



**Central University of Orissa**  
(Established under the Central Universities Act, 2009)  
**Landiguda, Koraput. Odisha Pin.: 764 021.**  
Phone:06852-288235/238 Fax.06852-288225

Ref.:CUO/Admn./TC/23

Dt.11/06/2019

**NOTICE INVITING TENDER**

Sealed Tenders are invited for Hiring of Vehicle for a period of one year on regular/requirement basis at Central University of Orissa, Koraput. The last date for submission of Tender will be 1500Hrs on or before 03/07/2019. For further details please log on to our [website www.cuo.ac.in](http://www.cuo.ac.in).

-sd/-  
Registrar

Sealed Tenders are invited for Hiring of Vehicle along with Driver fuel and other lubricants for a period of one year on regular/requirement basis for Central University of Orissa, Koraput. Tender Documents along with terms and conditions may be obtained in person from the Central University of Orissa, Koraput by paying ₹ 500.00 by D.D drawn in favour of Central University of Orissa payable at Koraput, towards non-refundable cost of Tender Documents from **11.06.2019 to 02.07.2019** between 10.00Hrs to 15.00Hrs. on working days. Request to obtain the Tender Documents by Post will not be entertained. Tender Documents may also be downloaded from our website [www.cuo.ac.in](http://www.cuo.ac.in). In such case the cost of tender document amounting to ₹ 500.00 in the form of D.D as specified above shall be deposited along with Tender

#### **SCOPE OF WORK:**

- a. The scope of work includes Hiring of Vehicle for a period of one year for Central University of Orissa, Koraput. The vehicles to be provided for hiring shall not be older than three years i.e. the date of original registration of vehicles not before January 2016.
- b. The Vehicles shall have the provision for Air Condition also. As and when required / as per the instruction of the University Authorities the Driver shall start A.C.
- c. The vehicles are required to be parked at Office premises or at a place as directed by the University Authorities.
- d. The meter reading of the vehicle will start from University. The distance traveled by the vehicle from garage of the agency up to University will not be considered for billing.
- e. Contractor should press into service only good quality **diesel driven vehicles** with neat interior, noiseless drive and in perfect running condition, as per requirement.
- f. The vehicles shall always be provided with decent upholstery, clean white seat covers, comfortable seat cushions, hand rests, ashtrays, window curtains and other basic fittings / accessories / equipments for maximum comfort of passengers. All items shall invariably be in good working condition.
- g. The noise level outside and inside the vehicles shall always be maintained at a desirable low level befitting a well maintained vehicles. The doors of the vehicles shall be maintained in best conditions without allowing any room for noise etc. Vibration in the vehicles shall always be within desirable/ tolerance limits. All repairs (Major / Minor) are under the scope of Contractor.

#### **II. ESSENTIAL QUALIFICATION:**

The tenderers shall fulfill the following eligibility criteria, failing which their quotations will be summarily rejected:

- a. The tenderers must possess valid Commercial Registration, Certificate of Fitness, Road Permit and Insurance etc. issued by the Competent Authority as applicable for operation of vehicles.
- b. The tenderers must have satisfactorily completed:
  - i. One work Order of Rs. 3.75 Lakhs or more
  - ii. Two work orders of Rs.2.00 lakhs each or more or



- iii. Three work orders of Rs.1.25 Lakhs or more issued by any Govt. / Autonomous/ PSU Organization (Central or State) for providing vehicles during the last 03 Financial Years (i.e., 2015-16, 2016-17 and 2017-18).
- c. The total turnover of the tenderer shall not be less than Rs.15,00,000.00 (Rupees fifteen lakhs only) during the last 03 Financial Years (2015-16, 2016-17 and 2017-18).
- d. The tenderers must deposit Earnest Money (EMD) of Rs.20,000.00 (Rupees twenty thousand only) in the form of Demand Draft drawn in favour of Central University of Orissa payable at Koraput along with their tenders.
- e. The tenderers must deposit the cost of tender document of Rs.500.00 (Rupees Five hundred only) in the form of demand draft drawn in favour of Central University of Orissa payable at Koraput. The cost of the tender document is non-refundable.
- f. The tenderers must possess their own Bank Account, PAN and G.S.T No.

