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OFFICE OF THE ASSISTANT REGISTRAR OF COOPERATIVE SOCIETIES,  
RAYAGADA CIRCLE, RAYAGADA

**Co-operation Department/Heads of Department/Office**

Letter No. 960

/I-A-XIII-04/2024/ Accounts-I

Date. 16/08/2024

**Quotation / Tender Call Notice**

Sealed quotation / tenders are invited from interested reputed Travel Agencies / Tour Operators/ Private individuals providing 01 no's. of AC petrol/Diesel driven vehicles having sitting capacity not more than seven including driver, which shall conform to the Terms and conditions (Appendix-A) for official use in A.R.C.S., Rayagada office on monthly basis.

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 Corporation, 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. 5000/- shall be deposited by the intending bidders in shape of Account payee Bank Draft drawn in favour of the A.R.C.S., Rayagada circle Rayagada 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 10 KM 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 before 30.08.2024 by 12.00 P.M and shall be opened on the same day at 4.00 P.M in presence of the bidders or their authorized representatives.
11. The application form of quotation/ tender containing General Bid information & Terms and condition for Hiring of vehicles etc. will be available with A.R.C.S. Rayagada of the Department/ Heads of Department/ Office on payment of Rs.100/- from 16.08.2024 to 30.08.2024 or can downloaded from Odisha Govt. website [www.Odisha.gov.in](http://www.Odisha.gov.in) from dated. 16.08.2024 to Dt. 30.08.2024 in case the application form is downloaded from Govt. website, the application shall furnish a Demand Draft for an amount of Rs. 100/- (Rupees one hundred) only towards the cost of application along with the application.

Enclosure – Appendix - B

  
16.08.24  
Asst. Registrar of C.S.,  
Rayagada Circle, Rayagada.

## Terms & Conditions

The following terms and conditions must be fulfilled by the successful bidder for providing a vehicle on hire on monthly rent basis.

01. The hired vehicles, during period of contract, shall have 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.

02. 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.

03. 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 Engine, Gear Box & differential coolant, tyres & Tubes, Battery etc. will be borne by bidder.

04. It shall be responsibility of the bidder to provide a good driver and the remuneration of the driver shall borne by the owner.

05. In case of breakdown for reason whatsoever the replacement of vehicle of the same or better model shall be provided by the owner of the vehicle/ bidder.

06. In case the vehicle does not report regularly, the authority will be at liberty to terminate the agreement without prior notice.

07. The vehicle shall report for duty for minimum of 25days in a month.

08. In case of emergency, the driver will have to report for duty as per the requirement. No extra payment shall be demanded.

09. Monthly hire charge and reimbursement 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 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 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.

  
Asst. Registrar of C.S.,  
Rayagada Circle, Rayagada. 16.08.24

Memo No. 961

Dated. 16/08/2024

Copy submitted to the Deputy Registrar of Cooperative Societies, Rayagada Division, Rayagada for information and necessary action.

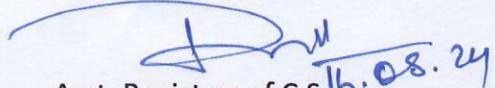
  
Asst. Registrar of C.S., 16.08.24

Rayagada Circle, Rayagada.

 Dated. 16/08/2024

Memo No. 962

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

  
Asst. Registrar of C.S., 16.08.24

Rayagada Circle, Rayagada.



Memo No. 963

Dated. 16/08/2024

Copy submitted to the all –District Level officer of Rayagada District for information and request to affix it in their Notice Board for general publicity.

  
Asst. Registrar of C.S., 16.08.24

Rayagada Circle, Rayagada.

 Dated. 16/08/2024

Memo No. 964

Copy submitted to the NIC, Rayagada for information . He is request to host the Notice in the District Website of Rayagada for public awareness.

  
Asst. Registrar of C.S., 16.08.24

Rayagada Circle, Rayagada.



Copy to Notice Board of this Office.

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                                      |  |
| 12    | Pollution Certificate validity                                    |  |
| 13    | Permit validity   |  |
| 14    | Insurance validity  |  |
| 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  |  |

11

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

Seal & Signature of  
Quotationer / Tenderer