



OFFICE OF THE COLLECTOR & DISTRICT ELECTION OFFICER: KALAHANDI

No. **518** /Election.

Dt. **06-10-2023** /

TENDER CALL NOTICE

Sealed tenders are invited from interested reputed Travel Agencies/ Tour Operators having GST registration & GeM registration for providing 01(One) No. of AC Diesel/Petrol Bolero vehicle on hire basis including Driver which shall confirm the terms& conditions at Annexure-II for official use in District Election Office, Kalahandi on monthly basis.

The vehicle must be in road worthy conditions & shall not be more than three years old from the date of initial registration having valid Registration Certificate, Insurance Certificate, Fitness Certificate, Pollution Under Control Certificate, Valid Contract Carriage Permit, Proof of up to date tax payment etc. which are mandatory for plying of vehicle.

The monthly rate of hiring charges be quoted in the prescribed format at Annexure-III excluding GST & Fuel.

The Travel Agencies have to submit the EMD amounting to Rs. 5000/- (Rupees five thousand) only in shape of Bank draft in favour of District Election Officer, Bhawanipatna payable at Bhawanipatna.

The tender along with necessary documents should reach the undersigned on or before **16.10.2023 by 2.00 PM** & will be opened on the same day at **4.00 PM** in the office chamber of the undersigned in the presence of the bidders or their authorized representatives.

The Application Form of Tender containing tender call notice and Terms & Conditions for hiring of vehicles etc. will be available in District Election Office, Kalahandi on payment of Rs.100/- (Rupees one hundred) to District Election Officer, Bhawanipatna only from 05.10.2023 to 15.10.2023 or can be downloaded from District website www.kalahandi.nic.in from 05.10.2023. In case the Application Form is downloaded from District web site, the applicant shall have to furnish a Demand Draft for an amount of Rs 100/- (Rupees one hundred) only in favour of the District Election Officer, Bhawanipatna towards the cost of Application Form of tender for hiring of vehicle.

**Collector & District Election Officer,
Kalahandi.**

Memo No. 519 /**Election.** Dt. 06-10-2023

Copy to Notice Board of the District Election Office, Kalahandi/All Sub-Collectors/all BDOs/all Tahasildars/All EOs, NACs/EO, Municipality, Bhawanipatna for wide publication.

Copy to DIO, NIC, Kalahandi for information and necessary action. He is directed to upload the tender call notice in the website of Kalahandi NIC for wide publication.

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**Collector & District Election Officer,
Kalahandi.**

Memo No. 520 /**Election.** Dt. 06-10-2023

Copy to the Addl. Chief Electoral Officer-cum-Addl. Secretary to Govt. Home (Elections) Department Odisha for information with reference to letter No.9101/Elec. Dt.15.09.2023.

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**Collector & District Election Officer,
Kalahandi.**

TERMS & CONDITIONS FOR HIRING OF VEHICLES

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

G.S.T registration & GeM registration are compulsory for any Service Provider to provide hired vehicles to Government Offices.

The hired vehicles during the period of contract, shall have all necessary valid MV documents such as:- Valid Registration *Certificate*, Insurance Certificate, Fitness Certificate, Pollution Under Control Certificate , Valid Contract Carriage Permit ,Proof of up to date tax payment etc. and D.L of the Driver should be available all the times. The Department / Office hiring the vehicle shall not be responsible for any damage/loss caused to the hired vehicles or loss of life/ injury made to any person or damages to any property on account of use of hired vehicle any manner whatsoever. The service provider shall be responsible for all such litigation. The Travel Agency/Tour Operators should have his office at Bhawanipatna.

The hire charges to be paid to the Travel Agency on monthly basis. The fuel will be provided by the office basing on actual consumption of the vehicle & as per existing Government norms. The minimum average mileage in KMs per liter Petrol/Diesel will be 10 Kms for A/C vehicles. All the expenditure of the vehicle towards repair, replacement of spare parts, Lubricating oil of the Engine, Gear Box & differential Coolant, Tyres & Tubes, Battery etc. including repairing of the vehicle will be borne by the bidder.