### **III. DOCUMENTS TO BE ENCLOSED**

**The tenderers shall submit copies of the following documents along with the tender failing which their quotation will be summarily rejected:**

1. Copy of registration / license issued by the Competent Authority for the agency.
2. Work Completion Certificate issued by the authority with reference to Sl.No.II-c above consisting of the following details:
  - i. Description
  - ii. Work Order No. & Date
  - iii. Value of Work Order
  - iv. Date of commencement of Work
  - v. Date of completion of Work
  - vi. Quantity
  - vii. Whether Work completed or not
3. Copy of income tax returns and / or annual accounts of the last 03 Financial Years.
4. Copies of Bank Account, PAN and Goods & Services Tax Registration Certificate (GST).
5. Demand Draft of Rs. 20, 000.00 (Rupees twenty thousand only) drawn in favour of Central University of Orissa payable at Koraput towards value of EMD.
6. Demand Draft of Rs.500.00 (Rupees Five hundred only) towards cost of tender document drawn in favour of Central University of Orissa payable at Koraput which is not refundable.
7. Certificate of Registration of Travel Agency, Commercial Registration, Certificate of Fitness, Road Permit and Insurance etc. as applicable.

### **IV. INSTRUCTIONS TO THE BIDDER:**

1. **Bid Opening Date and Time:** The tenderers may send their quotations by speed post or registered post or in person only addressed to the Registrar, Central University of Orissa, Landiguda, Koraput, Odisha – 764 021, so as to reach the University on or before 03/07/2019 by 15.00Hrs. Super-scribed as "Tender for the work of ..... Ref. No.....date....." The bids will be opened at 15.30 hrs on the same day in the presence of representatives of the bidders if any.
2. The rates and specifications quoted by the tenderers shall be **strictly as per the Proforma attached as Annexure I & II** otherwise their quote will be liable for rejection.
3. The bids sent through Fax or e-mail shall not be considered.
4. All the documents submitted by the tenderers shall be serially numbered.
5. Central University of Orissa, Koraput reserves the right to accept / reject any tender in full or in part without assigning any reason thereof.
6. Tenders / Bids shall be valid for 120 days from the date of opening of tender.
7. The quantity required may vary as per the requirement of the University.
8. **Penalty for not providing Vehicles:** The vehicles shall be made available on all days inclusive of Sundays and holidays if required and also at any time on call. If the Agency fails to provide vehicles due to any reason on any day, the recovery will be 1.5 times per day of the quoted rates, calculated on per day basis. Further, if Agency fails to provide the vehicles for total period of more than seven (7) days, University shall have the right to terminate the contract.
9. The vehicles hired on monthly basis will be spared for two days (not consecutive) in a month, for attending regular servicing & maintenance, for which no deduction will be made towards the absence of the vehicles for duty. However, the vehicles for maintenance will be spared on convenient days as fixed by the University.
10. It will be the responsibility of the Agency to ensure that the vehicles are registered as per the latest Motor Vehicles Act. The Driver's License, RC Book, Vehicles Insurance, Road Permit and other documents should always be available with the driver and shall be produced to the University Authorities on demand.
11. The vehicles shall also generally carry accessories like tool kit, consumable spares, rain coat, umbrella, torch light, first aid box, etc. which are to be arranged by the Agency. The vehicles shall be fitted with a name board of the Institute in the front as:

**ON DUTY**

**"Central University of Orissa, Koraput"**

12. The vehicles shall have to report for duty as per the prior instructions of University at the given place and time. In case of delay in reporting of the vehicles at the assigned place is more than ½ an hour, it will be treated as the vehicles are unavailable for the whole day and proportionate per day charges shall be deducted from the monthly payment in case of monthly hired vehicles.
13. The vehicles will be kept absolutely in good running condition and the Agency should maintain the vehicles regularly. In the event of non availability of the designated



vehicles, on any account, the Agency has to provide suitable alternate vehicles within one hour of usual reporting time.

