

**DISTRICT ELECTION OFFICE, SUBARNAPUR**

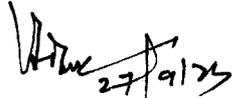
**SHORT TENDER CALL NOTICE**

No.XXX-95/2023/Vehicle- 67/ /Date: 27 -09-2023.

Sealed Quotations / tenders are invited from interested reputed Travel Agencies/ Tour Operators or private individuals for providing 1 (One) no. of AC Petrol/Diesel driven vehicle (like TUV300/ Bolero/ Sumo Gold/ Ertiga etc.) having sitting capacity not less than 7 (Seven) persons including Driver, which shall conform to the Terms and Conditions (Annexure-A) for official use of District Election Office Subarnapur on monthly rental basis with effect from 07.10.2023 to 06.02.2024 (Five Months) in connection with ongoing pre-revision activities and revision activities of SSR-2024 with special emphasis to special campaign days, rationalization and preparatory activities of General Elections.

1. The vehicle must be in road-worthy condition with BS-VI emission compliant vehicle and shall not be more than three (03) years old from the date of initial registration during the period of engagement of the vehicle, 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 the vehicle.
2. The quotationer / tenderer should not have been declared as an insolvent by any financial institution.
3. The quotationer / tenderer should not have any criminal antecedents, should not be a convict in any criminal case and he/she should come clean to be able to participate in the tender process.
4. The quotationer / tenderer should have up-to-date income tax clearance and G.S.T. clearance certificate to be able to participate in the tender process.
5. The quotationer / tenderer, if approved and selected shall have to engage the driver for rendering required service as and when required who should be of sound mind, well behaved, gentle, loyal and faithful and obedient in nature. The driver should be prompt enough to render his services round the clock in emergencies.
6. The approved quotationers / tenderers, if approved to engage his / her vehicle for official use by the Deputy Collector Elections, Subarnapur or by any authority on requisition shall have to bear the cost towards the remuneration payable to the Driver for rendering required service.
7. The Driver of the vehicle must have a valid commercial Driving License for driving light transport passenger vehicles and should be sufficiently experienced in driving light motor vehicle.
9. A sum of Rs. 1,000/- shall have to deposit by the quotationer / tenderer in shape of Account Payee Bank Draft drawn in favour of the Officer In Charge Election, District Election Office, Subarnapur towards Security Deposit.

10. The monthly hire charges of the vehicle at which the quotationer / tenderer intends to engage shall be quoted in the General bid information (excluding fuel and lubricants).
11. The vehicle must achieve a minimum fuel efficiency of 10 KMs. Per liter or as per actual mileage if the vehicle performs well beyond the minimum efficiency of 10 KMs. with maximum hire charges of Rs. 31,000/- only per month.
12. Details of the make, model and year of manufacture of the vehicle, it's registration number along with mileage per liter, name of the Driver with Driving License No. and period of validity should specifically be provided in the General bid information to be furnished along with the Quotation / Tender in the format (Annexure-B).
13. **The Quotation completed in all respect should reach to the undersigned on or before 06.10.2023 by 2.00 P.M. and shall be opened on the same day at 4.00 P.M in the Office Chamber of Additional DEO & ADM, Subarnapur by the District Level Selection Committee.** The quotationers / authorized representatives of the firm may remain present during opening of the quotation, if they so desire the application form of quotation / tender containing General Bid Information & Terms and Conditions for Hiring of vehicle will be available with the Officer In Charge Election, District Election Office, Subarnapur on payment of Rs.100/- only or can be downloaded from Subarnapur District Portal ([www.subarnapur.nic.in](http://www.subarnapur.nic.in)) from 27.09.2023 onwards till such time as specified in the paragraph mentioned above. In case the application form is downloaded from the websites, the applicant shall furnish a Demand Draft for Rs.100/- (Rupees One Hundred) only towards the cost of application along with the application.
14. The present requirement of vehicle is one for five months but more vehicles shall be empanelled for future requirement, the period of engagement will be extended if required or for engagement as and when circumstances warrants so if the services of the vehicle approved and engaged is found deficient enough to dis-engage the same without assigning any reason thereof.
15. The Authority reserves the right to cancel any/all the quotations/tenders without assigning any reasons thereof.
16. Overwriting in respect of figures and words in any manner shall not be acceptable.

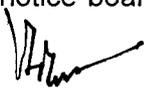
  
27/9/23  
DEO & Collector,

 Subarnapur

**Memo No. 672 Dated 27-09-2023**

Copy to Notice Board of Office of the District Election Office, Subarnapur for its publication.

Copy forwarded to all District Level Officers/ All Sub-Collectors/ all Tahasildars /All BDOs / All Executive Officers of ULBs of Subarnapur district for information and necessary action with a request to affix the notification in their office notice board for wide publicity of the same.

  
DEO & Collector,  
Subarnapur

**Memo No. 673 /Dated 27-09-2023**

Copy along with copy of the enclosure forwarded to Regional Transport Officer, Subarnapur for information and necessary action. He is requested to affix the notification in the office notice board for wide publicity of the matter for awareness of the public of the locality.

  
DEO & Collector,  
Subarnapur

**Memo No. 674 /Dated 27-09-2023**

Copy along with copy of the enclosure forwarded to the Additional CEO-cum-Additional Secretary to Government, Home (Elections), Department, Odisha, Bhubaneswar for information and necessary action.

  
DEO & Collector,  
Subarnapur

**Memo No. 675 /Dated 27-09-2023**

Copy along with copy of the enclosure forwarded to the District Informatics Officer, National Informatics Centre, Subarnapur for information and necessary action. He is requested to web hoist the above Quotation/ Tender Call Notice along with its enclosure in the District Website for awareness among the intending participants for the above tender process.

  
DEO & Collector,  
Subarnapur

TERMS AND 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 vehicles, during period of contract, shall have all necessary valid MV documents such as:- valid Registration Certificate, Insurance Certificate, Fitness Certificate, PUC, Valid Contract Carriage Permit, Proof of up to date tax payment etc. and D.L of the driver available all the times.
2. The Department/Office hiring the vehicle shall not be responsible for any damage/ loss caused to hired vehicle or loss of life/ injury made to any person or damaged to any property on account of use of hired vehicle any manner whatsoever. The hire shall be responsible for all such litigation.
3. The hire charges to be paid for monthly basis is final but does not include cost of diesel, which is to be paid separately basing on actual consumption and lubricants as per existing Government norms. All the expenditure of the vehicle towards repair, replacement of space parts. Lubricating oil of Engine. Gear Box & differential coolant, tyres & tubes, battery etc will be borne by the bidder.
4. It shall be responsibility of the bidder to provide a good driver and the salary 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 of the vehicle do not report regularly, the authority will be at liberty to reject the agreement without prior notice.
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 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 payment will be made.
9. The vehicle shall not be more than 3 years old from the initial registration and also in good running condition during the period of contract.
10. If the services are found to be unsatisfactory, the client shall give one month notice and terminate 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 grant one month notice before such withdrawal of service and termination of agreement.
12. If the bidder violates any of the terms of contract. Government shall forfeit the entire amount of security deposit.

## GENERAL INFORMATION

SI. 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 No 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 charges of the vehicle per month excluding fuel cost.	
18.	Rate of fuel consumption/ Mileage per litre	
19.	Contact Number of the Service Provider (Tenderer/Quotationers)	
20.	Contact Number of the Driver	

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

Seal & Signature of the  
Quotationers/Tenderer