

No. 3857 /2023dated 25/09/2023**Quotation/Tender Call Notice**

Sealed Quotations / Tenders are invited from the reputed Travel Agencies/ Tour operators or private individuals who have valid GST Registration for providing the vehicle of required specifications for District Election Office, Malkangiri on monthly hired basis as per the guidelines prescribed by the Government in Finance Department from time to time for a period of 5(five) months from October, 2023 to February, 2024. The sealed Tenders should reach to the District Election Office, Collectorate, Malkangiri on or before dt.30.09.2023 by 5.30 PM. The tenders will be opened on as indicated below in presence of the Bidder or their authorized representatives. The undersigned reserves all rights to reject or cancel any or all Tenders without mentioning any reason thereof.

The application form of tender containing General Bid Information & Term and conditions for Hiring Vehicles etc. can be downloaded from Malkangiri District website [www.malkangiri.nic.in](http://www.malkangiri.nic.in).

The selected bidder for engagement of Vehicle for District Election Office, Malkangiri will be allowed to engage the vehicle from dt.01.10.2023.

**Date of opening of Tender: Dated.30.09.2023 at 5.30PM at Collectorate, Malkangiri.**

**TERMS & CONDITIONS FOR HIRING OF VEHICLES**

1. The vehicle to be hired is TUV300/ Bolero/ Sumo Gold/ Ertiga (the suitable one for Election work is to be preferred so that it should accommodate minimum three persons excluding driver with all need-based equipment's). In view of the high pollution through use of Diesel vehicles, it is preferable to hire BS-IV or BS-VI Compliant fuel vehicle.
2. The hired vehicle, during period of contract must be in Road Worthy condition, shall not be more than three years old from the date of initial registration and must have valid Registration Certificate, Insurance Certificate, Fitness Certificate, valid Contract Carriage, proof of up-to-date Tax payment etc. which are mandatory for engagement of vehicle. Valid Driving License of the driver must be available with him all the times. The Department/office hiring the vehicle shall not be responsible for any damage/loss caused to hired vehicle or losses of life/injury made to any person or damage to any property on account of use of hired vehicle in any manner whatsoever. The vehicle owner shall be responsible for all such litigation.
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. He should be non-alcoholic
5. **A sum of Rs.5000/-(Rupees five thousand)only shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn favour of DEO & Collector, Malkangiri payable at SBI, Main branch, Malkangiri 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 hiring charges is to be quoted in general bid information in Annexure-I (Excluding fuel). The maximum allowed hiring charges should be equal to or less than **Rs. 31,000/-per month** including GST (As per FDOM no. 30464/F dtd.06.09.2019 & arrive at a lesser cost than the maximum hiring charges prescribed.). The bid containing hiring charges over and above Rs.31,000/- per month will be disqualified/ cancelled.
7. The vehicle must achieve a fuel efficiency of minimum **10 Kms.** per liter.
8. 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-I).
9. Vehicle should be kept clean and tidy condition and should have clearly visible registration number in the vehicle.
10. 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 as per existing Government 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.
11. It shall be the responsibility of the bidder to provide a good driver and the salary of the driver shall be borne by the owner.
12. Vehicle should be regularly serviced and kept under optimum running condition so as to avoid any breakdown and accidents attribute to lack of maintenance and upkeep. In case of breakdown for reasons whatsoever the replacement of a vehicle of the same or better model shall be provided by the owner/ bidder of the vehicle without compromising the services of Election Works.
13. In case of the vehicle do not report regularly, the authority will be at liberty to cancel the agreement and may engage vehicle from other source.
14. The vehicle shall report for duty for entire month.
15. In case of emergency, the driver will have to report for duty as per the requirement of hirer. No extra payment shall be demanded.
16. The hired vehicles cannot be used for any private/ commercial purpose during the period of engagement, even beyond the official hours. After completion of work in a day, the vehicle should be kept at the campus.
17. Monthly hiring charges and reimbursement towards cost of fuel (as per actual)/within the stipulated limit for the year 2022-23 of selected bidder will be paid in every succeeding month, as early as possible after submission of bills by the service provider and no advance payment will be made.