14. In case of requisition / seizure of the vehicles by RTO or any other authority, it will be the responsibility of the Agency to get the vehicles released. In such case and during such period of requisition / seizure, the Agency has to arrange alternate vehicles within one hour.
15. In the event of specific requirement, the vehicles will be required to be sent for outstation duty/ out of State duty also, as per the directions of the University.
16. The Agency should make arrangements on their own for the stay / accommodation of the driver, so that the latter remains available at all reasonable hours of the day. The driver should abide by the rules laid down by Transport Authority or any Authority relevant to the subject and should always strictly follow the traffic rules and regulations so as to ensure safety of the passengers. If any penalty is awarded on the Driver for violation of traffic rules it shall be borne by the Agency.
17. The driver shall always be in uniform and shall be courteous, sober and never be under the influence of liquor / intoxicants while on duty and shall avoid over speeding or hazardous driving, ensuring safety and comfort of the passengers. The Driver shall be conversant in both Oriya and Hindi Languages.
18. The driver should possess all documents likes driving license, registration certificate, pollution control certificate etc. and copies shall be provided to the Institute. The driver should also have some knowledge of vehicle mechanism so that he could attend minor repairs and should be well conversant with roads and routes in Bhubaneswar / Cuttack / Visakhapatnam / Vizianagaram and adjacent areas.
19. In case the Agency is deputing a substitute Driver, during the leave / absence period of the regular Driver, the particulars related to the substitute Driver along with copy of valid driving license shall also be submitted to the Institute.
20. The driver shall obtain the signature of user of vehicles in the Log Book immediately after performing the duty. The initial meter reading shall be taken either at the Institute gate or at the place of start of duty and shall get terminated at the Institute gate or any other place where the duty ends.
21. Log book has to be maintained making all the entries of the movements of the vehicles on duty. The log book shall be handed over to the University at the end of the contract.

#### **V. AWARD VALUE**

1. The total contract value of the work will be based on quoted rates and the break-up of total contract price as quoted in the Bill of Quantities enclosed.
2. The contract price shall be FIRM and no escalation in price on account of any reason whatsoever will be allowed during the currency of the contract. The contract price shall be inclusive of all types of taxes, duties, levies, check gate, parking and service charges. No variation in above taxes, duties etc.. will be entertained during the currency of the contract. However GST will be reimbursed on production of documentary proof for remittance.

3. Further in the event of hike in fuel cost the excess payment will be charged on actual kilometers run subject to the adjustment of any short fall to 2000 kms. as below:

|                              |  |
|------------------------------|--|
|                              | Amount of increase or decrease per liter of fuel charges |
| Rate of increase or decrease | -----  |
| --                           | Average Kms.   |

**4. DURATION OF CONTRACT**

The contract will be initially for a period of one year, commencing from the date of award / deputing the vehicles. Thereafter the University reserves the right to extend the contract for a further period as per the same rates, terms & conditions of contract. However, if the performance of the Agency is not found to be satisfactory, the University reserves the right to terminate the contract without assigning any reason thereof. In the event of such termination, the Agency shall have no right to claim for the balance period.

