



# **CENTRAL UNIVERSITY OF ODISHA**

**(A Central University established by an Act of  
Parliament of India -2009)**

**Dept. of Higher Education, Ministry of Education, Govt. of India  
NAD, Sunabeda, Dist-Koraput, Odisha. PIN-763004  
Website: [www.cuo.ac.in](http://www.cuo.ac.in)**

## **NOTICE INVITING TENDER**

Sealed quotations are invited for hiring of vehicles for a period of two years on monthly hiring and on call basis at Central University of Odisha, Koraput. For further details please log on to University website: [www.cuo.ac.in](http://www.cuo.ac.in).

**Sd/-  
Registrar**



**Central University of Odisha**  
(Established Under the Central Universities Act, 2009)  
**Sunabeda, Dist. Koraput, ODISHA Pin.: 763 004.**  
06852-288235/288238, Fax.06852-288225

Ref.: CUO/Admn./Tender/Vehicle/02

Dt.25.01.2022

**NOTICE INVITING TENDER**

Sealed quotations are invited for hiring of vehicles for a period of two years on monthly hiring and on call basis at Central University of Odisha, Koraput. The sealed quotations are to be submitted on or before Dt. **14.02.2022 by 15.00Hrs.** as per the prescribed terms and conditions. For further details please log on to University website: [www.cuo.ac.in](http://www.cuo.ac.in).

Sd/-  
Registrar



## GENERAL TERMS & CONDITIONS

Sealed Tenders are invited for hiring of vehicles with Driver fuel and other lubricants for a period of two years on monthly and on call basis for Central University of Odisha, Koraput. Tender documents along with terms and conditions may be obtained in person from the Central University of Odisha by paying ₹ 500.00 (non-refundable) by D.D drawn in favour of Central University of Odisha payable at Koraput, towards cost of Tender Documents from 25.01.2022 to 14.02.2022 between 1000Hrs to 1500Hrs. 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 the bid.

### SCOPE OF WORK:

- a. The scope of work includes hiring of vehicles for a period of two years for Central University of Odisha, 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 2019.
- a. At present minimum Five (05) nos of regular vehicles on monthly basis are required for the use of statutory officer & staffs of the University.
- b. The Vehicles shall have the provision for Air Condition and as and when required / as per the instruction 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 or specified parking place. The distance traveled by the vehicle from garage of the agency up to University will not be considered for billing.
- e. Contractor should provide only good quality diesel driven vehicles with neat and clean 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. 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 major and minor repairs are under the scope of Contractor.



## **II. ESSENTIAL QUALIFICATION:**

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

- a. The bidders must possess valid Commercial Registration of vehicles, Certificate of Fitness, Road Permit and Insurance etc. issued by the Competent Authority as applicable for operation of vehicles.
- b. The bidders 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 Organisation (Central or State) for providing vehicles during the last 03 Financial Years (i.e., 2018-19, 2019-20 and 2020-21).
- c. The total turnover of the bidder shall not be less than Rs.15,00,000.00 (Rupees fifteen lakhs only) during the last 03 Financial Years (2018-19, 2019-20 and 2020-21).
- d. The bidders must deposit the cost of tender document of Rs.500.00 (Rupees Five hundred only) in the form of demand draft drawn on any nationalized bank in favour of Central University of Odisha payable at Koraput. The cost of the tender document is non-refundable.
- e. The bidders must possess their own Bank Account, PAN and G.S.T Number.

## **III. Documents to be enclosed**

**The bidders shall submit copies of the following documents along with the tender failing which their quotations 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-b & 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.500.00 (Rupees five hundred only) towards cost of tender document drawn in favour of Central University of Odisha payable at Koraput which is not refundable.
6. Certificate of Registration of Travel Agency, Commercial Registration, Certificate of Fitness, Road Permit and Insurance etc. as applicable.

#### **IV. INSTRUCTION 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 Odisha, Sunabeda, Koraput, Odisha – 763 004, so as to reach the University on or before 14.02.2022 by 1500Hrs. Your envelope must be super-scribed as "Tender for the work of .....Ref. No.....date....." The bids will be opened at 1530Hrs 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 02, 03 & 04 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 signed and serially numbered.
5. Central University of Odisha, 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 vehicle 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. In the case of vehicles to be hired on monthly, the vehicles shall be fitted with a name board of the University in the front as:

**ON DUTY**  
**"Central University of Odisha, Koraput"**

12. The vehicles shall have to report for duty as per the prior instruction of University at the required 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 vehicle regularly. In the event of non availability of the designated vehicle(s), on any account, the Agency has to provide suitable alternate vehicle(s) within one hour of usual reporting time.

14. In case of requisition / seizure of the vehicles by RTO or any other Govt 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 drivers, 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, population control certificate etc. and a set of copies shall be deposited provided to the University. 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 and the 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 University.

