

**VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY, ODISHA, BURLA.  
P.O.: Burla Engineering College, Dist: Sambalpur, ODISHA – 768 018.**

No: VSSUT/CTF/ 10402 /2014

Dtd: 10.12.2014

**QUOTATION CALL NOTICE FOR HIRING OF VEHICLE**

Sealed quotations / tenders are hereby invited from all interested persons / Registered Firms / Travelling Agencies / Trust having valid Service Tax Registration number for providing commercial light vehicles (Tata INDICA / INDICA A/C.) for contractual deployment under VSSUT, BURLA , Dist: Sambalpur for official use on monthly rent basis which shall conform to the terms & conditions **(Annexure-A)**. The last date of the receipt of the bid is 30.12.2014 up to 3.00 P.M and will be opened at 4.00 P.M on the same day in the office chamber of the undersigned.

For details please visit University website - [www.vssut.ac.in](http://www.vssut.ac.in)

Sd/-REGISTRAR  
VSSUT, Burla.

Memo No: VSSUT/CTF/ 10403(9) /2014

Dtd: 10.12.2014

1. Copy to M/S.Display lines, 219, Saheed Nagar, Bhubaneswar- 751 007 with a request to publish the above advertisement in one issue of the all Odisha daily news of the SAMAJ and The Indian Express, Bhubaneswar Edition at the I & PR approved/ lowest rates. The bill may be sent in triplicate along with a copy of the paper in which the publication is made.
2. Copy to P.A. to Vice Chancellor for kind information of Vice Chancellor.
3. Copy to Prof. I/C. CTF for information and necessary action.
4. Copy to Prof. I/C., University website with a request to display the quotation call notice in the University website [www.vssut.ac.in](http://www.vssut.ac.in).
5. University Notice Board.
6. Copy to COF for information and necessary action.
7. Copy to S.O., Accounts for information and necessary action.

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**QUOTATION CALL NOTICE FOR HIRING OF VEHICLE**

Sealed quotations / tenders are hereby invited from all interested persons / Registered Firms / Travelling Agencies / Trust having only commercial light vehicles (Tata INDICA / INDICA A/C.) for contractual deployment under VSSUT, BURLA , Dist: Sambalpur for official use on monthly rent basis which shall conform to the following terms & conditions.

1. The vehicle must be in road worthy condition, shall not be more than three years old from the date of initial registration & must have valid Registration Certificate, Insurance Certificate, proof of up-to-date tax payment etc. which are mandatory for playing of vehicles.
2. The driver of the vehicle must have a valid driving licence for driving light vehicles and should be sufficiently experienced in driving the vehicle. The driver must follow the traffic rules and other regulations prescribed by the Govt to this effect from time to time. The University has the right to ask the agency for removal of driver in case found incompetent, disorderedly or undisciplined.
3. The driver should be well behaved, gentle and obedient in nature. The driver must observe all the etiquette and protocol while performing the duty. He must be neatly dressed and carry a mobile phone for which no additional payment shall be made by the University.
4. The monthly rate hire charges must be quoted separately in the general bid information (Excluding Fuel & Lubricants). The vehicle must achieve a fuel efficiency of 13 kms/ ltr. The details of Make, Year of mfg. of vehicle, Registration No., mileage (Kms covered per ltr), and Name of the driver with driving licence No. & period of validity should be specially provided in the general bid information to be furnished with the quotations.
5. **Fuel:** The fuel consumed during the period of running may be supplied by agency and bill will be reimbursed @ 13 kms/ltr.
6. **Lubricants:** For each 750kms of run, the mobile oil consumption shall be 1 ltr which will be provided by agency and bill will be reimbursed. Gear oil, brake oil will be born by agency.
7. **Drivers liability and repair, Maintenance:** The salary and other benefit to driver, repair and maintenance charges of vehicle will be born by agency.
8. **Overtime Charge:** Overtime of Rs.15/- only per hour will be paid for duty beyond 12 hours per day.
9. **Night halt charge for Driver:** Night halt charges will be paid extra where night halt will be required and the amount of Rs.100/- will be paid by agency to the driver. This will be paid by VSSUT under certificate of the "User" to whom vehicle is allotted.

10. **Outstation allowance:** For outstation journey , an allowance of Rs.80/- to driver per night will be paid by agency to the driver . This will be paid to you by VSSUT under certificate of the User to whom the vehicle is allotted.
11. **Substitute:** The agency has to provide a similar type of vehicle only as an alternative arrangement during the breakdown of the above vehicle. Road tax, Insurance charges of the vehicle including Taxi permit and other incidental expenses will be born by agency.
12. **Documents:** All valid documents of vehicle such as driving licence of the driver, road tax, ownership, R.C.Book, fitness, insurance etc. should be up-to-date and available with the driver at his custody.
13. **Log Book:** The driver has to maintain a log book. All the entries will be made on daily basis and the log book will be countersigned by the Officer used the vehicle daily. The log book will be submitted by the driver weekly once before the Prof. I/C./ Officer I/C. , CTF for verification of same.
14. **Payment:** The payment towards hiring of vehicles shall be made on monthly basis. The agency is required to submit the bills in triplicate along with the supporting documents within 7<sup>th</sup> of every month in the Office of CTF to process the bill for payment. No advance payment will be made in this regard.
15. **Tax :** Service tax will be paid extra as applicable .
16. The toll fee/entry fee/parking fee etc. will be reimbursed along with the monthly bill subject to production of slips/tickets.
17. The vehicle should conform to the pollution norms prescribed if any by the Transport Department of Govt.
18. The vehicle must be kept neat and clean and in perfect condition and should be provided with the basic neat and clean seat covers and curtains.
19. The agency shall provide vehicles as per the requirement of the University as and when required. The University reserves the right to vary the number of vehicles hired as well as relax the terms and conditions in the public interest.
20. The rate contract for hiring of vehicles shall be valid initially for one year and can be curtailed / extended by the University. Either party can terminate the contract within 30 days prior notice.
21. In no case the rate will be revised during the period of contract with the revision of cost of fuel, labour etc. if any.
22. The University will not be responsible for any legal disputes with any party in connection with the vehicle/owner or any other accident during the period of engagement.
23. The University shall not be held responsible whether financially or otherwise for any injury or loss to the driver or person deployed by the agency during the course of performing duties. On the other hand, the agency will remain liable for and indemnify the University against any injury, loss/damage caused to the user officers/employees due to negligence of the driver or any other person deployed by the agency while executing the work.
24. The penalties as would be decided by the University shall be imposed on the agency for not providing vehicles in time, misbehaviour of driver or for not providing substitute vehicles when required.

25. A sum of Rs.3000.00 shall be deposited by intending quotationers /bidders in shape of A/C. payee bank draft drawn in favour of the VSSUT, Burla and submitted along with the quotation as security deposit. After completion of process, the amount will be refunded to unsuccessful bidders.
26. The sealed quotation should be submitted superscribing as “ Quotation for Hiring of Vehicles” addressed to the Registrar, VSSUT, Burla, Sambalpur, Odisha- 768018.
27. The quotation completed in all respect should reach the undersigned through speed post / Registered Post only on or before 30.12.2014 by 3.00 P.M and shall be opened on the same day at 4.00 P.M. in the presence of bidders or their authorised representatives. Delay in postal delivery after due date and time will not be taken into consideration.
28. The quotation without security deposit will be rejected.
29. The authority reserves the right to accept or reject the quotation without assigning any reason thereof.
30. All the disputes shall be subject to the jurisdiction of court at Sambalpur in the State of Odisha.

Sd/ Registrar  
VSSUT, Burla