

STATE CO-OPERATIVE ELECTION COMMISSION, ODISHA

Plot No. 1800(P), OSAM Building, 1st floor, Baramunda, Post- Khandagiri, Near Indian oil Petrol Pump, Bhubaneswar, Ph. No.- 0674-2351510, Email: oscec5@yahoo.com

No. **607** / SCEC / Vehicle -01 / 2022 / Date **10-04-2024**

Quotation / Short Tender Call Notice

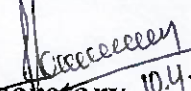
In pursuance of approval of Cooperation Department vide letter No. COOP-FE2-MISC-0010-2023.4414/Coop dtd.09.04.2024 Sealed quotations / tenders are invited from interested reputed Travel Agencies / Tour Operators / Private Individuals for providing a Honda City / Ciaz AC Petrol driven vehicles having sitting capacity not more than 05 including Driver, which shall conform to the terms and conditions (**Annexure-I**) for the use by the State Cooperative Election Commissioner, Odisha on monthly rent basis / daily call basis for a period of one months which is likely to be extended as per requirement.

1. The vehicle 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, Pollution Certificate, valid Contract Carriage Permit, proof of up to date tax payment etc. which are mandatory for plying vehicle.
2. The driver of the vehicle must have a valid Driving Licence 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 bidder in shape of Account Payee Bank Draft drawn in favour of the Deputy Secretary in the office of the Odisha State Cooperative Election Commission and submitted along with the tender as a security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidder.
5. The monthly rate of hire charge be quoted separately in the general bid information (excluding fuel and lubricants).
6. The vehicle must achieve fuel efficiency 12 KMs 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 Licence 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 quotation completed in all respect should reach the undersigned on or before 19.04.2024 by 1.00 PM and shall be opened on the same day at 3.00 PM in presence of the bidder or their authorised representative.

9. Separate quotations should be submitted by the bidders for hiring of the vehicle on monthly basis or daily call basis.

10. The application form of quotation / tender containing General Bid Information and Terms and conditions for Hiring of Vehicle etc. will be available with Odisha State Cooperative Election Commission office on payment of Rs.100/- from 10.04.2024 to 18.04.2024 or can be downloaded from State Cooperative Election Commission, Odisha Website <https://scec.odisha.gov.in>. In case the application form is down loaded from Website, the applicant shall furnish a Demand Draft for an amount Rs.100/- (Rupees One hundred) only towards the cost of application along with the application.


Secretary 10.4.2024

Memo No 608 / Dated 10-04-2024

Copy forwarded to Head Portal Group, IT. centre, Secretariat Odisha, Bhubaneswar. / Manager (Tech.) NIC, State Unit Bhubaneswar with a request to upload this document in Govt. of Odisha Website - <https://odisha.gov.in>.


Secretary 10.4.2024

Memo No 609 / Dated 10-04-2024

Copy forwarded to all Departments and all the Heads of Department of Govt. of Odisha for wide publicity and information of all concerned.


Secretary 10.4.2024

Memo No 610 / Dated 10-04-2024

Copy to Budget / Accounts Section & IT Cell of this office for information and necessary action.


Secretary 10.4.2024

Copy to Notice Board / 5 spare copies

Annexure-I**TERMS AND CONDITIONS FOR HIRING OF VEHICLE**

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

1. The hired vehicles, during period of contract, shall have all necessary valid MV documents such as-valid Registration Certificates, Insurance Certificate, Pollution 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.
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 bidder shall be responsible for all such litigations.
3. 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, 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 remuneration of the driver shall be borne by the owner.
5. In case of break down for reasons whatsoever the replacement of the vehicle of the same or better model shall be provided by the owner of the vehicle / bidder.
6. In case of vehicle do not report regularly, the authority will be at liberty to terminate the agreement.
7. The vehicle shall report for duty for minimum of 25 days in a month.
8. In case of emergency the driver will have to report for duty as per the requirement of the hirer. No extra payment shall be demanded.
9. Monthly hire charges and reimbursement towards cost of fuel (as per actual) and lubricants (as per Govt. norms) of 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.

10. 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.
11. If the services are found to be unsatisfactory, the client shall give 7 days notice and terminate the agreement.
12. In case 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.
13. If the bidder violates any of the terms of contract, the undersigned shall forfeit the entire amount of security deposit.
14. This office holds all rights to cancel the quotation call notice without prior notice or any reason.

~~Secretary~~
Secretary 10.4.2024

GENERAL INFORMATION FOR HIRING VEHICLES

1.	Registration No. of the 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.	Pollution validity	:	
11.	Name / Address of the Driver	:	
12.	D.L. No. & validity of D.L. of the Driver	:	
13.	Proposed hire charge of the vehicle per month / daily call basis excluding fuel cost	:	
14.	Rate of fuel consumption / Mileage per litre	:	
15.	Contact Number of the service provider (Tender / Quotationer)	:	

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

**Seal & Signature of the
Quotationer / Tenderer**