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 University gate or at the place of start of duty and shall get terminated at the University gate or any other place where 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, 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. PRICE REVISION

No escalation is admissible on any account whatsoever during the first three months of the contract. After three months of contract increase or decrease in hire charges due to variation in Fuel rates will be worked out and paid/deducted only when the variation to base rate is above 10%. Such increase or decrease in the hire charges due to these variations shall be worked out from the base rate on the following formula:

$$\text{Increase or decrease in Diesel price during the month} = \frac{(\text{Actual KMs run by the vehicle}) \times (\text{Revised rate per litre} - \text{Base rate per litre})}{\text{Average KM per litre of Diesel consumption (KMPL)}}$$

(Note: - The Base Rate of Diesel is the prevailing rate on the date of commencement of work/contract. The Average KMPL is to be considered as 14 KM per litre. If there is decrease in Fuel Price, formula will indicate negative figure which means the deduction shall be done from the bill)



The review for change in hire charges due to change in fuel rates shall be affected at the end of concerned quarter (counted from the month of beginning of contract). The change in hire charges, if any, shall be applicable from the 1<sup>st</sup> day of next quarter.

The service provider shall submit supplementary bill for reimbursement towards increase in Fuel price on monthly basis without accumulation. This supplementary bill is to be supported with proof of fuel price prevailing on 1<sup>st</sup> of the month.

#### 4. **DURATION OF CONTRACT**

The contract will be initially for a period of **Two** years, 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 at any time 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 15days 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 Nationalized Bank, drawn in favour of Central University of Odisha 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 there under 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. The agency awarded the work has to open one functional office in Koraput/Sunabeda/Semiliguda, in order to monitor deputed the vehicle in time.
10. The tenderer has to submit the tender papers duly signed serially numbered each pages to facilitate for incorporating the papers as per our tender document.

Sd-  
Registrar



**BIDDER'S PROFILE**

1. Name of the Tenderer/ Bidder:
2. Full Address of the Tenderer/ Bidder :
3. Contact details of the tenderer/ bidder:
  - a. Telephone No.
  - b. Mobile No.
  - c. E-mail ID
4. Details of cost of tender document
  - a. Value of DD :
  - b. DD No. and Date :
  - c. Issuing Bank :
5. List of documents enclosed

| SI No. | Details of document(s)   | Whether photocopies of the documents enclosed<br>(Please put tick mark) |
|--------|--|---|
| 1.     | Registration No of Vehicle(s) to be deployed   | Yes / No  |
| 2.     | Ownership/ Partnership Certificate   | Yes / No  |
| 3.     | Details of work orders and work completion certificate (name of the organization, value, work / completion of works with date) | Yes / No  |
| 4.     | Income Tax Return  | 2018-19 : Rs.   |
|        |  | 2019-20 : Rs.   |
|        |  | 2020-21 : Rs.   |
| 5.     | Audited Balance Sheet and Profit & Loss Account / Annual turnover during last 03 Financial Years                               | 2018-19 : Rs.   |
|        |  | 2019-20 : Rs.   |
|        |  | 2020-21 : Rs.   |
| 6.     | Bank Account Number with name of Bank and its branch details   | Yes / No  |
| 7.     | PAN No.  | Yes / No  |
| 8.     | GST Regn. No.  | Yes / No  |

6. Validity period of the Bid/ Quotation :

7. Give details of the major similar contracts handled by the tendering Company/Firm/Agency on behalf of PSUs or Government Departments during the last three years in the following format and submit copy of work order :

| Sl. No | Details of client along with address, telephone & FAX numbers | Value of Contract in Rs. (lakhs) | Duration of Contract |    |
|--------|---|----------------------------------|----------------------|----|
|        |   |                                  | From                 | To |
|        |   |                                  |                      |    |
|        |   |                                  |                      |    |

(If the space provided is insufficient, a separate sheet may be attached)

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

Certified that all the terms and conditions of tender documents are accepted by us.

Date :

Authorized Signatory

Place:

Full Name

Designation :

Name of Agency:

(Seal)



**BILL OF QUANTITIES****Name of the work: Hiring of Vehicles on monthly hiring basis**

| Sl. No.           | Description   | Unit | Qty. | Quoted price per Vehicle |              |                    |               | X1=A1<br>+B1+C1<br>+D1 |
|-------------------|---|------|------|--------------------------|--------------|--------------------|---------------|------------------------|
|                   |   |      |      | Swift D'zire             | Toyota Etios | Mahindra Bolero XL | Toyota Innova |                        |
|                   |   |      |      | A1                       | B1           | C1                 | D1            |                        |
| 01                | Monthly Fixed Hiring Charges for deputing AC vehicles with Driver and Fuel up to 2000 kms per month     | No   | 01   |                          |              |                    |               |                        |
| 02                | Rate per km over and above 2000 kms (AC)  | No   | 01   |                          |              |                    |               |                        |
| 03                | Monthly Fixed Hiring Charges for deputing Non-AC vehicles with Driver and Fuel up to 2000 kms per month | No   | 01   |                          |              |                    |               |                        |
| 04                | Rate per km over and above 2000 kms (Non-AC)  | No   | 01   |                          |              |                    |               |                        |
| <b>Total (Y1)</b> |   |      |      |                          |              |                    |               |                        |



