

**VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY, ODISHA, BURLA.**

**P.O.: Burla Engineering College, Dist: Sambalpur, ODISHA – 768 018.**

No: VSSUT/CTF/3147/2018

Dtd: 19.09.2018

**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 (**INDICA VISTA eV2/Indigo eCS/Swift/Swift Dzire A/C DIESEL**) for contractual deployment under VSSUT, BURLA , Dist: Sambalpur for official use on monthly rent basis which shall conform to the terms & conditions (**ANNEXURE-A & ANNEXURE-B**). The last date of the receipt of the bid is 26.10.2018 up to 3 PM and will be opened at 4 PM on the same day in the office chamber of the undersigned.

The quotation application form containing the general bid information and detailed terms & conditions for hiring the vehicles can be downloaded from University website [www.vssut.ac.in](http://www.vssut.ac.in).

Sd/

REGISTRAR  
VSSUT, Burla

Memo No: VSSUT/CTF/3148/2018

Dtd: 19.09.2018

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 on dt. 20.09.2018. 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 C.O.F for information and necessary action.
7. Copy to Accounts section for information and necessary action.

REGISTRAR  
VSSUT, Burla.

**ANNEXURE - A**

**VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY, ODISHA, BURLA.**

**P.O.: Burla Engineering College, Dist: Sambalpur, ODISHA – 768 018.**

No: VSSUT/CTF/3147/2018

Dtd: 19.09.2018

**TENDER CALL NOTICE**

Sealed quotations / tenders are hereby invited from all interested persons / Registered Firms / Travelling Agencies / Trust having only commercial light vehicles (**INDICA VISTA eV2/Indigo eCS/Swift/Swift Dzire A/C DIESEL**) 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 monthly rate hire charges must be quoted separately in the general bid information (Excluding Fuel). **The monthly rate of hire charges quoted for all the above categories of vehicles should not exceed the maximum hire charges per month excluding diesel cost fixed by the finance department, Government of Odisha for the category of vehicle i.e. INDICA VISTA eV2.** The vehicle must achieve a fuel efficiency of 17 kms/ltr for INDICA VISTA eV2/Swift/Swift Dzire and 15 kms/ltr for Indigo eCS. 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 format.
3. The driver who will be engaged to drive the vehicle by the agency/ driver of the University 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, disorderly or undisciplined.
4. 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.
5. **Fuel:** The fuel consumed during the period of running may be supplied by the agency and bill will be reimbursed @ 17 kms/ltr for INDICA VISTA eV2/Swift/Swift Dzire and @ 15 kms/ltr for Indigo eCS.
6. **Drivers liability** : The salary and other benefit to driver of vehicle will be borne by agency .
7. **Repair & Maintenance:** Repair and maintenance will be at the cost & risky of Agency.

8. **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 borne by agency.
8. **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.
9. **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. The log book will be submitted by the driver once in a week before the Prof. I/C./ Officer I/C., CTF for verification of same.
10. **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.
11. **Tax**: Service tax will be paid extra as applicable.
12. The toll fee/entry fee/parking fee etc. will be reimbursed along with the monthly bill subject to production of slips/tickets.
13. The vehicle should conform to the pollution norms prescribed if any by the Transport Department of Govt.
14. 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.
15. The agency shall provide vehicles as per the requirement of the University as and when required.
16. The rate contract for hiring of vehicles shall be valid initially for Two year and can be curtailed / extended by the University. Either party can terminate the contract within 30 days prior notice.
17. In no case the rate will be revised during the period of contract with the revision of cost of fuel, labour etc. if any.
18. 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.
19. 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.
20. 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.
- 21 A sum of Rs. 3000.00 shall be deposited by intending bidders in shape of A/C payee bank draft drawn in favour of the Comptroller of finance and submitted along with the quotation as security deposit. After completion of process, the amount will be refunded to unsuccessful bidders.

- 22 The sealed quotation should be submitted in specific format super scribing as "Quotation for Hiring of Vehicles" addressed to the Registrar, VSSUT, Burla, Samablpur , Odisha - 768018.
- 23 The quotation papers completed in all respect should reach the undersigned through speed post / Registered Post only on or before 26.10.2018 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.
- 24 The quotation form without security deposit will be rejected.
- 25 Any other points related to hiring of the vehicle may be settled on negotiation subject to confirmation of the same by the competent Authority.
- 26 The authority reserves the right to accept or reject the quotations without assigning any reason thereof.
- 27 All the disputes shall be subjected to the jurisdiction of the court at Sambalpur in the State of Odisha.

Registrar  
VSSUT, Burla

**GENERAL INFORMATION FOR HIRING OF VEHICLES**

- 1) Registration Number of Vehicle:
- 2) Type of Vehicle with model :
- 3) Year of Manufacturing:
- 4) Dt. of Registration:
- 5) Name & Corresponding address of the owner of Vehicle.
- 6) Validity of Fitness Certificate:
- 7) Road Permit validity:
- 8) Insurance validity:
- 9) Name and address of Driver:
- 10) D.L.No. & Validity of D.L of the Driver:
- 11) Proposed hire charge of vehicle per month excluding fuel cost:
- 12) Rate of fuel consumption/mileage per litre
- 13) Contact Number of Service provider (Quotationer/Tenderer):

Mobile No.:

Telephone No.

Certified that the information submitted above is true to the best of my knowledge and belief.

(Seal & Signature of Quotationer)