



Central University of Orissa

(Established Under the Act of Parliament, 2009)

Landiguda, Dist.Koraput, ORISSA Pin.: 764 020.

06852-288238, Fax.06852-288225

NOTICE INVITING TENDER

Ref: CUO/Admn./TC/23

Dt.25.02.2014

Sealed tenders are invited for hiring of Vehicles by Central University of Orissa, Landiguda, Koraput, Orissa – 764 020 for a period of one year, extendable on same rates, terms and conditions for a further period at the sole discretion of the University. The agency should have minimum two years experience in providing such vehicles to Government Departments, Govt. Autonomous Institutions, Public Sector Undertakings, Universities or Organizations of repute in a single contract. The Agency shall depute the vehicles registered in the name of the firm or owner and shall possess at least 5 Nos. of vehicles, registered in its name. Also the agency should possess statutory registrations such as Service Tax Registration Number and PAN Number.

Sealed tenders super-scribing the name of the work on the envelop along with EMD in the form of D.D. for an amount of `30,000/- drawn in favour of Central University of Orissa payable at Koraput shall be submitted by **15.00Hrs. on or before 13.03.2014** which would be opened at **15.00Hrs. on 14.03.2014** at Central University of Orissa, Landiguda, Koraput in the presence of representatives of tenderers, if any.

Tenders received by FAX, received after the due date and time, submitted without EMD, not quoted as per the prescribed proforma of Tender Form / Bill of Quantities and incomplete tenders are liable to be rejected.

The Vice-Chancellor, Central University of Orissa reserves the right to accept or reject any or all the tenders or to accept in part or to reject the lowest tender without assigning any reason whatsoever and his/her decision shall be final and binding.

Registrar



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Terms and Conditions for the work of Hiring of Vehicles at Central University of Orissa, Koraput.

1. SCOPE OF WORK:

- a. The scope of the contract includes Hiring of 52 Seater and 35 Seater Buses for a period of one year for Central University of Orissa. 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 2011. The vehicle to be deputed must be in the name of the Firm or Owner of the firm.
- b. The Vehicle(s) are required for transportation of Students to & from Jeypore / Similiguda to Central University of Orissa, New Campus at Sunabeda or in any other route as decided by the University.
- c. The vehicle is required to be parked at Office premises or at a place as directed by the University Authorities.
- d. Contractor should press into service only good quality **diesel driven vehicles** with posh interior, noiseless drive and in perfect running condition, as per requirement.
- e. The vehicle 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.
- f. The noise level outside and inside the vehicle shall always be maintained at a desirable low level befitting a well maintained vehicle. The doors of the vehicle shall be maintained in best conditions without allowing any room for noise etc. Vibration in the vehicle shall always be within desirable/ tolerance limits. All repairs (Major / Minor) are under the scope of Contractor.
- g. The contractor shall submit copies of all the relevant documents like commercial registration, certificate of fitness, registration certificate, road permit, goods tax payment receipt, insurance etc.. while submitting the tender. The contractor shall also submit copy of work order of similar nature to determine the experience of the firm / contractor that the vehicle has been deputed and work has been completed satisfactorily.

- h. **Penalty for not providing Vehicle:** The vehicle(s) shall be made available on all days inclusive of Sundays and holidays, if required and also the vehicle will be made available at any time on call. If Contractor fails to provide vehicle 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 Contractor fails to provide the vehicle for total period of more than seven (7) days, University has the right to terminate the contract.
- i. 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 vehicle for duty. However, the vehicle for maintenance will be spared on convenient days as fixed by the University.
- j. It will be the responsibility of the Contractor to ensure that the vehicle is registered as per the latest Motor Vehicle Act. The Driver's License, RC Book and other documents should always be available with the driver and shall be produced to the University Authorities on demand.
- k. The vehicle 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 Contractor. The vehicle shall be fitted with a name board of the Institute in the front as

**ON DUTY
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- l. The vehicle 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 vehicle, at the assigned place is more than ½ an hour, it will treated as the vehicle is unavailable for the whole day and proportionate per day charges shall be deducted from the monthly payment in case of monthly hired vehicles.
- m. The vehicle will be kept absolutely in good running condition and Contractor should maintain the vehicle regularly. In the event of non availability of the designated vehicle, on any account, the contractor has to provide suitable alternate vehicle within one hour of usual reporting time.
- n. In case of requisition / seizure of the vehicle by RTO or any other authority, it will be the responsibility of the Contractor to get the vehicle released. In such case and during such period of requisition / seizure, Contractor has to arrange alternate vehicle within one hour.