**5. PAYMENT TERMS:**

- a. The monthly bills payable shall be released after deduction of statutory levies within 15 days from the date of submission of bill in proper form, along with enclosures like bills in duplicate, copy of log book, GST Challan, etc.
  - b. The Agency should submit the bills for the previous month latest by 10<sup>th</sup> of next month. The Payment shall be released on monthly basis and after certification by the concerned University Authorities.
  - c. Income tax will be deducted at source from the monthly bills payable, as per the IT Act and certificate will be issued as per statutory regulations.
  - d. Driver of the Vehicles should fill up the opening meter reading of the user boards of the vehicles and also the final meter reading shall be got verified and signed from user of the vehicles by driver.
  - e. All the road taxes, comprehensive insurance, etc. of the vehicles for the full seating capacity, will be paid by the Agency at their own cost.
  - f. For any damage caused to the third party or to the property of the University due to negligence of the driver, the same will be made good by the Agency at their own cost.
6. **Risk Performance:** In the event of failure of the Agency to execute the contract as per the terms & conditions of award, University reserves the right to engage vehicles from outside agencies, at their risk & cost. Further, notwithstanding anything stated herein above, University shall have the right to terminate the contract by giving one month's written notice to the Agency without assigning any reason whatsoever.
7. **Security Deposit:** The successful tenderer shall deposit @5% of the total work/contract value as Security Deposit within 07 days from the date of issue of Work



Order, in the form of Demand Draft issued by any Nationalised Bank, drawn in favour of Central University of Orissa payable at Koraput. The same shall remain with the University till two months after the completion of work period and will be returned without any interest.

8. **Settlement of Disputes:** All the questions and disputes relating to the meaning and instructions under this contract herein before mentioned shall be referred to sole arbitrator of the University. The award of the sole Arbitrator shall be final, conclusive and binding on both the parties. Notwithstanding anything, any dispute between the parties, Agency shall not be entitled to withhold, delay or defer their obligations under the contract and same shall be carried out strictly in accordance with the terms and conditions of contract.

The arbitration shall be conducted in accordance with the provisions of the Arbitration and Conciliation Act, 1996 or any statutory modifications thereof re-enactment OR any scheme, rules made thereunder and for the time being in force.

The venue of arbitration shall be Koraput. The courts of Cuttack shall have exclusive jurisdiction in all matters arising out of the contract.

9. **Return of EMD:** The EMD of the unsuccessful bidders / tenderers will be returned within 15 days after finalization of the tender and issue of Work Order to the successful tenderer. The EMD of the successful tenderer will be returned on submission of Security Deposit of the required value.

10. The agency awarded the work has to open one functional office in Koraput/Sunabeda/Semiliguda, in order to monitor deputing the vehicle in time.

11. The tenderer has to submit the tender papers duly serially numbered each pages to facilitate for incorporating the papers as per our tender document.

Sd/-  
Registrar

**BIDDERS' PROFILE**

1. Name of the Tenderer/ Bidder :
2. Full Address of the tenderer / bidder :
3. Contact details of tenderer / bidder :
  - a. Telephone No.
  - b. Mobile No.
  - c. Fax No.
  - d. E-mail id
4. Details of Earnest Money Deposit :
  - a. Value of DD
  - b. D.D. No. & Date
  - c. Issuing Bank
5. Details of cost of tender document :
  - a. Value of D.D.
  - b. D.D. No. & date
  - c. Issuing Bank
6. List of Documents enclosed :

| Sl. No. | Details of document  |             | Whether photocopies of the documents enclosed (please √tick) |
|---------|--|-------------|--|
| 1.      | Registration No. of Vehicles to be deployed  |             | Yes / No   |
| 2.      | Ownership/Partnership Certificate No.  |             | Yes / No   |
| 3.      | Details of work Orders, Completion Certificate (Name of the organization, value, work / completion date) |             | Yes / No   |
| 4.      | Income Tax Return  | 2015-16 Rs. | Yes / No   |
|         |  | 2016-17 Rs. |  |
|         |  | 2017-18 Rs. |  |
| 5.      | Audited Balance Sheet & Profit and Loss Account Annual turnover during last 03 Financial Years           | 2015-16 Rs. | Yes / No   |
|         |  | 2016-17 Rs. |  |
|         |  | 2017-18 Rs. |  |
| 6.      | Bank Account No.<br>Bank Name & Branch   |             | Yes / No   |
| 7.      | PAN No.  |             | Yes / No   |
| 8.      | GST Reg. No.   |             | Yes / No   |



7. Validity period of the Bid / Quotation:

8. Additional information, if any proposed to be furnished by the tenderer:

Certified that all the terms and conditions of tender document are accepted.

