



Sambalpur University
JYOTI VIHAR,
BURLA-768019, SAMBALPUR
ODISHA

No. 124 /Maint.

Dated 6/01/2022

Quotation Call Notice

Sealed quotation are invited from intending reputed travel agencies /tour operators having at least three years of experience in providing vehicles on hire to Govt. organisations with a fleet of 10 or more vehicles for providing of mini cars, sedans, Innova car etc. including drivers and fuel to Sambalpur University to be used for different assignments of different sections/units/Departments of the University in the prescribed format on hire basis as per our term and conditions, so as to reach the undersigned on or before date **21.01.2022** by **3.30 PM** and which will be opened on the same day at **4.30 PM** in presence of the party or their representative if any. The quotation cover should be superscribed with the word "Quotation for Supply of light vehicle on hire basis".

The hired vehicles will ply within the jurisdiction of the Sambalpur University on day basis for maximum of 08 hours only.

The university authority reserves the right to select or reject any or all the quotations without assigning any reason thereof.

The format, term and conditions can be obtained from the maintenance Section during office hour of any working day and the same will also be available on the univesity website www.suniv.ac.in

Memo No. 125 /Maint.

Registrar 6/1/22
Date 06/01/2022

Copy forwarded for information and necessary action to:-

1. Editor, The Dharitri, Panitanki Chhak, Modipada, Sambalpur, PIN-768002 to publish the quotation call notice once in the local Sambalpur Edition on or before date **07.01.2022** using minimum space and submit the bill in duplicate at Government concessional rate along with copy of publication for payment.
2. Director, e-gov. nodal centre to display in University website.

Memo No. 126 /Maint.

Registrar 6/1/22
Date 06/01/2022

Copy forwarded for information and necessary action to:-

1. Notice Board.
2. Comptroller of Finance, S.U.
3. Account Officer, S.U.
4. Section Office, Account I/Cash Section, S.U.
5. Secretary to Vice Chancellor, S.U.
6. P.A. to Registrar, S.U.

Registrar 6/1/22

Term and condition

1. A sum of Rs. 5000/- (Rupees five thousand) only shall be deposited as EMD in shape of B.D. in favour of Comptroller of Finance, Sambalpur University payable at SBI, Jyoti Vihar or UCO bank, Katapali. The EMD is refundable to the unsuccessful bidder after finalization of the quotations. The quotation without EMD will not be taken into consideration.
2. The successful bidder if fails to provide the vehicle the EMD will be forfeited.
3. The vehicle must be road worthy condition and should not be more than one year old. The vehicle must have valid certificate of Registration, Comprehensive Insurance, Fitness and Permit. The copy of the same should be attached to the quotation. A copy of the GST Registration and PAN card should be submitted along with quotation.
4. The agency will be responsible for proper maintenance of vehicle and is required to provide clean vehicle with good quality clean seat.
5. The payment shall be made by the concerned sections/units/Departments for which the vehicle will be used after submission of bill in duplicate duly signed by the designated authority. No advance payment will be made in this connection.
6. The cost of maintenance, tyre and lubricant shall be borne by travel agencies /tour operators or private individuals.
7. The cost of driver and fuel shall be borne by the travel agencies /tour operators.
8. Any damage caused to the vehicle including theft as well as legal disputes during the period of engagement will be at the risk and cost of the travel agency. The University authority will not be responsible for any dispute except paying of hire charges.
09. The vehicle once provided on daily basis will be governed by the rules as decided.
10. All legal disputes are/subject to the Jurisdiction to Sambalpur only.
11. The successful quotationer will have to sign an agreement as per terms and condition above.
12. The university authority reserves the right to disengage the vehicle at any time by one month notice.

The university authority reserves the right to select or reject any or all the quotations without assigning any reason thereof.

FORMAT FOR SUBMISSION OF QUOTATION FOR HIRE OF LIGHT VEHICLES

Bidder's Name : _____

Address _____

_____ PIN _____

Contact No(s) _____

GST No. _____, PAN No. _____

Sl.No	Make	Model	Vehicle Regd. No.	Name & Address of Vehicle Owner	Details of Validity of M.V. Documents				Rate per Km.	Others if any
					Permit	Fitness	Road Tax	Insurance		
01										
02										
03										
04										
05										

N.B. :- Use additional sheets if required.

The details furnished as above are true and correct to the best of my knowledge. I hereby undertake to produce original documents of above vehicles for verification as and when called for.

Date: _____

Signature of the Quotationer with Seal