

**DIRECTORATE OF COOPERATIVE AUDIT:ODISHA:BHUBANESWAR****TELEPHONE(0674) – 2575720/E-mail:agcsodisha@gmail.com****NO.XXI-A-13/2025/ 6605 /Accounts-III/ Dated. 06/11/2025**

Sealed quotations/tenders are invited from interested Travel Agencies/Tour Operators/Private individuals for providing 03(Three) nos. of vehicles as detailed below having sitting capacity not more than five including driver which shall confirm to the Terms and conditions (**Annexure-A**) for official use in the Directorate of Cooperative Audit Odisha Bhubaneswar, Block-B1, 4<sup>th</sup> Floor, Toshali Bhawan, Bhubaneswar-751007.

**Vehicle Details**

| Sl. No. | Type of Vehicle                                                               | No. of Vehicle Required | Maximum Hire Charges per Month (Excluding Fuel Cost & GST) | Minimum Average Mileage in KMs per Liter |
|---------|-------------------------------------------------------------------------------|-------------------------|------------------------------------------------------------|------------------------------------------|
| 1       | Zest/Tigor/Swift Dzire/Xcent/Etios (Petrol) or similar/higher model & segment | 1<br>(One)              | Rs.31,200/-<br>(Thirty One Thousand Two Hundred)           | 17<br>(Seventeen)                        |
| 2       | Tiago/Bolt/Celerio (Petrol) or similar/higher model & segment                 | 2<br>(Two)              | Rs.24,000/-<br>(Twenty Four Thousand)                      | 17<br>(Seventeen)                        |

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 Bhubaneswar Municipal Corporation, shall be registered on Gem platform.
3. The vehicle must be in road worthy condition, shall not be more than three 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. which are mandatory for submission of quotations/tenders.

4. 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.
5. The Driver should be well behaved, gentle and obedient in nature.
6. A sum of Rs.5000/- shall be deposited by the intending bidders in shape of Account payee Bank Draft drawn in favour of the Auditor General of Cooperative Societies, Odisha and submit alongwith the tender as EMD. After completion of tender process, EMD shall be refunded to the unsuccessful bidders.
7. The monthly rate of hire charge excluding GST be quoted separately, excluding fuel.
8. The vehicle must achieve a fuel efficiency of minimum **17 km** per liter.
9. The details of the make and year of manufacture of the vehicle, Registration no. , Mileage (KM covered per liter) and the 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 (Annexure-B).
10. The quotation completed in all respect should reach the undersigned on or before 20.11.2025 by 2.30 P.M and shall be opened on the same day at 3.30P.M in the 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 vehicle will be available in the notice board of Directorate of Cooperative Audit, Odisha or can be downloaded from the Directorate website <https://samabayasameekshya.odisha.gov.in/home/noification> from 06.11.2025.

  
Auditor General of  
Cooperative Societies, Odisha

Memo No.

6606

Dated

06/11/2025

Copy alongwith enclosures forwarded to All Departments of Government/ Heads of Department/ Offices 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.

6607

Dated

06/11/2025

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 06.11.2025 to 20.11.2025.

  
Addl. Auditor General of  
Cooperative Societies, Odisha

### Terms & Conditions

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

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 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 hiring 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 bidders to provide good drivers and the remuneration of the drivers shall be borne by the service provider.
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 vehicles 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 drivers 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) 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 providers and no advance payment will be made.
10. The vehicles 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 clients shall give one month notice and terminate the agreement.
12. In case the service providers intend 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 bidders violate any of the terms of contract, Government shall forfeit the entire amount of security deposit.

Signature of Quotation/ Tender Calling Authority

*[Handwritten Signature]*  
Auditor General  
Cooperative Societies  
Odisha, Bhubaneswar

## 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<br>(Attach self attested copy)       |  |
| 12    | Pollution Certificate Validity<br>(Attach self attested copy)     |  |
| 13    | Permit Validity<br>(Attach self attested copy)                    |  |
| 14    | Insurance Validity<br>(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<br>(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