



OFFICE OF THE REGISTRAR OF COOPERATIVE SOCIETIES:

ODISHA: BHUBANESWAR.

No 20822 / XXVAV-4/22 Bhubaneswar the 15/12/2022  
SSA-1(3)

Sealed quotation are invited from interested Travel Agencies / Tour Operators / Private individuals for providing three vehicles as detailed below on hire basis in accordance with F.D. OM No.30464/F dt.06.09.2019 for official use in Registrar of Cooperative Societies, Odisha , Bhubaneswar, Odisha.

**Vehicles Details**

Sl. No.	Type of vehicle	No. of vehicle required	Maximum Hire charges per month (excluding Fuel cost and GST)	Minimum Average Mileage in KMs per litre
1	Tiago/Bolt/Celerio/Swift Desire/Hundai Xcent (Preferably AC Petrol vehicle)	3 (three)	Rs.20,000.00 (Twenty thousand)	17 (Seventeen)

The details of terms and conditions for hiring & bidding and the bid document has been enumerated below:-

**(A) Terms and Conditions for Bidding**

1. GST registration and GeM registration are mandatory for the Bidder.
2. The vehicle should have Commercial License.
3. The vehicle must not be more than 3 years of old from the date of initial registration to the last date of bidding. On the date of bidding, the vehicle must be in road-worthy condition with all statutory and regulatory clearances / certificates.
4. The bidder shall not be an employee of any State Govt./Central Govt. office or any Public Sector Undertakings and shall not be a relative of any employee of this organization. An affidavit has to be submitted by the

bidder to this effect along with the bid. Any person who is in State / Central Govt. service or is an employee of a PSU shall not be made a partner to the contract by the bidder directly or indirectly in any manner whatsoever.

5. A sum of Rs.5000/- (Rupees Five Thousand only) shall be deposited by the bidder in shape of Accounts Payee Bank Draft in favour of REGISTRAR , COOPERATIVE SOCIETIES, ODISHA Bhubaneswar, Odisha and submitted along with the bid as refundable earnest money deposit. After completion of bidding process, the earnest money deposit will be refunded to the unsuccessful bidders.
6. The successful bidder is required to execute hire agreement with this office within seven days of receiving information from this office to this effect and is required to provide the selected vehicle for hiring within such number of days, not exceeding thirty days from executing the agreement, as will be intimated by this office.
7. Last date for submission of the bid is **dt. 22-12-2022 by 05.00 P.M.** The bid shall be submitted to the **Establishment officer-III, O/O Registrar of Cooperative Societies, Odisha** in the enclosed format through Courier / Regd. Post/Speed Post only. The envelope containing the bid should be super scribed on the top **“Sealed quotations/ tenders for hiring of petrol vehicles”**. Bids received beyond the last date/time shall not be accepted. **The bids will be opened on dt. 23.12.2022 at 11.00 A.M. in the Chamber of JRCS T&P** Bidder may remain present at the time of opening the bids.
8. This office reserves the right to cancel the bidding process at any stage without assigning any reason thereof. This office also reserves the right to reject a vehicle, if the actual physical condition of the vehicle is found to be un-satisfactory as per conditions laid down in Para AI.

**(B) Terms and Conditions for Hiring by successful bidder**

1. The Tiago/ Bolt/ Celerio/ Swift Desire/Hundai Xcent vehicle will primarily be used in Bhubaneswar city area with occasional trips to other places of Odisha.
2. The hire charges inclusive of taxes is to be paid on monthly basis. The maximum monthly hire charges, excluding taxes is Rs.20,000/- for Tiago/ Bolt/ Celerio/ Swift Desire/Hundai Xcent. Cost of petrol will be paid separately basing on actual consumption @ 17 KMPL for Tiago/Bolt/Celerio/ Swift Desire/Hundai Xcent. All other expenditure such as driver's remuneration, routine repair and servicing, replacement of parts, lubricating oil of Engine, gear box, coolants, filter, tyres, tubes and battery etc., break-down and accident repair, etc. will be borne by the vehicle provider. Nothing extra will be paid under any circumstances by this office other than the monthly hire charges, cost of petrol and lubricants as per existing norms.
3. Tenure of the hire agreement will be one year subject to annual renewal on satisfactory performance. However, either party can walk out of the agreement by giving 03months advance notice to the other party.
4. The vehicle shall report for duty for a minimum of 25 days in the month. The vehicle shall be used by senior officials of this office for official purpose on all State Govt. working days and also on holidays, if required, for official work. No advance payment shall be made under any circumstance. If on any day the vehicle becomes unavailable for duty for any reason not relatable to this office, it shall be treated as 'No Service Day' and pro-rata deduction shall be made for each 'No Service Day' @ agreed monthly rent divided by 25 days. For example if the agreed monthly rate is Rs. 20,000.00 then Rs. 800.00 shall be deducted for each 'No Service Day'.
5. The hired vehicle, during the period of contract, must remain in road-worthy condition with all necessary regulatory and statutory permission/