**BILL OF QUANTITIES**Name of the work: **Hiring of Vehicles to be hired on Call basis**

| Sl.No             | Description of Work  | Quoted price per Vehicle |            |                 |            |                       |            |                  |            | X2=A2<br>+B2+C2<br>+D2+E2<br>+F2+G2<br>+H2 |
|-------------------|--|--------------------------|------------|-----------------|------------|-----------------------|------------|------------------|------------|--|
|                   |  | Swift<br>D'zire          |            | Toyota<br>Etios |            | Mahindra<br>Bolero XL |            | Toyota<br>Innova |            |  |
|                   |  | AC                       | Non<br>-AC | AC              | Non-<br>AC | AC                    | Non-<br>AC | AC               | Non-<br>AC |  |
|                   |  | A2                       | B2         | C2              | D2         | E2                    | F2         | G2               | H2         |  |
| 01                | Rate for 20Km./2 Hrs   |                          |            |                 |            |                       |            |                  |            |  |
| 02                | Rate for 40Km./4 Hrs   |                          |            |                 |            |                       |            |                  |            |  |
| 03                | Rate for 60Km./6 Hrs   |                          |            |                 |            |                       |            |                  |            |  |
| 04                | Rate for 80Km./8 Hrs   |                          |            |                 |            |                       |            |                  |            |  |
| 05                | Rate for 100Km./10<br>Hrs  |                          |            |                 |            |                       |            |                  |            |  |
| 06                | Rate for 120Km./12<br>Hrs  |                          |            |                 |            |                       |            |                  |            |  |
| 07                | Charges for Extra Kms<br>(Over20/40/60/80/100/<br>120 Kms in Rs per<br>Km)                             |                          |            |                 |            |                       |            |                  |            |  |
| 08                | Charges for Extra Hrs<br>(Over2/4/6/8/10/12 Hrs<br>in Rs per Hr)                                       |                          |            |                 |            |                       |            |                  |            |  |
| 09                | Charges for out station<br>per Kms (Min. 250km.<br>per day) excluding<br>Vishakhapatnam &<br>Jagdalpur |                          |            |                 |            |                       |            |                  |            |  |
| 10                | Night halt charges for<br>Driver per Night   |                          |            |                 |            |                       |            |                  |            |  |
| <b>Total (Y2)</b> |  |                          |            |                 |            |                       |            |                  |            |  |



**BILL OF QUANTITIES**Name of the work: **Hiring of Vehicles to be hired on Call basis**

| Sl.No             | Description of Work  | Quoted price per Vehicle |            |                 |            |                       |            |                  |            | X3=A<br>3+B3+<br>C3+D<br>3+E3+<br>F3+G3<br>+H3 |
|-------------------|--|--------------------------|------------|-----------------|------------|-----------------------|------------|------------------|------------|--|
|                   |  | Swift<br>D'zire          |            | Toyota<br>Etios |            | Mahindra<br>Bolero XL |            | Toyota<br>Innova |            |  |
|                   |  | AC                       | Non-<br>AC | AC              | Non-<br>AC | AC                    | Non-<br>AC | AC               | Non-<br>AC |  |
|                   |  | A3                       | B3         | C3              | D3         | E3                    | F3         | G3               | H3         |  |
| 01                | Hiring of vehicle on call Basis ( Pick & Drop for Vishakhapatnam Air port) |                          |            |                 |            |                       |            |                  |            |  |
| 02                | Hiring of vehicle on call Basis ( Pick & Drop for Jagdalpur Air port)      |                          |            |                 |            |                       |            |                  |            |  |
| <b>Total (Y3)</b> |  |                          |            |                 |            |                       |            |                  |            |  |

**Evaluation of the Financial Bid will be based on the following formula:**

$$Z = 0.7 * Y1 + 0.1 * Y2 + 0.2 * Y3$$



**Note:**

1. Special conditions having additional financial implication on the University will not be entertained.
2. The rates quoted shall be inclusive of all taxes and levies.
3. The number of vehicles to be hired on monthly basis will be decided by the University at the time of awarding the work.
4. The vehicle requirement under Annexure-03 & 04 above on call basis is purely to meet contingency needs. Minimum/Maximum requirement hence cannot be foreseen but bidder shall be bound to provide additional vehicles required as per quoted rates.

Certified that all the terms & conditions of the tender documents are accepted by us.

Date :

Authorized Signatory

Place:

Full Name

Designation:

Name of Agency:

(Seal)

