



SAMBALPUR UNIVERSITY
JYOTI VIHAR,
BURLA-768019, SAMBALPUR
ODISHA

No. 7400 /Maint.

Dated 19/11/19

Quotation Call Notice

Sealed quotation are invited from intending reputed travel agency / tour operator / private individual for providing of hire vehicle(LMV) compact sedan car (Tiago,Bolt,Celerio - Petrol) including driver to Sambalpur University as mentioned in the proforma on hire basis as per our term and conditions, so as to reach the undersigned on or before date 26.11.19 by 12.30 p.m. and which will be opened on the same day at 1.00 p.m. in presence of the party or their representative if any. The quotation cover should be superscribed with the word "quotation for hiring of light vehicle."

The proforma, terms and conditions can be obtained from the maintenance Section during office hour of any working day or it will be available on the university website www.suniv.ac.in

Memo No. 7401 /Maint.

S. S. Saly
19/11/19
Registrar
Date 19/11/19

Copy forwarded for information and necessary action to:-

1. Editor, the Samaj, Gopabandhu Bhawan, Industrial Estate, Baraipali, Sambalpur to publish the quotation call notice once in the local Sambalpur Edition on or before date 21.11.19 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.

S. S. Saly
19/11/19
Registrar

Memo No. 7402 /Maint.

Date 19/11/19

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, Estt-I/ Account I/Cash Section, S.U.
5. Secretary to Vice Chancellor, S.U.
6. P.A. to Registrar, S.U.
7. Ten (10) copies to Maintenance Section, S.U.

S. S. Saly
19/11/19
Registrar

TERMS AND CONDITIONS

1. A sum of Rs. 5000/- (Rupees five thousand) only shall be deposited as Earnest Money Deposit (EMD) in shape of Demand Draft 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 finalisation of the quotations. The quotation without EMD will not be taken into consideration.

2. Successful bidder shall deposit Security Money Deposit of Rs. 25,000/- (Rupees twenty five thousand) only in shape of Demand Draft in addition to EMD.

3. The Security Money Deposit will be forfeited if the successful bidder fails to provide the vehicle and violate any terms and conditions of the agreement in the contract without assigning any reason thereof.

4. The xerox copy of the GSTN and PAN should be submitted along with quotation.

5. The rate should be quoted on monthly basis.

6. Successful bidder must provide with Driving License Number and Period of validity DL of driver.

7. The service provider shall not assign or transfer its obligations and rights under the agreement to any third party, whether an associated entity or not, whether in whole or in part without the prior written consent of the principal.

8. The successful quotationer will have to sign an agreement.

9. The vehicle must be good running condition during the period of contract and should not be older than three years and older than five years must be replaced by new vehicle.

10. The vehicle must have valid certificate of Registration, Comprehensive Insurance, Fitness and Permit, Road Tax and Pollution Certificate etc. The xerox copy of the same must be furnished with the quotation in the given proforma towards hire vehicle.

11. The Service Provider will be responsible for proper maintenance of vehicle. Clean internally and externally and provide good quality clean seat cover as well as equipped with medical kits and mobile charger point. Service Provider will be responsible for monthly payment and fooding expenses of driver.

12. The salary of the driver, repair, replacement, maintenance charges and other operating cost including taxes (except GST on hire charges) of the vehicle would be borne by the service provider.

13. Any loss /injury/ damage made to any person or property or hire vehicle including theft as well as legal disputes during the period of contract will be at the risk and cost of the hirer. The University authority will not be responsible for any dispute except paying of hire charges. The hirer shall be solely responsible for such litigation.

14. The vehicle will be provided on regular basis and will not be replaced without prior permission.

15. The vehicle must achieve a fuel efficiency of (17) seventeen Kms per litre.

16. In case of breakdown for reasons whatsoever the replacement of a vehicle of the same or better model shall be provided by the service provider of the vehicle.

17. The driver of the vehicle must have a valid driving license for driving the light transport passanger vehicle and should have sufficient experience in driving and should be well behavior, gentle and obedient in nature.

18. Irregular service or bad behavior or willful absence of the driver or non-availability of the vehicle will be viewed seriously and which may cause termination of the contract.

19. The driver of the vehicle shall maintain the record of Log Book daily with date, time, kilometer reading and petrol drawn from the point of departure and arrival.

20. The hire charges do not include fuel cost. The fuel cost as per mileage and lubricant is to be paid separately basing on actual consumption of fuel and lubricant.

21. The hire vehicle can not be used for any private/commercial purpose beyond office hours or during holiday(s).

22. Hiring shall be subject to following ceiling of usage: vehicle used by officers and pool duly up to maximum of 2000 Kms on a month.

23. Maximum hire charges per month excluding taxes is Rs.20,000/- (Rupees Twenty Thousand) only and Minimum average mileage in Kms per litre is 17 (Seventeen).

24. The payment shall be made on monthly basis after submission of bill in duplicate along with daily log book, duty slip signed by the designated authority along with bank statement or cash statement towards payment of driver of the previous month. No advance payment will be made in this connection.

25. The Toll Gate charges, Parking Charges etc. If any during the travel shall initially be borne by the agency and are to be paid by the driver at the point of charging. The charges incurred during each month shall be reimbursed as per actual payment against the paid voucher along with the bill.

26. GST would be reimbursed separately over and above the hire charges.

27. It shall be mandatory upon service provider to grant three month notice before withdraw of service of his vehicle and termination of agreement (Contract).

28. The university authority reserves the right to disengage/discontinue hiring of the vehicle at any time with three month notice without assigning any reason thereof.

29. All legal disputes are subject to the Jurisdiction to Sambalpur only.

30. The univesity authority reseves the right to select or reject any or all the quotations without assigning any reason thereof.

Place _____

Date _____

Signature of the Quotationer

PROFORMA
TOWARDS HIRE VEHICLE

Bidder's Name _____

Address _____

PIN _____

Contact No. _____

GSTN. _____

PAN. _____

Sl.No.	Details of the Make	Details of the Model (AC/Non AC)	Chassis No.	Engine No.	Colour	Year of Manufacturer	Details Validity of M.V. documents						Hiring Charges Rate	Mileage	
							Regd. No.	Insurance	Fitness	Permit	Road Tax	Pollution	Per month	Per ltr.of Petrol	Per ltr.of Lubricant
1															
2															
3															
4															
5															

NB:-Use additional sheets if required.

Declaration:

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

Date. _____

Signature of the quotationer