



OFFICE OF THE COMMISSIONER COOPERATION & REGISTRAR,  
COOPERATIVE SOCIETIES, CHHATTISGARH

Hiring of Vehicles & Transportation Services for National  
Conference/Workshop on Cooperation, Bastar, 07-10 October 2026

## Introduction

The Government of India has envisioned “**Sahakar Se Samriddhi**” (**Prosperity through Cooperation**) with the objective of strengthening the cooperative movement and enhancing the role of cooperatives in inclusive economic development, livelihood generation and rural prosperity.

As part of various initiatives being undertaken for strengthening the cooperative sector, the **Ministry of Cooperation, Government of India** is organizing a **National Conference/Workshop with all States/UTs on various initiatives of the Ministry of Cooperation**, under the Chairmanship of the **Secretary, Ministry of Cooperation**, on **08 and 09 October 2026 at Bastar, Chhattisgarh**.

Senior officers from the Ministry of Cooperation, Government of India and Cooperation Departments/Offices of the Registrar of Cooperative Societies of States and Union Territories are expected to participate in the Conference.

The Office of the Commissioner Cooperation & Registrar, Cooperative Societies, Chhattisgarh is making necessary arrangements for smooth conduct of the Conference.

Accordingly, Bids are invited from eligible transport operators/agencies for providing vehicles and transportation services for the Conference.

**Brief Details for Application are as below:**

|                                                                                                                            |                                                                                                   |
|----------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|
| Tender Application Fees                                                                                                    | Rs.1000/- (Rupees One Thousand Only excluding GST) + processing fees Rs.311/- through online mode |
| Date of Tender Publication                                                                                                 | 18.09.2026                                                                                        |
| Last Date for submission of queries / clarifications                                                                       | 23.09.2026                                                                                        |
| Last Date for online submission of Tender along with EMD                                                                   | 29.09.2026                                                                                        |
| Date and Time of Opening of Technical Proposal                                                                             | 30.09.2026                                                                                        |
| E-Mail ID                                                                                                                  | rcs.coop@nic.in                                                                                   |
| Contact Details                                                                                                            | Mr. Rajesh Kumar<br>(Assistant Commissioner, Cooperation)<br>8959236657                           |
| Any kind of amendment / corrigendum will be published at <a href="https://coop.cg.gov.in">https://coop.cg.gov.in</a> Only. |                                                                                                   |

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## 1. OBJECTIVE

The objective of this RFP is to select suitable agency/agencies for providing **safe, reliable and timely transportation services** for delegates and officials in connection with the Conference.

## 2. INDICATIVE REQUIREMENT & DEPLOYMENT

The indicative requirement is approximately 75 Innova Crysta or equivalent vehicles, primarily during 07–10 October 2026.

- Vehicles shall be required from 08:00 AM on 07 October 2026 onwards, primarily at Jagdalpur.
- Depending upon the final travel itinerary of delegates, vehicles may be required to report/deploy at Jagdalpur and/or Raipur, including airport transfers and subsequent movement.
- Approximately 7–8 vehicles may additionally be required at Raipur from 06 October 2026 for advance arrangements and official requirements.
- The final place, date and time of reporting and vehicle-wise deployment shall be communicated by the authorised Nodal Officer based on the final itinerary.

The above quantities and deployment locations are indicative and may increase, decrease or be redistributed between Raipur and Jagdalpur according to actual requirements

## 3. SCOPE OF WORK

The selected agency shall provide vehicles with drivers for:

- airport pick-up/drop and transfer of delegates;
- movement between designated hotels, Conference venue and other locations;
- local and outstation movement as per the approved programme/movement plan; and
- other transportation requirements connected with the Conference.
- ensure availability of packaged drinking water and suitable refreshment/snack packs in the vehicles, as required by the Department

Vehicles shall remain available for deployment as directed by the authorised Nodal Officer during the assigned period.

