

OFFICE OF THE
DISTRICT ELECTION OFFICER &
COLLECTOR,
KENDRAPARA



☎ 06727 - 232602(O)
06727 - 232802(R)
☒ (FAX) No – 06727-221603 (F)
EMAIL ID : districtelectionkendrapara@gmail.com

L. No. 3342 /Elec

Dt. 4.11.24 //

To

The DeGM,
Collectorate, Kendrapara

Sub : Upload of Quotation Call Notice No.3340 Dated 04.11.2024 for hiring of Vehicle in the District Website for wide publication.

Sir,

In inviting a reference to the subject cited above, I am to say that a Quotation Call Notice has been floated from District Election Office vide Quotation Call Notice No.3340/ Dt. 04.11.2024(copy enclosed) for hiring of vehicle for official use of Dy. Collector, Election on monthly rent basis in connection with post preparatory activities for a period from 28th October'2024 to 26th January'2025.

You are, therefore, requested to upload the said Quotation call notice in the district website (<https://kendrapara.odisha.gov.in>) for wide publication.

Encl : As above

Yours faithfully,


Dy. District Election Officer,
Kendrapara





ଜିଲ୍ଲାପାଳଙ୍କ କାର୍ଯ୍ୟାଳୟ, କେନ୍ଦ୍ରାପଡ଼ା
OFFICE OF THE COLLECTOR & DISTRICT MAGISTRATE
KENDRAPARA

Letter No.: 3340...../

Date: 04/11/24.....

QUOTATION CALL NOTICE FOR HIRING OF VEHICLE

In pursuance of Govt. of Home(Election) Deptt. Odisha, Bhubaneswar Letter No. 14658/Elec.
Dated Bhubaneswar 18th October, 2024.

Sealed Quotation are invited from the interested service Providers/reputed travel agencies /Tour operators of privet individuals having valid GST registration for providing one white coloured A.C diesel driven SCORPIO (7 seater including driver with disc. Brake) vehicle for official use of Deputy Collector, Election on monthly rent basis, Which shall confirm to the terms and conditions (annexure-1) the Vehicle will be engaged for 3 Months i.e 28th October 2024 to 26th January 2025 in connection with post General Election preparatory activities.

1. The Vehicle must be road worthy condition, shall not be more than 3 years from the date of initial registration and must have valid Registration Certificate, Insurance certificate, fitness certificate, valid Contact 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 indenting 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 charges be quoted general bid information (excluding fuel & lubricants).
6. The vehicle must achieve a fuel efficiency of minimum 10 KMS per Litre.
7. The details of the make and year of manufacture of the vehicle, Registration Number, Mileage (KMS covered Per Litre) and name of the driver with Driving License No. and period of validity should be specially provided in the general Bid information to be furnished with the quotation (Annexure-II).

(P.T.O)



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8. Interested Agency or individuals may submit their tenders by Speed Post/ Regd. Post addressing the Dy. Dist. 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 07/11/2024 by 4 P.M and shall be opened on the same day i.e 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 & Conditions for hiring of vehicle etc. will be available with Office of the Collectorate, Kendrapara (Election Section) on the payment of Rs. 100/- (Rupees One Hundred Only) from 10:00 AM to 01:00 P.M. or can be downloaded from Dist. Website (www.kendrapara.nic.in).
12. In case of the application form is downloaded from the Dist. 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.


02-11-2024

Collector & District Election Officer

Copy to:

1. RTO, Kendrapara
2. All Tahasildar
3. All BDOs.
4. District Informatics Centre, Kendrapara for information and necessary action. He is requested to upload the Tender Papers in the District Web Portal for wide publicity.
5. Dy. Collector, Nizarat for publication in District office Notice Board.

TERMS AND CONDITIONS FOR HIRING OF VEHICLES

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

1. The hire 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 DL 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 of life/ injury made to any person/damaged 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 monthly 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 and differential Coolant, Tires and tubes, battery etc. will be borne by the owner of the vehicle.
3. It shall be the responsibility of the bidder to provide Good, well-behaved Driver and the salary of the Driver shall be borne by the owner of the vehicle.
4. Increase of breakdown for reasons whatsoever the replacement of vehicle by the same or better model shall be provided by the Owner of the vehicle. With existing terms and conditions.
5. 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 with existing terms and conditions. In case of the vehicle does not report regularly the authority will be at liberty to cancel the agreement and may engage the 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 15 days for the submission of Bills by the Service Provider and no advance payment will be made.
9. The vehicle shall not be 3 years old from the initial date of Registration and also in good running conditions during the period of contract.
10. If the services are found to be unsatisfactory, the clients 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, the Government shall forfeit entire amount of performance of 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 the tender will be rejected without assigning any reason.
16. All the pages in the Bid document should be legible, filled in clearly and signed by the Authorised Person/ Representatives.



Collector & District Election Officer

GENERAL INFORMATION FOR HIRING VEHICLES

Name and Complete address of the Owner of the Vehicle	:	
A) Aadhaar No. B) PAN No.	:	
Registration No. of the Vehicle	:	
Year of Manufacture	:	
Model	:	
Date of Registration	:	
Fitness Certificate Validity	:	
Permit Validity	:	
Insurance Validity	:	
Name and Address of the Driver	:	
DL No. and Validity of the DL of the Driver	:	
GST No. and Date of Validity	:	
Rate of Fuel Consumption/Mileage per Litre	:	
Reference of Deposit of Application fee and EMD	:	
Proposed hire Charges of the Vehicle per Month (excluding cost of fuels and lubricants)	:	Rs.

Contact Number of the Service Provider (Tenderer/Quotationer):

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

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

Signature of the Quotationer/ Tenderer

