



OFFICE OF THE DISTRICT ELECTION OFFICER AND COLLECTOR: DEOGARH

Letter No- 530 /Elec.

Dated 11 / 10 / 2023

Short Quotation Call Notice

Sealed quotations/tenders are invited from interested reputed Travel Agencies/Tour Operators or private individuals for providing 01 (one) nos. of AC Petrol/Disel Bolero/ TUV300 /Ertiga vehicle having sitting capacity of not more than seven including driver, which shall confirm to the Terms and Conditions (**Annexure-B**) for official use in the District Election Office, Deogarh on monthly rent basis.

1. The service provider shall have a valid OGST registration to participate in the tendering.
2. 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, valid contract carriage permit, proof of up to date tax payment etc. which are mandatory for plying of vehicle.
3. 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.
4. The driver should be well behaved, gentle and obedient in nature.
5. A sum of Rs. 5000/- shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the DEO and Collector, Deogarh and submitted along with the tender as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders.
6. The monthly rate of hire charges is to be up to Rs 31000.00 as per the finance Deptt. Govt. of Odisha office memorandum No. 22924/F Dtd.14.08.2023 to be quoted separately in the general bid information (excluding fuel and lubricant).
7. The vehicle must achieve minimum fuel efficiency of 10 kms per litre.
8. The details of the make and year of manufacture of the vehicle, registration No. mileage (KMs covered per litre) 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/Tender (**Annexure-A**).
9. The quotation completed in all respect should reach the undersigned on or before 30.10.2023 by 02.00 pm and shall be opened on the same day at 04.00 pm in presence of the bidders or their authorized representatives.
10. The application form of quotation/ tender contacting General Bid information & Terms and conditions for hiring of vehicle etc. will be available with District Election Office, Deogarh on payment of Rs. 1000.00 from 11.10.2023 to 30.10.2023 or can be downloaded from Deogarh District website www.deogarh.nic.in from date 11.10.2023 to 29.10.2023. In case the application form is downloaded from Govt. Website www.Odisha.gov.in, the applicant shall furnish a Demand Draft in favour of DEO and Collector, Deogarh for an amount Rs. 1000.00 (Rupees one thousand only) towards the cost of application along with the application.

**District Election Officer
and Collector, Deogarh**
District Election Officer
and Collector, Deogarh



Annexure-A

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 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 (Tender/Quotationer)	
20	Contact number of Driver	

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

Seal and signature of the
Quotationer/Tenderer



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Annexure-B

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 vehicle during period of contract shall have all 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 driving license of the driver available all the times.
2. The District Election Office, Deogarh shall not be responsible for any damage/loss caused to hired vehicle i.e loss of life/injury made to any person or damages to any property on account of use of hired vehicle any manner whatsoever. The hirer shall be responsible for all such litigation.
3. The hire charge 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 as per existing Government norm. All the expenditure of the vehicle towards repair, replacement of spare parts, lubricating oil of Engine, Gear Box & differential Coolant, Tyres and tubes, Battery etc. will be borne by the bidder.
4. It shall be the responsibility of the bidder to provide a good driver and the remuneration of the driver shall be borne by the owner.
5. In case of breakdown for reasons, whatever the replacement of vehicle of the same or better model shall be provided by the owner of the vehicle/bidders.
6. In case of the vehicle do not report regularly, the Authority will be at liberty to terminate the agreement without prior notice and may engage vehicle from other sources.
7. The vehicle shall report for duty for minimum of 25 days in a month.
8. In case of emergency, the driver will have to report for duty as per the requirement. No extra payment shall be demanded.
9. Monthly hire charges 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 as possible within fifteen days of the submission of bills by the service provider and no advance will be paid.
10. The vehicle shall not be more than 03(three) years old from the date of initial registration and also should be in good running condition during the period of contract.
11. If the services are found to be unsatisfactory, the client shall be given one month notice and the agreement shall be terminated.
12. In case the service provider intends to withdraw the services of his/her vehicle and terminate the agreement, it shall be mandatory upon him to give one month notice of such withdrawal of service and termination of agreement.



13. If the bidder violates any of the term of contract, Government shall forfeit the entire amount of security deposit.

14. Authority reserves the right to cancel any or all the Quotation without assigning any reason thereof.

Memo No. 531 / Elec. Dated. 11.10. /2023.

Copy forwarded to all Sub-Collectors/ all Tahasildars / all Block Development Officers / Executive Officer of Deogarh Municipality for display of the same in their office Notice Board for wide publication.
Copy to Collectorate Notice Board.


District Election Officer &
Collector, Deogarh.
District Election Officer
and Collector, Deogarh

Memo No. 532 / Elec. Dated. 11.10. /2023.

Copy forwarded to D.I.O, NIC, Deogarh for information and necessary action. He is requested to upload the quotation call notice in the District Website for information of the general public.


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and Collector, Deogarh