## 4. VEHICLE REQUIREMENT & STANDARDS

The required vehicle shall be:

**Toyota Innova Crysta or equivalent premium SUV**

All vehicles deployed shall:

- Be **2023 model or newer**;
- Be air-conditioned, clean and in excellent running condition;
- Have well-maintained interiors/upholstery, functional seat belts and adequate luggage space;

- Possess valid commercial Registration, Permit, Fitness Certificate, Insurance and PUC, as applicable; and
- Comply with all applicable statutory requirements.

The Department may physically inspect vehicles before deployment and reject any vehicle not meeting the prescribed/committed standard.

No lower-category vehicle shall be deployed in substitution. Any substitution shall require prior approval of the authorised Nodal Officer.

## 5. DRIVER REQUIREMENTS

Drivers shall:

- Possess valid driving licence and requisite statutory authorisations;
- Be experienced, courteous, properly dressed and well-behaved;
- Be familiar with relevant routes;
- Carry a functional mobile phone and remain contactable throughout duty; and
- Comply with instructions of the designated transport/Nodal Officer.

Consumption of alcohol/intoxicants, misconduct, repeated delay or unauthorised absence shall constitute serious service deficiency and the driver shall be replaced immediately

## 6. VEHICLE & DRIVER DETAILS

The selected agency shall submit complete details of all proposed vehicles and drivers **on or before 03 October 2026**, in the Excel format prescribed/provided by the Department.

The information shall include, inter alia:

| Vehicle Details           | Driver Details                         |
|---------------------------|----------------------------------------|
| Vehicle Registration No.  | Driver Name                            |
| Make & Model              | Mobile Number                          |
| Year of Manufacture       | Driving Licence No.                    |
| RC/Permit/Fitness details | Driving Licence Validity               |
| Insurance/PUC details     | Other details prescribed by Department |

Any subsequent replacement/change shall be immediately communicated and shall be subject to approval of the authorised Nodal Officer

## 7. PROGRAMME / INFORMATION LEAFLET

- The Department shall provide the selected agency with the **Conference programme/schedule and relevant movement information/leaflet**.
- The agency shall ensure that the same is available with the concerned drivers/vehicles, as directed, and that drivers are adequately briefed regarding reporting locations, programme and movement requirements

## 8. ELIGIBILITY OF BIDDER

The bidder shall:

- Be a legally constituted transport operator/agency and possess valid **PAN and GST registration**, as applicable;
- Have an **average annual turnover of at least Rs 4.00 crore** during FY 2022-23, 2023-24 and 2024-25, supported by CA-certified turnover details;
- Have experience in providing **vehicle hiring/transportation services to Government Departments/PSUs/Government organisations** during the preceding five years, supported by Work Order/Agreement/Completion or satisfactory performance certificate;
- Own at least **15 Innova Crysta/equivalent vehicles of model year 2023 or newer**, supported by valid Registration Certificates;
- Have the capacity to arrange and deploy the total required fleet of approximately **75 Innova Crysta/equivalent vehicles of model year 2023 or newer**;
- Have an **operational office/branch in Raipur or Nava Raipur**, supported by valid Shop & Establishment/Gumasta registration;
- Ensure valid statutory documentation for all vehicles and drivers; and
- Not have been blacklisted/debarred by any Government Department/PSU/Government organisation.

**The remaining vehicle requirement may be met through duly tied-up/authorised vehicles; however, the selected agency shall remain fully responsible for the deployment, statutory compliance and performance of the entire fleet.**

## 9. BID SUBMISSION

- Bids shall be submitted online through the Government e-Marketplace (GeM) Portal in accordance with the procedure and timelines specified on GeM.
- The bidder shall upload all eligibility/technical documents prescribed in this RFP and its Annexures along with the bid.
- The Financial Bid/Price Bid shall be submitted through the prescribed GeM bid format. No financial information shall be disclosed as part of the technical documents.
- Conditional, incomplete or materially non-responsive bids shall be liable to rejection.
- Any Corrigendum/Addendum/extension relating to the bid shall be issued/notified through GeM, as applicable.
- The bid shall remain valid for 45 days from the last date of bid submission, or such period as specified in the GeM Bid Document.