Date :

Authorized Signatory

Place :

Full name :

Designation:

Seal:

## BILL OF QUANTITIES

Name of the work: **Hiring of Vehicles: TATA Indigo CS, Maruti Dsire or other equivalent Vehicles**

| Sl. No. | Description  | Unit | Qty. | Rate Rs. | Amount Rs. |
|---------|--|------|------|----------|------------|
| 01      | Monthly Fixed Hiring Charges for deputing <b>AC vehicles</b> with Driver and Fuel up to 2000Kms. per month     | No   | 01   |          |            |
|         | Rate per Km, over and above 2000Kms  |      |      |          |            |
| 02      | Monthly Fixed Hiring Charges for deputing <b>Non AC vehicles</b> with Driver and Fuel up to 2000Kms. per month |      |      |          |            |
|         | Rate per Km, over and above 2000Kms  |      |      |          |            |

Name of the work: **Hiring of Vehicles: Bolero or other equivalent Vehicles**

| Sl. No. | Description  | Unit | Qty. | Rate Rs. | Amount Rs. |
|---------|--|------|------|----------|------------|
| 01      | Monthly Fixed Hiring Charges for deputing <b>AC vehicles</b> with Driver and Fuel up to 2000Kms. per month     | No   | 01   |          |            |
|         | Rate per Km, over and above 2000Kms  |      |      |          |            |
| 02      | Monthly Fixed Hiring Charges for deputing <b>Non AC vehicles</b> with Driver and Fuel up to 2000Kms. per month |      |      |          |            |
|         | Rate per Km, over and above 2000Kms  |      |      |          |            |

Name of the work: **Hiring of Vehicles: Tavera, Bolero Innova, TATA Indigo CS, TATA Sumo, Maruti Dsire and other equivalent vehicles on requirement basis.**

| Sl. No. | Description  | Unit      | Qty. | Rate Rs. | Amount Rs. |
|---------|--|-----------|------|----------|------------|
| 01      | <b>Hiring charges for deputing vehicle with Driver and Fuel for 8Hrs upto 80kms.</b> |           |      |          |            |
|         | AC Vehicle   | No        | 01   |          |            |
|         | Non AC Vehicle   | No        | 01   |          |            |
| 02      | <b>Hiring charges for deputing vehicle with Driver and Fuel for 4Hr upto 40kms</b>   |           |      |          |            |
|         | AC Vehicle   | No        | 01   |          |            |
|         | Non AC Vehicle   | No        | 01   |          |            |
| 03      | <b>Rate per Hour over and above 08 Hrs.</b>  |           |      |          |            |
|         | AC Vehicle   | Hr.       | 01   |          |            |
|         | Non AC Vehicle   | Hr.       | 01   |          |            |
| 04      | <b>Rate per Hour over and above 04 Hrs.</b>  |           |      |          |            |
|         | AC Vehicle   | Hr.       | 01   |          |            |
|         | Non AC Vehicle   | Hr.       | 01   |          |            |
| 05      | Rate per Km. over and above 80Kms.   | Km.       | 01   |          |            |
| 06      | Night Halt Charges, if the vehicle remains away from H.Q i.e. Koraput                | Per Night | 01   |          |            |



Note: 1. Special conditions having additional financial implications on the University will not be entertained.

2. The rates quoted shall be inclusive of all taxes and levies. GST will be reimbursed on production of documentary proof for remittance.

3. The number of vehicles to be hired will be decided by the University at the time of awarding the work.

Certificate: Certified that all the terms and conditions of the tender documents are acceptable to us.

Date :

Signature of authorized person

Place :

Full name :

Designation:

Seal: