



**COLLECTORATE: RAYAGADA**  
**(Election Section)**

No. 115 /XII-28/2024

Dated: 16 /01/2024

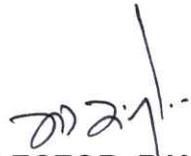
**Short Tender Call Notice**

Sealed quotations are invited from interested reputed Travel Agencies / Tour Operators or private individuals for providing 01 (One) no. of **TUV 300/ Bolero/ Sumo Gold/ Ertiga, XUV-500, Scorpio, Scorpio S-9, Scorpio-S-10** AC Diesel driven vehicle having sitting capacity of not more than ten including driver, which shall confirm to the Terms and Conditions (**Annexure-I**) for official use for **Deputy Collector (Election), Collectorate, Rayagada** on monthly hire basis including all taxes and excluding POL for **maximum of Rs. 31,000/- (Rupees Thirty One Thousand) only** for a period of two months i.e. from February, 2024 to March, 2024.

- 1) The Vehicle must be in road worthy condition and shall not be more than 3 years old from the date of initial registration and must have valid Registration Certificate, insurance Certificate, Fitness Certificate and valid contract 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/- shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the **District Election Officer & Collector, Rayagada** and submitted along with the quotation / tender as EMD. After completion of tender process, the Bank Draft will be refunded to unsuccessful bidders.
- 5) The monthly rate of hire charge be quoted separately in the general bid information excluding fuel, lubricants and any repair as well as remuneration/salary of driver.
- 6) The Vehicle must achieve a fuel efficiency of **10 Km** or more per litre.
- 7) The details of the make and year of manufacture of the vehicle, registration no., mileage (Kms covered per litre) 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-II**)
- 8) The Tender/Quotation completed in all respect should reach the **DEO & Collector, Rayagada** in a sealed cover super scribed "Tender/Quotation for providing vehicle on hire basis" by Registered post/ Speed post or drop box on or before **19.01.2024** by **05.30P.M** and shall be opened on **20 / 01 /2024** at **11.00 A.M** in presence of the bidders or their authorized representatives with proper authorization. Receipt of tender/quotation after **19.01.2024** and non-submission of necessary documents will not be entertained and liable for rejection.

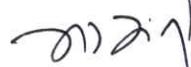
P.T.O.

- 9) The application form of quotation / tender containing General Bid Information and Terms and conditions for Hiring of Vehicles etc. will be available with the Deputy Collector (Election), Collectorate, Rayagada on payment of Rs.100/- from **12.01.2024 to 19.01.2024** or can be downloaded from Rayagada District Official Website [www.rayagada.nic.in](http://www.rayagada.nic.in) from date **12.01.2024 to 19.01.2024**. In case the application form is downloaded from the website, the applicant shall furnish a Demand Draft drawn in favour of District Election Officer & Collector Rayagada for an amount of Rs.100/- (Rupees One Hundred) only towards the cost of application along with the application..
- 10) The undersigned reserves the rights to cancel the above notice and the quotations without assigning any reason thereof.

  
**DEO & COLLECTOR, RAYAGADA**  
**Quotation / Tender Calling Authority**

Memo No. 116  
Copy to notice Board of Collector, Rayagada.

Dated:- 16/01/2024

  
**DEO & COLLECTOR, RAYAGADA**

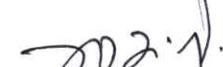
Memo No. 117  
Copy along with Annexure-II and Annexure-III forwarded to Regional Transport Officer, Rayagada / All Block Development Officers / All Tahasildars / All CDPOs / All Sub-Collectors / P.A., ITDA, Rayagada / P.D., DRDA, Rayagada for information and necessary action with a request to publish the tender/ quotation notice in their office notice board for information of general public.

Dated:- 16/01/2024

  
**DEO & COLLECTOR, RAYAGADA**

Memo No. 118  
Copy with its enclosures in soft copy sent to the DIO, NIC to upload the Short Notice in the District Website.

Dated:- 16/01/2024

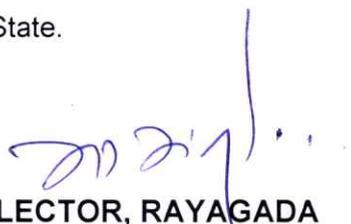
  
**DEO & COLLECTOR, RAYAGADA**

TERMS & CONDITION FOR HIRING OF VEHICLES

The following terms and conditions must be fulfilled by the successful bidders for providing a vehicle on hire on monthly rent basis.

1. The hired vehicles, during period of contract, shall have necessary valid MV 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 driver available all the times. The Department / Officer hiring the vehicle shall not be responsible for any damage / loss caused to hired vehicles or loss 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 diesel/ petrol, which is to be paid separately basing on actual consumption as per existing Government norm. All the expenditure of the vehicle towards repair, replacement of spare parts, Lubricant oil of Engine, Gear Box & different Coolant, Tires & Tubes and 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 in time, 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 all times in a month.
7. In case of emergency, the driver will have to report for duty as per the requirement of hirer. So the Vehicle & driver should normally be stationed within Rayagada town. No extra payment shall be demanded.
8. Monthly hire charges and reimbursement towards cost of diesel as per actual will be paid to the selected bidder in every succeeding month, as per as possible within fifteen days of the submission of bills by the service provider subject to availability of funds and no advance payment will be made.
9. In view of pollution being high through use of Diesel vehicles, it is preferable to hire BS-IV compliant petrol vehicles The vehicle shall not be more than 3 years old from the initial registration and also in good running conditions during the period of contract.

10. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
11. In case the service provider or hirer intends to withdraw the services of the vehicle and terminate the agreement, it shall be mandatory upon them to give one month notice for such withdrawal of services and termination of agreement.
12. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.
13. The bidder should sign in each page of the tender/quotation paper in Annexure-I & II as token of agreement of the conditions. The incomplete quotation papers without signature in each page or submission after due date and time will be rejected.
14. The Driver of the vehicle must have a valid commercial driving license for driving light transport passenger vehicle. Driver should be properly dressed in neat and clean attire.
15. In case, absence of driver or whatsoever reasons the owner shall arrange substitute for the vehicle.
16. An agreement will be made with the vehicle owner after finalization of tender and before engagement of his vehicle.
17. As and when required, the vehicle will ply throughout the State.

  
**DEO & COLLECTOR, RAYAGADA**  
**Quotation / Tender Calling Authority**

**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	Permit Validity:	
9	Insurance validity:-	
10	Name / Address of the Driver:-	
11	D.L. No. & validity of the D.L. of the Driver:-	
12	Proposed hire charges of the vehicle per month including all taxes & excluding POL and drivers remuneration/salary:-	
13	Rate of fuel consumption/ mileage per litre:-	
14	Contact Number of the Service provider (Bidder):-	Mobile No..... Telephone No..... Email ID:-.....
15	GST No.	
16	Xerox copy of the documents enclosed:- (1) Valid Registration Certificate (2) Insurance Certificate (3) Fitness Certificate (4) proof of up to date tax payment etc. of the vehicle.	
17	Security deposit amount :- Rs. 5,000/-	Bank Draft No..... Date..... Name of the Bank .....
18	Rs. 100/- deposited towards Cost of tender paper	Money receipt No. .... Date..... Or DD/BD No..... Dt..... Name of the bank.....

**Note-** In all cases Xerox copy of supporting documents to be enclosed.  
**“Certified that the information submitted above is true to the best of my knowledge and belief.”**

Seal & Signature of the Quotationer / Tenderer