



ଜିଲ୍ଲାପାଳଙ୍କ କାର୍ଯ୍ୟାଳୟ, ଗଜପତି , ପାରଳାଖେମୁଣ୍ଡି  
COLLECTORATE,GAJAPATI,PARALAKHEMUNDI  
(ନିର୍ବାଚନ ଉପବିଭାଗ)



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Letter No. 4758/Elec. (VII-3/2024)

Date: 23/10/2024

**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, Gajapati on monthly hired basis as per the guideline of Finance Department for the year 2024-25. **The sealed Tenders should reach to the undersigned on or before dt.29.10.2024 by 5.00PM by Registered/Speed post only.** The tenders will be opened on the dated **30.10.2024 at 11.30 AM** 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 Gajapati Nic website [www.gajapati.nic.in](http://www.gajapati.nic.in).

The selected bidder for engagement of Vehicle for District Election Office, Gajapati will be allowed to engage the vehicle from **dt.01.11.2024 to 31.01.2025**.

**Date of opening of Tender: Dated.30.10.2024 at 11.30AM at Collectorate Conference Hall-1 Collectorate, Gajapati.**

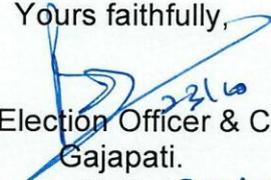
**TERMS & CONDITIONS FOR HIRING OF VEHICLES**

1. The vehicle to be hired is TUV300/ Bolero/ Sumo Gold/ Ertiga/Scorpio (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).
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. **EMD 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, Gajapati payable at SBI, Main branch, Paralakhemundi** 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 Chief Electoral Officer, Odisha, Home (Election) Department No. 14658 /Election dtd.18.10.2024). 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 **12 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. 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. The vehicle should be kept at the campus of Collectorate.

17. Monthly hiring charges within the stipulated limit will be paid in every succeeding month. The office will issue coupons for supply P.Oil.
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 should indicate upper limit of hiring charges including GST.
24. Bidders should bring all original documents for verifications at the time of opening of the bid
25. During the period (**3 Months i.e 01.11.2024 to 31.01.2025**) of agreement, ownership of the engaged vehicle cannot be changed.

Yours faithfully,

  
District Election Officer & Collector,  
Gajapati.

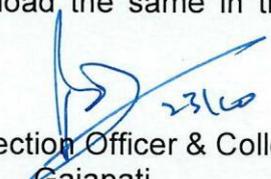
Date- 23/10/2024

Memo No. 4759

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

Copy to PA to Collector, Gajapati for favour of kind information and necessary action.

Copy submitted to the Dist. Information Officer, NIC, Gajapati (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.

  
District Election Officer & Collector,  
Gajapati.

Date:- 23/10/2024

Memo No. 4760/Election

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.

  
District Election Officer & Collector,  
Gajapati.

**GENERAL INFORMATION FOR PROVIDING HIRING VEHICLES**

1. Name of Block for providing vehicle: -
2. Registration No. of Vehicle: -
3. Type of Vehicle (AC/Non-AC):-
4. Year of Manufacture: -
5. Model: -
6. Date of registration: -
7. Name & complete address: -  
of the owner of vehicle
8. Valid GST Registration No.: -
9. Fitness Certificate validity: -
10. Permit validity: -
11. Insurance validity: -
12. Pollution control validity: -
13. Name/Address of the Driver: -
14. D.L. No. & Validity of the D.L. of the Driver: -  
Mobile No /Tele Phone No.
15. Proposed hire charge of the vehicle per month including GST: -
16. Rate of fuel consumption/mileage per liter: -
17. EMD amount and BD No. and Dt.
18. Contact number of the Bidder -

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

Seal & signature of the Bidder.

QUOTATION /TENDER FORM

From

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

To

**The District Election Officer & Collector, Gajapati.**

Sub.:

Tender for supply for Vehicle for District Election Office, Gajapati

Ref.:

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

Dear Sir,

In response to your advertisement in the..... Dated.....  
For supply of Vehicle for District Election Office, Gajapati for the year 2024-25. 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 **03** 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.....

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.....

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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.....