



International Year  
of Cooperatives  
2025



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Annexure - I

**Office of the Deputy Registrar of Cooperative Societies  
Berhampur Division, Berhampur.**

No. 3866 Date: 17.09.25

**Quotation / Tender Call Notice for Hire of Vehicle**

Sealed quotations / tenders are invited from interested reputed Travel Agencies / Tour Operators / Individuals for providing 1 (one) no. of **Tiago / Bolt / Celerio (Petrol)** vehicles having sitting capacity not more than 4 (four) including driver, which shall conform to the Terms and Conditions (**Annexure - A**) for official use in office of the **Deputy Registrar of Cooperative Societies, Berhampur Division, Berhampur** 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 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 Licence 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. 5,000/- shall be deposited by the intending bidder in shape of Account Payee Bank Draft drawn in favour of the "**Deputy Registrar of Cooperative Societies, Berhampur Division, Berhampur**" payable at "SBI, Main Branch, Chatrapur (Code No. - 00033)" and submitted along with the tender as EMD. After completion of the tender process, EMD shall be refunded to unsuccessful bidders.
7. The monthly rate of hire charge, excluding GST be quoted separately, excluding fuel.
8. The vehicle must achieve the fuel efficiency of 17 K.M.s per litre with maximum hiring charges of Rs. 24,000/- per month.
9. The details of the make and year of manufacture of vehicle, Registration No., Mileage (K.M. covered per litre) and name of the Driver with Driving Licence 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 **08.10.2025** by **02.00 P.M.** and shall be opened on the same day at **03.00 P.M.** in presence of the bidders or their authorized representatives.
11. The application form of quotation / tender containing General Bid Information & Terms and conditions for Hiring of Vehicles etc. will be available with the office of the **Deputy Registrar of Cooperative Societies, Berhampur Division, Berhampur** 17.09.2025 to 08.10.2025 on all working days from 10.00 A.M. to 5.30 P.M. / can be downloaded from Government website **www.odisha.gov.in** from 17.09.2025 to 08.10.2025.

The Authority Reserve the right to cancel any / all the tender without assigning any reason thereof.

  
Deputy Registrar of C. S.  
Berhampur Division, Berhampur



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Cooperatives Build  
a Better World



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**Office of the Deputy Registrar of Cooperative Societies,  
Berhampur Division, Berhampur.**

Memo No. 3867 dt. 17 .09.2025

Copy along with soft copy of the Quotation Call Notice submitted to the District Information Centre, N.I.C., Ganjam with a request to hoist the Quotation call notice in District Website of Ganjam for wide publicity.

  
Deputy Registrar of C. S.  
Berhampur Division, Berhampur

Memo No. 3868 dt. 17 .09.2025

Copy submitted to the Collector, Ganjam, Chatrapur / Project Director, D.R.D.A., Ganjam, Chatrapur / R.T.O., Ganjam, Chatrapur / Sub-Collector, Berhampur / Tahasildar, Berhampur / Assistant Registrar of Coop. Societies, Aska / Berhampur / Chatrapur Circle for favour of information with a request to display the notice in their office Notice Board for wide publicity.

  
Deputy Registrar of C. S.  
Berhampur Division, Berhampur

Memo No. 3869 dt. 17 .09.2025

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

  
Deputy Registrar of C. S.  
Berhampur Division, Berhampur

Copy to the  
Office Notice Board