

OFFICE OF THE DISTRICT ELECTION OFFICER & COLLECTOR, PURI

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Quotation / Tender Call Notice

No. IX-34/2023- 810 /Elec., Date: 28.02.2024

In pursuance of Govt. in Home (Elections) Deptt. Letter No.1408/Elec. dt.11.02.2024, Sealed quotations/tenders are invited from interested reputed Travel Agencies / Tour operators or private individuals for providing one number of AC Diesel Driven Vehicle (**preferably One TUV-300 / Bolero**) having Sitting Capacity not more than 10 including Driver as given below:

Sl. No.	Type of Vehicle	Minimum Average Mileage in Kms per ltr.
1	TUV-300 / Bolero / Sumo Gold / Ertiga (Preferably TUV-300 / Bolero)	10 Kms per ltr.

The Term and conditions (**Annexure-A**) must be fulfilled by the successful bidders for providing the vehicle on hire and monthly rent basis for Official use by the **Addl. Sub-Collector, Puri & RO, 110-Pipili AC :**

1. 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 & Pollution Certificate, valid Contact Carriage Permit, proof of up to date tax payment etc. which are mandatory for plying of vehicle.
2. 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.
3. The Driver should be well behaved, gentle and obedient in nature.
4. A sum of **Rs.5,000/- (Rupees Five Thousand)** only shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the **District Election Officer, Puri** and submitted along with the tender as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders.
5. The monthly rate of hire charges be quoted separately in the general bid information (excluding fuel). Monthly hire charges should not exceed **Rs.31,000/-** for vehicle.
6. The Vehicle must achieve a fuel efficiency of 10 Kms. per liter.
7. The details of the make and year of manufacture of the Vehicle(s), 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-B**).

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8. The vehicles will be stationed inside the campus of the **District Election Office, Puri** all the day (Both day & night), so that the same can be utilized as and when required by the Authority of the Office.
9. The mobile number of the drivers so engaged by the successful bidder should be available and open all times, so that, he can be informed during emergency time as and when required by the authority.
10. In case of emergency, the driver will have to report for duty as per the requirement of hirer. No extra payment shall be demanded.
11. The Quotation completed in all respect should reach the undersigned on or before **04.03.2024** by **1.00 PM** and shall be opened on the same day at **04.00 PM** in the **Office Chamber of Addl. DEO & ADM, Puri** in presence of the Committee Members and bidders or their authorized representatives.
12. The application form of quotation/tender containing General Bid Information & Terms and Conditions for Hiring of Vehicle etc. will be available with the **District Election Office, Puri** on payment of **Rs.100.00 (Rupees One Hundred)** only or can be downloaded from **www.puri.nic.in**. In case the application form is downloaded from website, the applicant shall furnish a Demand Drat for an amount of **Rs.100.00 (Rupees one hundred)** only towards the cost of application along with the application. The amount is payable to the **District Election Officer, Puri**.
13. The selected Vehicle of successful bidder will be utilized till **31<sup>st</sup> May, 2024** for the purpose of **Simultaneous General Elections-2024** by the **Addl. Sub-Collector, Puri & RO, 110-Pipili AC** as per Govt. in Home (Elections) Deptt., vide **Letter No.1408/Elec. Dt.11.02.2024**.
14. Individual Owner, Owner-cum-Driver can participate in the tender process.
15. The authority shall reserves the right to accept or reject any or all the tenders without assigning any reason thereof.

  
DEO & Collector, Puri

Memo No. 811 /Elec., Dt. 28.02.2024

Copy forwarded to the Superintendent of Police, Puri / ADM, Puri / CDO-cum-EO, Zilla Parisad, Puri / Sub-Collector, Puri / Addl. Sub-Collector, Puri & RO for 110-Pipili AC / RTO, Puri / District Treasury Officer, Puri for information and necessary action.

Copy forwarded to the DIO, NIC, Puri / DI&PRO, Puri for information and necessary wide publicity.

  
DEO & Collector, Puri

Memo No. 812 /Elec., Dt. 28.02.2024

Copy forwarded to the Addl. CEO-cum-Addl. Secretary to Govt. in Home (Elections) Deptt., Odisha, Bhubaneswar for information and necessary action.

  
DEO & Collector, Puri

TERMS AND CONDITIONS FOR HIRING OF VEHICLE

The following terms and condition must be fulfilled by the successful bidder for providing vehicle on hire on monthly rent basis.

1. The hired vehicle, during period of contract / hiring, shall have all necessary valid M.V. documents such as valid Registration Certificate, Insurance Certificate, Fitness Certificate, valid Contract Carriage Permit, proof of up to date tax payment etc. and D.L of the drive available 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 any manner whatsoever. The hirer shall be responsible for all such litigation.
2. 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 lubricants as per existing Government norms. All the expenditure of the vehicle towards repair replacement of spare parts, Lubricants oil of Engine, Gear Box and differential Coolant, Tyres and Tubes, Battery etc. will be borne by the bidder.
3. 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.
4. 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.
5. In case of the vehicle do not report regularly, the authority will be at liberty to reject the agreement and may engage vehicle from other source.
6. The vehicle shall report for duty for minimum of 25 days in a month and five days can be utilized by the Owner for maintenance, servicing etc.
7. From the date of engagement, a plate showing **"ON GOVT. DUTY, ADDL. SUB-COLLECTOR, PURI"** be fitted in the front side and back side of the Vehicle.
8. The vehicle will be stationed inside the campus of **District Election Office, Puri** all the day (Both day & night), so that the same can be utilized as and when required by the Authority of the Institute.
9. The Mobile number of the drivers so engaged by the successful bidder should be available and open all times, so that, he can be informed during emergency time as and when required by the authority including Govt. Holidays.
10. In case of emergency, the drive will have to report for duty as per the requirement of hirer. No extra payment shall be demanded.

11. Monthly hire charges and reimbursements towards cost of fuel (as per actual) 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.
12. 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.
13. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
14. 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.
15. If the bidder violates any of the terms of contract, government shall forfeit the entire amount of security deposit.
16. On the date of engagement of the Vehicles, two passport size photograph of Driver, copy of Driving License/ Mobile No./ copy of RC Book be submitted to the **District Election Officer, Puri** positively.
17. From the date of engagement the driver should not switch up Mobile and as and when called on from Officer / Staff of **District Election Office, Puri** should be respond immediately.

  
DEO & Collector, Puri

GENERAL INFORMATION FOR 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. Fitness Certificate validity:
8. Pollution Certificate validity:
9. Permit Validity:
10. Insurance Validity:
11. Name/Address of the Driver:
12. D.L No. & Validity of the D.L of the Driver:
13. Proposed hire charges of the Vehicle per  
Month excluding fuel cost:
14. Rate of fuel consumption/ Mileage per liter:
15. Contact Number of the Service provider  
(Tenderer / Quatationer) Mobile.....

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

Seal & Signature of the  
Quatationer/Tenderer