certificates/ clearances such as Valid Registration Certificate, Insurance Certificate, Fitness Certificate, Valid Commercial Permit, Valid Contract Carriage Permit, Proof of up to date tax payment, Pollution Certificate, DL of the driver, etc. This office shall not be responsible for any damage / loss caused to hired vehicles or loss of life / injury made to any person and damages to any property on account of use of hired vehicle in any manner whatsoever. The vehicle provider shall be responsible for all such litigations.

6. Selection of the vehicles from amongst eligible vehicles shall be done on the basis of lowest bidding price. In case of lowest price bids of two or more vehicles being same, vehicles with **lesser distance run** (in its life time) shall be selected subject to being in satisfactory physical condition.
7. It shall be the responsibility of the vehicle provider to provide a good, well behaved, gentle and obedient driver without having any criminal antecedents and having a Valid Commercial Driving License.
8. The vehicle log book shall be signed by the user of the vehicle for noting daily opening and closing kilometer readings. The fuel cost will be calculated basing on the actual kilometer run by the vehicle. No fuel shall be provided for to and fro trips of the vehicle from the premises of the vehicle provider to the office premises.
9. In case the selected vehicle cannot be provided for hire service for whatever reasons, the vehicle provider has to provide another vehicle of the same or better model, and in same or better physical condition, at the same terms and conditions.
10. Monthly hire charges and reimbursement towards cost of Petrol (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..



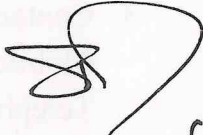
11. It will be ensured through Service Providers of hired vehicles that the vehicles are kept under optimum running condition and avoid accidents attributable to lack of maintenance/ upkeep. **The hired vehicles cannot be used for any private / commercial purpose beyond office hours or during holidays.**

12. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.

13. 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

14. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.

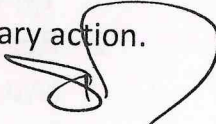
**(C) Bid Document (Annexure-I)**

  
Joint Registrar  
Cooperative Societies (T&P)

Memo No. 20823

Date. 15/12/22

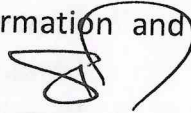
Copy to Section officer IT Cell to publish the same in the official website of RCS Odisha. This is for favour of information and necessary action.

  
Joint Registrar  
Cooperative Societies (T&P)

Memo No. 20824

Date. 15/12/22

Copy to All Heads of Department at Bhubaneswar with a request to publish the same in the Notice Board for favour of information and necessary action.

  
Joint Registrar  
Cooperative Societies (T&P)

4 I.T. Cell  
16.12.22

**Annexure-I**

**BID FORMAT**

**A. Particulars of Service Provider(Bidder)**

1. Name of the bidder :
2. Address of the bidder :
3. Contact Number of the Bidder  
Mobile -----  
Telephone -----
4. GSTIN of the bidder :
5. GeM registration no. of the bidder :

**B. Particulars of vehicle**

- 1 Type of Vehicle (AC or Non AC) : :
- 2 Registration No. of Vehicle :  
(Attach self attested copy of  
Registration Certificate)
- 3 Date of Registration :
- 4 Year of Manufacture :
- 5 Model :
- 6 Total distance run in kilometer :  
(as on bidding date)
- 7 Fitness certificate validity :  
(Attach self attested copy)

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- 8 Permit validity :  
(Attach self attested copy)

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- 9 Insurance validity :  
(Attach self attested copy)
- 10 Has any insurance claim been made :  
for the vehicle in the past? If yes

what was the total claim made and  
what was actual payment made by  
the insurance company?

C. **Particulars of owner of the vehicle**

1. Name and address of the owner :
2. Pan card/Aadhar card number of the  
Owner of the vehicle (to be attached) :

D. **Particulars of the Driver**

- 1 Name of the Driver :
- 2 Address of the Driver :
- 3 D.L. No. & Validity of the D.L.  
of the Driver (to be attached) :
- 4 Pan card / Aadhar card number  
of the Driver (to be attached) :
- 5 Contact Number of the Driver :

E.

1. **Proposed hire charge of the  
Vehicle per month excluding fuel :**

**N.B** :-“Self attested: should be interpreted as attested by the bidder.  
Maximum monthly hire charge is Rs.20,000.00(excluding taxes) for  
Tiago/ Bolt/ Celerio /Swift Desire/Xcent ( A/C Petrol ).

Seal & Signature of the  
Quotationer / Tenderer

