



No. 586 /Elec

Date 10.10.2023

**QUOTATION CALL NOTICE FOR HIRING OF VEHICLE**

Sealed quotations are invited from the interested Service Providers/reputed Travel Agencies /Tour Operators or Private individuals having valid GST registration for providing one white coloured A.C Diesel driven Bolero (7seater including driver with disc. Brake) vehicle for official use of Deputy Collector, Election on monthly rent basis, which shall conform to the terms and conditions (Annexure-I). The Vehicle will be engaged for 5 months inconnection with ongoing preparatory activities of General Election.

1. The vehicle must be Road worthy condition, shall not be more than 2 years from 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 plying of vehicle. Preference may be given to new /least aged vehicle.
2. The Driver of the vehicle must have valid Driving License for driving light Transport passenger vehicle 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/- (Rupees Five thousand Only) shall be deposited by the intending bidders in shape of Account payee Demand Draft drawn in favour of District Election Officer & Collector, Kendrapara payable at State Bank of India, Main Branch, Kendrapara. After completion of tender process, the amount will be refunded to the unsuccessful bidders.
5. The monthly rate of hire charge be quoted in general bid information (excluding fuel and lubricants)
6. The vehicle must achieve a fuel efficiency of minimum 10 KMS per liter.
7. The details of the make and year of manufacture of the vehicle, registration no., mileage (KMs covered per liter) and 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 (Annexure - II)
8. Interested agency or Individuals may submitted their tenders by Speed post /Regd. Post addressing the the Dy. District Election Officer, Kendrapara superscripted as "QUOTATION/TENDER FOR HIRING OF VEHICLE FOR DY. DISTRICT ELECTION OFFICER, KENDRAPARA"

9. The Quotation completed in all respect should reach the undersigned on or before **26.10.2023 by 1.00 PM** and shall be opened on the same day i.e **26.10.2023 at 4.00 PM** in presence of the bidders or their authorized representatives.
10. The model Service Provider Agreement is attached at **Annexure – A**.
11. The application form of quotation containing General Bid Information and Terms and conditions for hiring of Vehicle etc. will be available with **Office of the Collector, Kendrapara (Election Section)** on payment of Rs .100/- (Rupees One hundred only) from 10.00 AM to 1.00 PM or can be downloaded from District Website ([www.kendrapara.nic.in](http://www.kendrapara.nic.in))
12. In case of the application form is downloaded from the District Office website, the applicant shall furnish a **Demand Draft for an amount of Rs. 100/- (Rupees One hundred only)** towards the cost of application fee.



**District Election Officer &  
Collector, Kendrapara  
Collector & District Election  
Officer Kendrapara**

Copy to :

- i) RTO, Kendrapara
- ii) All Tahasildars
- iii) All B.D.Os  
for information.
- iv) District Informatics Officer, National Informatics Center, Kendrapara for information and necessary action. He is requested to upload the Tender papers in the District web portal for wide publicity.
- v) Deputy Collector, Nizarat for publication in District Office Notice Board.



TERMS & CONDITIONS FOR HIRING OF VEHICLE

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 vehicles, during period of contract, shall have all necessary valid MV documents such as: - valid Registration Certificate, Insurance Certificate, Fitness Certificate, valid Contract Carriage Permit, proof of up to date tax payment /Pollution Under Control Certificate etc.and D.L of the driver available all the times. The Department/Office hiring the vehicle shall not be responsible for any damage/loss caused to hired vehicles or loss o life/ injury made to any person /damage to any property on account of use of hired vehicle in any manner whatsoever. The hirer shall not be responsible for all such litigation.
2. The hire charges to be paid on monthy basis. Fuel will be supplied basis on actual consumption. But all other expenditures of the vehicle like repair, replacement of spare parts, Lubricating oil of Engine, Gear Box & differential Coolant, Tyres and Tubes, Battery etc will be borne by the owner of the vehicle.
3. It shall be the responsibility of the bidder to provide a good, well behaved driver and the salary of the driver shall be borne by the owner of the vehicle.
4. Incase of breakdown for reasons whatsoever the replacement of a vehicle by the same or better model shall be provided by the owner of the vehicle with existing terms and conditions.
5. In case of the vehicle does no report regularly, the authority will be at liberty to cancel the agreement and may engage vehicle from the other source.
6. The vehicle shall report for duty for minimum of 25 days in a month.
7. In case of emergency, the driver will have to report for duty as per the requirement of hirer. No extra payment shall be demanded.
8. Monthly hire charges and reimbursements towards cost of Petrol (as per actual) of selected bidder will be paid in every succeeding month, as possible as within fifteen days fo the submission of bills by the service provider and no advance payment will be made.
9. The vehicle shall not be more than 2 years old from the initial date of registration and also in good running condition during the period of contract.



10. If the services are found to be unsatisfactory, the client shall vide one month notice and terminate the agreement.
11. In case the Service Provider intends to withdraw the services of his vehicle and terminate the agreement, it shall be mandatory upon him to serve one month notice before such withdrawal of service and termination of agreement.
12. If the bidder violates any of terms of contract, Government shall forfeit entire amount of Performance Security deposit.
13. The Driver of the vehicle must have a valid Driving License for driving vehicle.
14. The vehicle must achieve fuel efficiency of 10 Kms per liter.
15. The details mentioned in the General Bid Information (Annexure –II) shall be furnished completely with supporting documents failing which Tender will be rejected without assigning any reason.
16. All the pages in the bid documents should be legible, filled in clearly and signed by the authorized person /representatives.



  
District Election Officer &  
Collector, Kendrapara  
Collector & District Election  
Officer Kendrapara

**GENERAL INFORMATION FOR HIRING VEHICLES**

Name & complete address of the owner of vehicle	:	
A) Aadhar No B) PAN No	:	
Registration No. of Vehicle	:	
Year of Manufacture	:	
Model	:	
Date of Registration	:	
Fitness Certificate validity	:	
Permit validity	:	
Insurance validity	:	
Name & Address of the Driver	:	
D.L No. & Validity of the D.L of the Driver	:	
G.S.T No & Date of Validity	:	
Rate of fuel consumption/Mileage per Litre	:	
Reference of deposit application Fee & EMD	:	
<b>Proposed hire charges of the vehicle per month (excluding cost of fuel &amp; Lubricants)</b>	:	<b>Rs.</b>

Contact Number of the Service Provider (Tender / Quotationer)

Mobile ..... Telephone.....

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



**Signature of the  
Quotationer/Tenderer**