It shall be the responsibility of the bidder to provide a good Driver and the salary of the Driver shall be borne by the Travel Agency.

The Driver of the vehicle must have a valid Driving License for driving light transport passenger vehicle & should have sufficient experience in driving transport passenger vehicles. The Driver should be well behaved, gentle & obedient in nature.

The vehicle and driver shall be at the disposal of the Authority during the period of engagement. The vehicle will be utilised on*holidays for official work if required for Revision work, Election work or any other important meeting with due approval & no extra payment will be made to the Travel Agency.

In the case of contracted vehicles, same vehicle and driver should be sent daily. Any change in vehicle or driver will be allowed only in exceptional circumstances and that too with the prior information/approval of the Authority.

The driver of the vehicle provided must follow traffic rules and other regulations prescribed by the Govt. from time to time. Driver should be familiar with all important places in Bhawanipatna and outstations.

This Authority will not be responsible for any Challan, loss, damage or accident to the vehicle or to driver.

The daily record indicating time and mileage for each vehicle shall be maintained. Mobile phone facility (24x 7 hours) must be available with the Travel Agency and driver.

Monthly hire charges and reimbursements towards cost of diesel/ petrol (as per actual) of the selected bidder will be paid in every succeeding month, as far as possible within fifteen days of the submission of bills by the service provider and no advance payment will be made. TDS as per IT Act & Rules will be deducted.

The payment will be made on monthly basis on submission of pre- receipted bill(s) duly supported by duty slip(s)/log sheet(s) duly signed by the concerned Officer.

The vehicle shall not be more than 3 years & shall not run more than 50,000 KMs from the initial registration and also in good running condition during the period of contract.

- The engagement and employment of drivers and payment of wages to them as per existing provisions of various labour laws and regulation is the sole responsibility of the Travel Agency and any breach of such laws or regulations shall be deemed to be breach of this contract.
- In case of non-availability of vehicles, penalty as decided by Finance Department shall be imposed in addition to deduction at pro-rata basis for **absence** from duty.

The authority reserves the right to order for deployment of additional vehicles to be engaged in the Department on hire basis in case of requirement.

After selection of the bidder, the Travel Agency/Tour Operator have to execute agreement with District Election Office, Kalahandi at Annexure- 'A' within the period of fifteen days from the date of receipt of order.

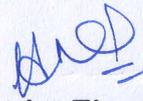
In case the service provider intends to withdraw the services of his vehicle and terminate the agreement, it shall be mandatory upon him to grant one

month notice before such withdrawal of Service and termination of agreement.

If the services are found to be unsatisfactory, the Authority reserves the right to terminate the agreement with prior intimation to the Travel Agency.

The vehicle will be utilized on official tour outside Bhawanipatna by the Office & no extra hiring charges will be paid for said tour.

The successful bidder is required to deposit 10% of the approved negotiated amounts as Performance Bid Security which will be returned after completion period of agreement. If the service of Travel Agency is not satisfactory, the Performance Bid Security amount will be forfeited.



**Collector & District Election Officer,
Kalahandi.**

APPLICATION FORM OF TENDER FOR HIRING OF VEHICLES

1. Type of Vehicle
2. Year of Manufacture:-
3. Model :-
4. Date of Registration:-
5. Name & Address of the Travel Agency/Tour Operator -
6. Fitness Certificate Validity
7. Permit Validity:
8. Insurance Validity:-
9. GST registration No.
10. GeM registration No.
11. Quoted hire charges for vehicle per month excluding fuelcost & GST:-
12. Annual Turnover of the Travel Agency/Tour Operator
13. Name of the other Government Departments/Offices where similarservice are provided by the Travel Agency:-
 - i)
 - ii)
 - iii)
 - iv)

Name of the other Government Departments/Offices where similarservice are provided by the Travel Agency:-

Seal & signature of the Tenderer