



VIDYUT OMBUDSMAN

TELANGANA : : HYDERABAD

Notification No.1/VOTS /Admin /Car hiring inquiry / 2025, Date. 10-11-2025

NOTICE INVITING QUOTATION FOR SUPPLY OF ONE CAR (E.g. MARUTHI ERTIGA) ON MONTHLY HIRE BASIS

Sealed quotations are invited from reputed transporters/fleet or car owners/ having capacity to supply one operational vehicle on hire basis for the use in O/o: VIDYUT OMBUDSMAN TELANGANA, Hyderabad for a period of one year from the date of supply on contract basis through the process of submission of quotation. Last date for submission / receipt of quotation(s) on 13.11.2025 (05.00 P.M). Brief description of the job is narrated below. Bidders may submit their quotations on their letter head/Individual or alternatively, bidders may fill in the quoted rate along with the details of the vehicle intended to be hired in the following table. In such a case, the bidder has to affix his signature on every page along with his stamp duly indicating the company name, his name, his designation cell number, email etc., for contact.

Sl.No	Description	Quantity	Rate as per month Rs. (To be quoted)
1	Hiring of Chauffeur driven motor vehicle (Seven seater plus driver) Detailed terms and conditions of the car to be hired are enclosed.	One (1)	
2	Make, Model, Type of fuel and full details of the vehicle offered E.g. Maruti Ertiga for hire inclusive of all the expenses on fuels, lubricants, insurance, taxes, driver wages for monthly 2500 kms with AC.		

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TELANGANA STATE
1st Floor, 33/11 KV Substation
Hyderabad Boats Club Lane, Lumbini Park,
HYDERABAD-500 063. TELANGANA.



TERMS AND CONDITIONS FOR THE QUOTATION

(1) TERMS AND CONDITIONS FOR SUBMISSION OF THE QUOTATION:

1. This notification is also available in Vidyut Ombudsman website <https://www.vidyutombudsman-tserc.gov.in>.
2. Bidder shall quote the rates on a 'single responsibility' basis such that the Tender price covers contractor's all obligations mentioned in or to be reasonably inferred from the Tender document in respect of the hiring of vehicles.
3. Submission of tenders by FAX or email will not be entertained.
4. Incomplete or conditional tender will be summarily rejected.
5. Late bids will also not be entertained.
6. The tender shall remain valid and open for acceptance for a period of one week from the last date of submission of tender.
7. During the period of contract, the rates will not be revised every time with the revision of any taxes, fuel prices etc. The prospective bidder may quote the rates accordingly taking into consideration this aspect.
8. The columns shall be clearly filled in ink legibly or typed.
9. The bidder should quote the number, rates and amount tendered by him/them in figures and as well as in words.
10. Alterations, if any, unless legibly attested by the bidder shall disqualify the tender.

(II) TERMS AND CONDITIONS GOVERNING THE CONTRACT:

1. The contract shall be valid for a period of one year. The Vidyut Ombudsman reserves the right to curtail or to extend the validity of contract on the same rates and terms and conditions at the discretion of the Vidyut Ombudsman.
2. Vidyut Ombudsman also reserves its right in cancellation of the tender without assigning any reasons.
3. The successful bidder shall sign an Agreement of Contract within 7 days from the date of receipt of confirmation.
4. The car should be in excellent roadworthy condition and registered as taxi.
5. The car shall report to the Vidyut Ombudsman, VOTS or any officer, he may so direct at the time & place, which the VOTS may specify.
6. All the expenses on fuels, lubricants, insurance, taxes, driver wages shall be borne by the Hired Car Supplier.
7. If the car gives any trouble, a substitute car in excellent roadworthy condition should be made arranged immediately to avoid inconvenience, failing which it will attract a penalty mentioned in clause No.15.
8. As the quoted charges and accepted charges are all-inclusive (i.e., taxes, driver wages, fuel expenses, lubricants, etc.) except GST @ 18%. No representation, on enhancement of the hire charges for whatsoever reason will ever be entertained by the VOTS during the term of the Agreement.
9. The car shall be made available every day including on all holidays and festival days except on one day as holiday in a month for maintenance purposes or

- otherwise. In case it is not needed on any particular day, the VOTS may inform the driver concerned about the same. In case of non-availability of a driver due to any reason whatsoever, it shall be for the Hired Car Supplier to make proper alternate arrangements to ensure that the Car is made available on all days.
10. The driver of the car shall be in possession of a valid professional driving license along with the badge, and shall have an experience of at least 5 years. He shall be cooperative and ungrudging while on duty.
 11. The Hired Car Supplier shall indemnify the VOTS of any loss / damage caused to the Vidyut Ombudsman either due to rash driving or other untoward events.
 12. The Vidyut Ombudsman is not responsible for any accidents to the drivers engaged by the Hired Car Supplier, taxes due, loans or debts on the car, etc., and the Hired Car Supplier shall ensure no involvement of the First Party on any such account. The car shall be insured at the cost of the Hired Car Supplier for third-party risk and under no circumstance the Vidyut Ombudsman Telangana shall be responsible for any damages, and insurance claims.
 13. The driver shall maintain log book in duplicate in the proforma prescribed by the Vidyut Ombudsman. A copy of the log book duly attested by the Vidyut Ombudsman shall be filled along with the periodical bills for payment.
 14. A consolidated statement indicating the amount to be paid for each month is to be submitted in duplicate to the Vidyut Ombudsman by the Second Party on 5th of every succeeding month for arranging payment.
 15. Time lost on account of non-availability of car shall not count for purpose of payment. If no substitute car is made available for any reasons whatsoever, the Vidyut Ombudsman shall have the right to penalize the Hired Car Supplier with an amount not exceeding Rs. 1500/- per day. Any violation of the conditions of the agreement also attracts the same penalty indicated in the clause.
 16. The Vidyut Ombudsman reserves the right to terminate the contract at any time after giving a month's notice or even without assigning any reason and all decisions taken by the Vidyut Ombudsman in this regard shall be final.
 17. Tax deduction at source will be made as per the existing law in force.
 18. The car to be supplied under this agreement, shall be registered as a Taxi. The number plate be painted yellow with black letters duly super-scribing "Under Hire with VOTS". The words "Under Hire with VOTS" is to be written on the front and rear places of the car as per the specified RTA norms.
 19. The Hired Car Supplier shall ensure that the car supplied under this agreement possess a valid and current pollution control certificate. He shall produce the certificate once in every six months to the Vidyut Ombudsman.
 20. The Hired Car Supplier should submit attested photo copies of driving license along with badge of the driver proposed to be engaged, registration certificate, tax payment receipt, insurance premium receipt and fitness certificate at the time of agreement. He shall also produce originals of the same for verification and return at the time of entering into the contract, as well as later, as and when demanded. He shall ensure that all these are kept in force from time to time during the entire term of the agreement.
 21. The upholstery shall be neat and clean always. The interiors of the car should always have good fragrance and should bear good aesthetics. Non-compliance of this condition shall attract penalties as indicated at Sl. No. 15.
 22. The car should report at the place required by the Vidyut Ombudsman and the

number of kilometers would be computed from the place at which it was asked to report and ends at the place where the journey is terminated and the car is relieved for the day.

23. The RTA rules are to be complied with by the Hired Car Supplier and the driver should be in a possession of the necessary licence / permit to ply the car. The Vidyut Ombudsman shall always be indemnified against loss or damage due to non-fulfilment of State and Central laws by the Hired Car Supplier and/ or his drivers.
24. All the terms and conditions (I & II) shall form the part of the contract wherever it is applicable.

Company or Individual name:

Cell Phone No:

Email id:

Stamp

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