separately, excluding fuel. The
8. The vehicle must achieve a fuel efficiency of **17 (SEVENTEEN)** KM Per litre. Monthly hiring charges of vehicle should be **Rs. 24000/-** per month. (Exclusive of applicable taxes as per Office Memorandum No. 22924 Dt. 14.08.2023 of Finance Department, Govt. of Odisha)
9. The details of the make and year of manufacture of the vehicle, registration No., Mileage (Kms. Covered per litre) and name of the Driver with Driving License No. and period of validity should be specially provided in the general bid information to be furnished with quotation/Tender (Appendix-B).
10. The quotation completed in all respect should reach the undersigned on or before **04.11.2025** by **1.00 P.M.** and shall be opened on the same day at **3.00 P.M.** in presence of the bidder or their authorized representative.
11. The application for of quotation/tender containing General Bid Information & Term and condition for Hiring of Vehicle etc. will be available with **office of the Deputy Registrar of Cooperative Societies, Sambalpur Division, Sambalpur** or can be down loaded from Odisha Govt. Website

www.sambalpur.odisha.gov.in Dt.28.10.2025 to Dt. 04.11.2025.

Seal & Signature
Deputy Registrar
Tender Calling Authority with Designation
Sambalpur Division
Sambalpur

Memo No. 1939 /dt. 28/10/2025

Copy submitted the Registrar of Cooperative Societies, Odisha, Bhubaneswar for favour of kind information and necessary action.

[Signature]
Registrar
Cooperative Societies
Sambalpur Division
Sambalpur
Tender Calling for Proposals with Designation

Memo No. 1940 /dt. 28/10/2025

Copy submitted to the District Magistrate & Collector, Sambalpur for favour of kind information necessary action and requested to affix the same in their notice board for wide publication.

[Signature]
Deputy Registrar
Cooperative Societies
Sambalpur Division
Sambalpur
Tender Calling for Proposals with Designation

Memo No. 1941 /dt. 28/10/2025

Copy forwarded to all the Sub-Collector/Block Development Officer/ All the Tahasildar / All the line office of Sambalpur District for information and necessary action with request to affix the same in their notice board for wide publication.

[Signature]
Deputy Registrar
Cooperative Societies
Sambalpur Division
Sambalpur
Tender Calling for Proposals with Designation

Memo No. 1942 /dt. 28/10/2025

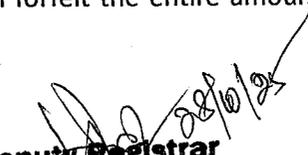
Copy to Travel Agencies/ Tour Operators / private individuals of Sambalpur District for information and necessary action.

[Signature]
Deputy Registrar
Cooperative Societies
Sambalpur Division
Sambalpur
Tender Calling for Proposals with Designation
Copy to office notice Board

TERMS & CONDITIONS

The following terms and conditions must be fulfilled by the successful bidder.

1. The hired vehicle, during period of contract shall have all necessary valid MV documents such as valid Registration Certificates, 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 vehicle or loss of life/ injury made to any person or damaged to any property on account of use of hired vehicle any manner whatsoever. The hirer is responsible for all such litigations.
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 as per existing Government norms. All the expenditure of the vehicle towards repair replacement of spare parts, Lubricants 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 salary of the driver shall be borne by the service provider.
5. In case of break down for reason whatsoever the replacement of the vehicle of the same or better model shall be provided by the owner of the service provider.
6. In case of vehicle do not report regularly, the authority will be at liberty to terminate the agreement without prior notice.
7. The vehicle 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 of the hirer. No extra payment shall be made.
9. Monthly hire charges and reimbursement towards cost of fuel (as per norm) will be paid in every succeeding month, as per as possible within fifteen days of the submission of bills by the service provided and no advance payment will be made.
10. The vehicle shall not be more that 3 years old from the initial registration and also in good running condition during the 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 of service provider intends to withdraw the service 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 and contract, Government shall forfeit the entire amount of security deposit.


Deputy Registrar
Co-operative Societies
 Quotation/Tender Calling Division with Designation
Sambalpur