## 10. TECHNICAL EVALUATION

- Technical bids shall first be examined for eligibility, capacity and compliance with the RFP.
- The Department may verify the fleet/vehicle arrangements offered by the bidder and may physically inspect vehicles before deployment.
- Only technically qualified bidders shall be considered for financial evaluation.

## 11. FINANCIAL EVALUATION & AWARD

- Financial bids of technically qualified bidders shall be evaluated on the basis of the **total evaluated rate comprising the Basic Vehicle Hire Rate and applicable Night Halt Charges**, as specified in Annexure-II.
- The lowest responsive evaluated rate (**L1**) shall ordinarily be considered for award, subject to applicable Government rules.
- Considering the large requirement, the Department may engage **more than one eligible agency**, if required for ensuring adequate vehicle availability, in accordance with applicable procurement rules.

## 12. RATES & CHARGES

The bidder shall separately quote:

1. **Basic Vehicle Hire Rate;**
2. **Additional kilometre rate**, wherever applicable; and
3. **Night Halt Charges.**

The Basic Vehicle Hire Rate shall include **vehicle hire, fuel/lubricants, driver's normal wages/allowances, maintenance, insurance and normal operating expenses.**

No additional charge other than the accepted rates and specifically admissible/reimbursable statutory charges shall be payable.

Toll, parking and permit charges, where specifically authorised and actually incurred, may be reimbursed at actuals against valid receipts.

**GST shall be indicated separately.**

## 13. REPORTING & DEPLOYMENT

Vehicles shall report at the date, time and location communicated by the authorised Nodal Officer and shall remain available during the assigned duty.

The agency shall establish a **dedicated coordination mechanism/contact person** for the entire deployment period to coordinate vehicles and drivers with the Department's Transport/Nodal Team

#### **14. DUTY SLIP / LOG SHEET**

A Duty Slip/Log Sheet shall be maintained for each vehicle showing:

- vehicle number;
- date and reporting/release time;
- opening and closing kilometres; and
- duty/movement details.
- The Duty Slip shall be certified by the authorised officer/delegate and shall form the basis for payment.

#### **15. BREAKDOWN / REPLACEMENT**

In case of breakdown, accident, driver unavailability or any operational failure, the agency shall provide a **replacement Innova Crysta/equivalent or higher-category vehicle without delay and without additional cost.**

Failure to provide timely replacement may result in alternate arrangements at the **risk and cost of the agency**, besides applicable deductions.

#### **16. SERVICE STANDARDS**

Vehicles and drivers shall remain at the prescribed/committed standard throughout deployment.

Non-reporting, unreasonable delay, poor vehicle condition/cleanliness, non-functional AC, driver misconduct or unauthorised substitution shall constitute **service deficiency** and may result in replacement, proportionate deduction and/or risk-and-cost arrangement.

#### **17. VARIATION IN REQUIREMENT**

The requirement of approximately **75 vehicles is indicative and does not constitute a guaranteed quantity.**

The Department may increase/decrease the requirement or alter the **reporting location, deployment, route or duration** according to the final itinerary and programme. Payment shall be restricted to services actually authorised and availed.

## 18. PAYMENT TERMS

An advance payment may be released, if required, against the Work Order/confirmed deployment, subject to approval of the competent authority and applicable Government rules.

The balance payment shall be made **within 30 days** after satisfactory completion of services and submission of complete GST-compliant invoice, certified Duty Slips/Log Sheets and other required supporting documents.

Payment shall be based on authorised services actually rendered, after adjustment of advance, if any. Applicable statutory deductions shall be made as per law.

## 19. BID SECURITY / EMD

Each bidder shall submit an **EMD of ₹1,00,000 (Rupees One Lakh only)** in the prescribed manner.

