

DIRECTORATE OF COOPERATIVE AUDIT: ODISHA: BHUBANESWAR

NO. XXI-A-13/2025/ 5530 Accounts-III/ Dated. 15/09/2025

TENDER CALL NOTICE

Sealed quotations/tenders are invited in the prescribed format (Annexure-B) from interested reputed Travel agencies/Tour Operators/Private individuals having valid OGST registration certificate for providing 01(one) no. of BS-VI emission compliant vehicle for official use in the Directorate of Cooperative Audit, Odisha, Bhubaneswar, which shall conform to the Terms and conditions (Annexure-A) on monthly rent basis.

1. The vehicle must be in road worthy condition, shall not be more than three years old at the date of Initial registration and must have valid Registration Certificate, Insurance certificate, fitness Certificate, valid contract carriage permit, proof of up to date tax payment etc. which are mandatory for submission of quotations/tenders.

2. The Driver of the vehicle must have a valid commercial Driving License for driving light transport passenger vehicles and should be sufficiently experienced in driving transport passenger vehicle.

3. The Driver should be well behaved, gentle and obedient in nature.

4. A sum of Rs.5000/- shall be deposited by the intending bidders in shape of Account payee Bank Draft in favour of the DDO Cum Addl. AGCS, Directorate of Cooperative Audit, Odisha and submitted alongwith the tender as security deposit. After completion of tender process, the amount will be refunded to the unsuccessful bidders.

5. The monthly rate of hire charges shall be quoted separately in the general bid information.

(Excluding fuel and lubricants)

6. The vehicle must achieve a fuel efficiency of minimum **17kms** per liter with maximum hiring charges of **Rs.31,200/-** per month.

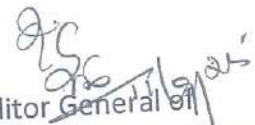
7. The details of the make and years of manufacture of the vehicle registration no. Mileage (Kms covered per liter) and the name of the Driver with Driving License no. and period of validity should be specifically provided in the general bid information to be furnished with the quotation/ tender (Annexure-B).

8. The quotation completed in all respect should reach the undersigned on or before **03.10.2025** by 1 P.M and shall be opened on the same day at 3P.M in the presence of the bidders of their authorized representatives.

9. The application form of quotation/tender containing General Bid information & terms and conditions for hiring of vehicle will be available in the Directorate of Cooperative Audit, Odisha or can be downloaded from the Directorate website <https://samabayasameekshya.odisha.gov.in/home/noification> from 11.09.2025 to 26.09.2025.

10. The hiring of the vehicle will be governed by the FD.O.M No.15836/F dated 27.05.2025 and 22924/F dated 14.08.2023 OGFR and amended from time to time.

11. The Authority reserves the right to cancel any/all the Quotations/ tenders without assigning any reason thereof.


Auditor General of
Cooperative Societies, Odisha

Memo No. 5531 Dated 15/09/2025

Copy alongwith enclosures forwarded to All Departments of Government/ Heads of Department/ Office at Toshali Bhawan for information and necessary action. It is requested that the Tender call notice may kindly be displayed in the Notice Board of Concerned Department/Heads of Department for wide publicity.


Addl. Auditor General of
Cooperative Societies, Odisha

Memo No. 5532 Dated 15/09/2025

Copy alongwith enclosures forwarded to Dealing Assistant, Samabaya Sameekshya of DCA, Odisha for hosting Tender Call Notice in the Directorate website (<https://samabayasameekshya.odisha.gov.in/home/noification>) for wide publicity of the notice from 11.09.2025 to 26.09.2025.

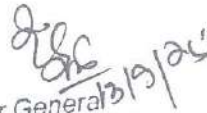

Addl. Auditor General of
Cooperative Societies, Odisha

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 vehicle, 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 person or damage to any property on account of use of hired vehicle 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 regularly, the authority will be at liberty to terminate the agreement without prior notice.
7. The vehicles shall report for duty for minimum of 25days 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 within 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 the period of contract.
11. If the service is 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 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 of contract, Government shall forfeit the entire amount of security deposit.
14. It will be ensured through service providers of hired vehicle that the vehicles are kept under optimum running condition and avoid accidents attributable to lack of maintenance/ upkeep. The hired vehicle cannot be used for any private/ commercial purpose beyond office hours or during holidays.
15. Log books shall be maintained for the hired vehicles as in the case of Government vehicles. Kilometers reading and POL drawn shall be necessarily recorded in relevant columns and verified regularly by an authorized officer before making payment.
16. GST registration and Gem registration are compulsory for any service provider to provide hired vehicle to Government offices through Gem or through open bidding.


Auditor General
Cooperative Societies
Odisha, Bhubaneswar
Signature of Quotation/ Tender Calling Authority

General Information

Sl No	Particulars	
1	Name of the Service Provider	
2	Complete Address	
3	OGST Number	
4	Gem Registration Number	
5	Bank Account No. and IFSC Code	
6	Registration No. of Vehicle	
7	Year of Manufacture	
8	Make & Model	
9	Date of registration	
10	Name & complete address of the owner of vehicle	
11	Fitness Certificate Validity (Attach self attested copy)	
12	Pollution Certificate Validity (Attach self attested copy)	
13	Permit Validity (Attach self attested copy)	
14	Insurance Validity (Attach self attested copy)	
15	Name/ Address of the Driver	
16	D.L No. & Validity of the D.L of the Driver	
17	Proposed hire charge of the vehicle per month excluding fuel cost	
18	Rate of fuel consumption/ Mileage per litre	
19	Contact Number of the Service provider (Tenderer/Quotationer)	
20	Contact number of Driver	

"Certified that the information submitted above is true to the best of my knowledge and belief."

Seal & Signature of
Quotationer /Tenderer