- o. In the event of specific requirement, the vehicle will be required to be sent for outstation duty / out of State duty also, as per the directions of the University.
- p. Contractor should make arrangements on his 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 Contractor.
- q. 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.
- r. 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.
- s. In case the Contractor 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.
- t. The driver shall obtain the signature of user of vehicle 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.
- u. Log book has to be maintained making all the entries of the movements of the vehicle on duty. The log book shall be handed over to the University at the end of the contract.

2. AWARD VALUE:

- a. 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.
- b. 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 Service Tax will be paid as per rules.

- c. 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 2000kms. as below:

$$\begin{array}{l} \text{Rate of increase or decrease} \\ \text{of fuel charges:} \end{array} = \frac{\text{Amount increased or decreased per liter}}{\text{Average Kms.}}$$

3. DURATION OF CONTRACT

The contract will be initially for a period of one year, commencing from the date of award / deputing the vehicle. 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 contractor 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 contractor shall have no right to claim for the balance period.

4. 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.
- b. Contractor should submit a bill for the previous 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 Vehicle should fill up the opening meter reading when the user boards the vehicle and also the final meter reading shall be got verified and signed from user of the vehicle by driver.
- e. All the road taxes, comprehensive insurance, etc. of the vehicle for the full seating capacity, will be paid by the contractor at his 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 Contractor at his own cost.

5. SECURITY DEPOSIT

The EMD of the successful bidder will be released without any interest after award of work and the bidder is required to submit Security Deposit that will be intimated based on the total Contract Value. In case, the Contractor fails to complete the contract as per the agreed terms and conditions, the contract stands terminated in between and the amount of Security Deposit will be forfeited.

6. RISK PERFORMANCE

In the event of failure of the Contractor to execute the contract as per the terms & conditions of award, University reserves the right to engage vehicles from outside agencies, at his risk & cost. Further notwithstanding anything stated herein above, University reserves the right to terminate the contract by giving one month's written notice to Contractor without assigning any reason whatsoever.

7. GENERAL CONDITIONS:

Income-tax and other taxes as applicable at the time of payment shall be deducted at source unless contractor / agency is exempted by concerned authorities. Contractor shall not sublet any portion of the contract without the prior approval of the University.

If any property / fitting or fixture of the University is damaged by Contractor / his driver during the working hours, the cost as fixed by the University Authorities shall be recovered from Contractor's monthly bills.

8. SETTLEMENT OF DISPUTES & ARBITRATION :

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, Contractor shall not be entitled to withhold, delay or defer his 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 there of re-enactment OR any scheme, rules made there under and for the time being in force.

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



CENTRAL UNIVERISTY OF ORISSA, KORAPUT.

BIDDER PROFILE

NAME OF THE WORK: HIRING OF VEHICLES

Constitution of the Firm/Company (Govt./ Public / Private / Partnership / Proprietorship Firm) and year of constitution.	
Annual turnover for the previous three years	2010-2011 ₹. 2011-2012 ₹. 2012-2013 ₹.
Names of the Government Departments / Undertakings and other reputed organizations with whom the same nature of contract was executed.	1. 2. 3.
Service Tax Registration No.	
PAN No.:	
Registration No. of Vehicles to be deputed 52 Seater Buses 35 Seater Buses	1. 2. 1. 2.
No. of vehicles owned by the agency and their registration no. 1. 2. 3. 4. 5.	

BILL OF QUANTITIES

HIRING OF 52 SEATER BUS

Sl. No.	Description	Unit	Qty.	Rate Rs.	Amount Rs.
01	Monthly Fixed Hiring Charges for deputing vehicle with Driver and Fuel up to 2500Kms. per month.	LS	01		
	Service Tax @.....% (If applicable)				
	Total				
	Rate per Km, over and above 2500Kms.				

HIRING OF 35 SEATER MINI BUS

Sl. No.	Description	Unit	Qty.	Rate Rs.	Amount Rs.
01	Monthly Fixed Hiring Charges for deputing vehicle with Driver and Fuel up to 2500Kms. per month.	LS	01		
	Service Tax @.....% (If applicable)				
	Total				
	Rate per Km, over and above 2500Kms.				

Details of EMD:

Signature of the Tenderer, Date :

Name & Address of the Tenderer :