

**COLLECTORATE, NABARANGPUR  
(ELECTION SECTION)**

No. 15063-ii-44/2024

Date: 13.11.2024.

**Short Quotation Call Notice**

Sealed quotations/tenders are invited from interested reputed Travel Agencies/Tour Operators or private individuals having GeM registration for providing **01 Nos** of Non AC/AC Diesel driven **TUV300/Bolero/Sumo Gold/Ertiga etc.** vehicles on hiring basis having sitting capacity not more than seven including driver, which shall confirm to the Terms and conditions (Annexure II) for official use in Election Section, Collectorate , Nabarangpur on monthly rent basis .in pursuance to the letter no 14568 dated 18.10.2024 of Deputy Chief Electoral Officer-cum-Deputy Secretary to Government.

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 under control certificate, valid Contract Carriage Permit, proof of up to date tax payment etc. which are mandatory for plying of vehicle.

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.

The Driver should be well behaved, gentle and obedient in nature .

The monthly rate of hire charge be quoted separately in the general bid information (excluding fuel and lubricants) Which **should not exceed 31,000/-** the rate fixed by the Finance Department , Govt. of Odisha vide memorandum no-29819/F dated 30.11.2022 .

The Vehicle must achieve a fuel efficiency of **10 Kms per litre.**

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 / Tender ( Annexure -III).

The Quotation completed in all respect should reach **Election Section ,Collectorate Nabarangpur** through **Registered Post/ Speed Post** before **20/11/2024** by **5:00PM** & Shall be opened on the same date **06.00 pm** in presence of the bidders or their authorized representatives.

The sealed quotation should be super-scribed "**QUOTATION FOR ENGAGEMENT OF HIRE VEHICLE IN THE OFFICE OF THE DISTRICT ELECTION OFFICER-CUM-COLLECTOR,NABARANGPUR**" on the cover page. The bidders may depute their representatives duly authorized in writing to attend the opening of bids on due date & time.

The applicant shall submit self attested copies of vehicle commercial registration certificate, driving license of the driver ,insurance paper, fitness certificate, pollution certificate, GeM certificate in form of technical bid .

The application form of Quotation / Tender containing general information & Term and conditions for hiring of vehicles etc will be downloaded from nabarangpur district website – **nabarangpur.odisha.gov.in** from **13.11.2024** to **20.11.2024** .

The Price of bid in Annexure-II must be sealed in a separate cover and other documents support of the term and conditions as fixed above must be sealed in another separate cover. The cover containing the Annexure-II should be superscribed as "Bid for engagement of hire vehicle in the Office of the District Election Officer, Nabarangpur"

The authority reserve all the right to reject any or all quotation without assigning any reason thereof.


  
District Election Officer &  
Collector, Nabarangpur

Memo No-15064/2024

Dated .13 11.2024

Copy forwarded to the RTO, Nabarangpur/District Treasury Officer, Nabarangpur for information.

Copy to DeGM, Collectorate, Nabarangpur for information. He is requested to upload this tender/ quotation notice in District website for wide publication

  
District Election Officer &  
Collector, Nabarangpur

**TERMS & CONDITIONS**

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 the period of contract, shall have all necessary valid MV documents such as valid Commercial Registration Certificate, Insurance Certificate, Pollution Certificate, Fitness Certificate, valid Contract Carriage Permit etc, and D.L of the driver available all the times & GeM registration are compulsory for any service provider to provide hired vehicle to Govt. offices.
2. Collectorate , Nabarangpur shall not be responsible for any damage/ loss caused to hired vehicle or loss of life/ injury made to any person or damages to any property on account of use of hired vehicle any manner whatsoever. The Service Agency shall be responsible for all such litigations.
3. The hire charges 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 and as per existing Govt. norms. All the expenditure of the vehicle towards repair, replacement of spare parts, Lubricating oil of Engine, Gear Box & differential coolant, Tyres & 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 whatsoever, the replacement of a vehicle of the same or better model shall be provided by the owner of the vehicle/bidder.
6. In case the vehicles do not report regularly, the authority will be at liberty to terminate the agreement without prior notice.
7. In case of emergency, the driver will have to report for duty as per the requirement. No extra payment shall be demanded.
8. Monthly hire charges and reimbursements towards cost of fuel (as per actual) and lubricants (as per Govt. norms) 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 payment will be made.
9. The vehicle shall not be more than 3 years old from the initial registration and also in good condition during the period of contract.
10. The vehicle cannot be put to any private / commercial use beyond the duty hour or on holidays. Unauthorized use of the vehicle by the driver/ services provider/ owner will lead to unilateral termination of the contract with immediate effect.
11. The vehicle log book shall be maintained by the driver daily with attestation of by the concerned officer.
12. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
13. In case the Service Provider intends to withdraw the services of his vehicle and terminate the agreement, it shall be mandatory upon him to grant one month notice before such withdrawal of service and termination of agreement.
14. If the bidder violates any of the terms of the contract, Government shall forfeit the entire amount of security deposit

  
**District Election Officer &  
Collector, Nabarangpur**

**GENERAL INFORMATION FOR HIRING OF VEHICLE**

<b>SL NO</b>	<b>PARTICULARS</b>	<b>GENERAL INFORMATION REQUIRED</b>
01	Name of the Service Provider/ Name of the owner of vehicle	
02	Complete Address	
03	GeM Registration Number	
04	Registration No. of vehicle	
05	Year of manufacturing	
06	Make & Model	
07	Date of registration	
08	Fitness certificate validity	
09	Pollution certificate validity	
10	Insurance validity	
11	Permit validity	
12	Name & address of driver	
13	D.L number & validity of D.L of driver	
14	Proposed hiring charges of the vehicle per month excluding fuel charges	
15	Rate of fuel consumption/ mileage per liter	
16	Contact number of service provider	
17	Contact number of Driver	

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

**Seal & signature of the  
Quotationer/ / Tenderer**

## **FORMAT FOR PRICE BID**

<b>SI No.</b>	<b>Name of the Office</b>	<b>Monthly hiring charges of the vehicle(excluding cost of fuel)</b>	<b>The distance in (KMs) which the owner is offering to cover per litre of diesel</b>
1	District Election Office, Nabarangpur		

**N.B: The hire charges of the vehicle include the service charges of driver as well.**

**Seal & signature of the  
Quotationer / Tenderer**