The EMD shall be **interest-free and refundable** in accordance with the applicable Government rules. Exemptions, wherever admissible, shall be allowed against valid supporting documents

## 20. TERMINATION / RISK & COST

The Department may terminate the Work Order, wholly or partly, in case of material breach, repeated service deficiency, failure to deploy committed vehicles, misrepresentation or violation of RFP conditions.

Alternate arrangements necessitated by default may be made at the **risk and cost of the defaulting agency**, in accordance with applicable procedure.

## 21. FORCE MAJEURE

Neither party shall be liable for failure to perform due to circumstances genuinely beyond its reasonable control, subject to prompt intimation and reasonable mitigation measures.

## 22. GENERAL CONDITIONS

The Department reserves the right to accept or reject any or all bids, wholly or partly, in accordance with applicable rules.

The selected agency shall remain fully responsible for all vehicles and drivers deployed by it, including duly declared tied-up vehicles. Unauthorised transfer of the Work Order shall not be permitted.

**DOCUMENTS TO BE SUBMITTED WITH TECHNICAL BID**

1. Registration/constitution document of the bidder.
2. PAN and GST Registration.
3. **CA-certified turnover certificate** for FY 2022-23, 2023-24 and 2024-25, along with supporting audited financial statements.
4. Work Order/Agreement and Completion/Performance Certificate evidencing experience of providing **vehicle hiring/transportation services to Government Departments/PSUs/Government organisations.**
5. Details of at least **15 owned Innova Crysta/equivalent vehicles, model year 2023 or newer**, along with copies of Registration Certificates.
6. Details/undertaking demonstrating capacity to deploy approximately **75 Innova Crysta/equivalent vehicles, model year 2023 or newer.**
7. Documentary proof of operational office/branch in **Raipur or Nava Raipur**, such as Shop & Establishment/Gumasta Registration.
8. Undertaking to submit complete **vehicle and driver details in the prescribed Excel format by 03 October 2026.**
9. Non-blacklisting/debarment declaration.
10. Proof of **EMD of Rs 1,00,000**, or valid exemption document, wherever applicable.
11. Signed and stamped acceptance of the RFP terms and conditions.

**DECLARATION AND UNDERTAKING**

We certify that the information furnished in our bid is true and correct and undertake to deploy the required number of **Toyota Innova Crysta or equivalent vehicles of model year 2023 or newer** in accordance with the RFP.

We further undertake to submit complete vehicle and driver details in the prescribed Excel format by **03 October 2026** and to comply with the deployment/movement plan communicated by the Department.

We confirm that our firm has not been blacklisted/debarred by any Government Department/PSU /Government organisation.

**Name of Bidder:** \_\_\_\_\_

**Authorised Signatory:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Seal:** \_\_\_\_\_

**FINANCIAL BID - Hiring of Innova Crysta or Equivalent**

| S. No. | Particular                                                                       | Unit              | Rate excluding GST (₹) | GST % |
|--------|----------------------------------------------------------------------------------|-------------------|------------------------|-------|
| 1      | <b>Basic Vehicle Hire Rate</b> , including fuel and driver charges, up to 100 km | Per Vehicle/Day   |                        |       |
| 2      | Additional running beyond 100 km                                                 | Per Km            |                        |       |
| 3      | <b>Night Halt Charges</b> , including driver's night allowance                   | Per Vehicle/Night |                        |       |

**Price Bid Conditions**

- Rates shall remain **firm throughout the Conference deployment period**.
- The Basic Rate shall include fuel, driver charges and all normal operating expenses.
- Night Halt Charges shall be payable **only where the vehicle/driver is required to halt overnight away from its normal station/deployment base**, as authorised by the Department.
- Toll, parking and permit charges, if admissible, shall be reimbursed at actuals against valid receipts.
- No other incidental/additional charges shall be payable unless specifically authorised.
- Cost of packaged drinking water and refreshments shall be deemed included in the quoted vehicle hire rate

**Evaluated Financial Rate**

**Evaluated Rate = Basic Vehicle Hire Rate + Night Halt Charge**