18. Vehicle should have functional speedometer
19. If the services are found to be unsatisfactory, the client shall give one Month notice and terminate the agreement.
20. In case the service provider intends to withdraw the services of vehicle and terminate the agreement, it shall be mandatory upon him to give one month notice before such withdrawal of service and termination of agreement.
21. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.
22. The Bidders/ vehicle owners must attach Xerox copy of all relevant documents for applying the hiring of vehicles.
23. Bidders /Quotationers should indicate upper limit of hiring charges including GST.
24. Bidders /Quotationers should bring all original documents for verifications at the time of opening of the sealed tender.
25. During the period (5 Months) of agreement, ownership of the engaged vehicle cannot be changed

  
Addl. District Election Officer-cum-  
Additional District Magistrate, Malkangiri.  
date- 25-09-2023

Memo No. 3858

Copy to Notice Board of all District Level Office, Malkangiri for wide circulation of the Quotation call notice.

Copy to PA to Collector, Malkangiri for kind information of Collector.

Copy to the Dist. Information Officer, NIC, Malkangiri (Both in hard copy and soft copy) for kind information with a request to upload the same in the Dist. Website for wide publicity of the Tender Notice.

  
Addl. District Election Officer-cum-  
Additional District Magistrate, Malkangiri.

Memo No. 3859 /Election

Dated: 25-09-2023

Copy along with copy of Quotation/Tender Call Notice submitted to the Addl. CEO-cum-Addl. Secretary to Government, Home (Elections) Department, Odisha, Bhubaneswar for information and necessary action.

  
Addl. District Election Officer-cum-  
Additional District Magistrate, Malkangiri.

Annexure-I

GENERAL INFORMATION FOR PROVIDING HIRING VEHICLES

1	Registration No. of Vehicle:	
2	Type of Vehicle (AC/Non-AC):	
3	Year of Manufacture:	
4	Model:	
5	Date of registration:	
6	Name & complete address of the owner of vehicle:	
7	Valid GST Registration No.:	
8	Fitness Certificate validity	
9	Permit validity:	
10	Insurance validity:	
11	Pollution Certificate validity	
12	Name/Address of the Driver:	
13	D.L. No. & Validity of the D.L. of the Driver:	
14	<b>Proposed hire charge of the vehicle per month excluding fuel cost:</b>	
15	<b>Rate of fuel consumption/mileage per liter:</b>	
16	Tender Cost Receipt along with No. and Date.	
17	EMD amount and BD No. and Dt.	
18	Contact number of the Tenderer:	

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

Seal & signature of the Tenderer.

**TENDER FORM**

From

M/s.....  
.....  
.....

To

The District Election Officer & Collector, Malkangiri.

Sub.:

Tender for supply for Vehicle for District Election Office, Malkangiri

Ref.:

Tender Notice No...../dt.....

Dear Sir,

In response to your advertisement in the..... Dated.....  
For supply of Vehicle for District Election Office, Malkangiri for the year 2023-24. I/We, a Travel Agencies / Tour Operators or private individuals hereby tender to supply the vehicle details in the Annexure-1.

I/We agree that this offer shall remain valid for a period of 05 months from the date of issue of engagement order of vehicle, if the offer is withdrawn before the said date, I/we shall be liable for damages to the extent of the percent or my / our tendered value and pay you the same forthwith on demand without protest or demur.

I/we hereby agree to abide by and fulfill the terms and conditions set out in the INVITATION TO TENDER INSTRUCTIONS TO TENDERERS CONDITIONS OF THE TENDER SCHEDULE AND ANNEXURES HERETO, which shall be deemed to form a part of this Tender and I/we return herewith all these documents attested on each page in token of my / our acceptance thereof.

I/we hereby declare that this tender and your acceptance to be notified by you shall constitute a valid and binding contract between us.

In presence of

Signature of the Tenderer. Seal of Tenderer

1. Signature of witness

Address.....  
.....  
.....

Full Address.....  
.....  
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2. Signature of witness

Address.....  
.....

Telephone No.....

Mobile No.....

LIST OF DOCUMENTS ENCLOSED IN THE TENDER.

1.....

2.....

3.....

4.....

5.....

6.....

7.....

8.....

9.....

10.....