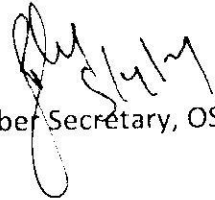


OFFICE OF THE ODISHA STATE HIGHER EDUCATION COUNCIL
PUSTAK BHAWAN, A-11(2ND FLOOR)SUKA VIHAR, BHUBANESWAR

QUOTATION CALL NOTICE

No 205/24/OSHEC Date: 09.04.2021

Sealed quotations are invited from the interested reputed Travel Agencies/Private Individuals having GST registration and GeM registration for providing one number of BS-IV compliant petrol vehicle (Tiago/Bolt/Celerio) on monthly hire basis. The last date of receipt of the quotation is 29.04.2021 till 3.00 P.M. through speed post/Regd. Post/Courier. The detail information can be obtained from the website www.dheodisha.gov.in and <http://oshec.nic.in>. The Authority reserve the right to accept/reject/cancel any or all the quotations in full or part without assigning any reason thereof.


Member Secretary, OSHEC

Standard Bidding Document

**Government of Odisha
Odisha State Higher Education Council, Bhubaneswar,
Office Quotation/Tender Call Notice**

Sealed Quotations/tenders are invited from interested reputed Travel Agencies/Tour Operators or private individuals for providing one Non AC/AC petrol driven vehicle having sitting capacity not more than five including driver, which shall conform to the Terms and Conditions (Annexure-II) for official use in Odisha State Higher Education Council office on monthly rent basis.

1. The Vehicle must be in Road Worthy condition, shall not be more than 3 years old from the date of initial registration and must have valid Registration Certificate, Insurance Certificate, valid Contract Carriage Permit, proof of up to date tax payment etc. Which are mandatory for paying of vehicle.

2. The driver of the vehicle must have a valid Driving License for driving light transport passenger vehicle and should be sufficiently experienced in driving transport passenger vehicle.

3. The Driver should be well behaved, gentle and obedient in nature.

4. A sum of Rs.5000/- shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the Member Secretary, OSHEC and submitted along with the tender as security deposit. After completion of tender process the amount will be refunded to unsuccessful bidders.

5. The monthly rate of hire charges be quoted separately in the general bid information (excluding fuel and lubricants)

6. The Vehicle must have achieve a fuel efficiency of 17 Kms per litre.

7. The details of the make and year of manufacture of the vehicle registration no., mileage (Kms covered per litre) and name of the Driver with Driving License No. And period of validity should be specifically provided in the general bid information to be furnished with the Quotation/ Tender (Annexure-III).

8. The Quotation completed in all respect should reach the undersigned on or before 29.04.2021 by 03.00 p.m. and shall be opened on the same day at 04.00 p.m. in presence of the bidders or their authorized representatives in the office of the OSHEC, Bhubaneswar.

9. The application form of Quotation/tender containing General Bid Information & Terms and conditions for Hiring oh Vehicles etc. can be downloaded from Department of Higher Education website www.dheodisha.gov.in and from OSHEC website <http://oshec.nic.in> from Dt. 16.04.2021 to Dt. 28.04.2021 and shall furnish a demand draft of Rs. 100/-(One Hundred) only drawn in favour of Member Secretary, OSHEC, Bhubaneswar towards cost of bid documents (non-refundable) along with quotation. The quotation received after due date and time shall not be entertained for evaluation of quotation.

TERMS & CONDITIONS FOR HIRING OF VEHICLES

The following terms and conditions must be fulfilled by the successful bidder for providing a vehicle on hire on monthly rent basis.

The hired vehicles, during period of contract, shall have all necessary valid MV documents such as:- Valid Registration Certificate, Insurance Certificate, Fitness certificate, valid Contract Carriage Permit , proof of up to date tax payment etc. and D.L of the driver available all the times. The Department/ Office hiring the vehicle shall not be responsible for any damage/loss caused to hired vehicles or loss of life/injury made to any person or damages to any property on account of use of hired vehicle any manner whatsoever. The hirer shall be responsible for all such litigation.

The hire charges to be paid for monthly basis is final but does not include cost of diesel , which is to be paid separately basing on actual consumption and lubricants as per existing Government norms. All the expenditure of the vehicle towards repair, replacement of spare parts, Lubricating oil of Engine, Gear Box & differential Coolant, Tyres, & Tubes, Battery etc. will be borne by the bidder.

It shall be the responsibility of the bidder to provide a good driver and the salary of the driver shall be borne by the owner.

In case of breakdown for reasons whatsoever the replacement of a vehicle of the same or better model shall be provided by the owner of the vehicle /bidder.

In case of the vehicle do not report regularly, the authority will be at liberty to reject the agreement and may engage vehicle from other source.

The vehicle shall report for duty for minimum of 25 days in a month.

In case emergency, the driver will have to report for duty as per the requirement of hirer. No extra payment shall be demanded.

Monthly hire charges and reimbursement towards cost of petrol (as per actual) and lubricants (as per Govt. Norms of selected bidder will 'be pain in every succeeding month, as per as possible within fifteen days of the submission of bills by the service provider and no advance payment will be made.

The vehicle shall not be more than 3 years old from initial registration and also in good running condition during the period of contract.

If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.

In case the service provider intends to withdraw the services of his vehicle and terminate the agreement, it shall be mandatory upon him to grant one month notice before such withdrawal of service and termination of agreement.

If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.

GENERAL INFORMATION FOR HIRING VEHICLES

- 1) Registration No. Of Vehicle :
- 2) Type of Vehicle (AC/Non-AC) :
- 3) Year of Manufacture :
- 4) Model :
- 5) Date of Registration :
- 6) Name & complete address of the owner of vehicle :

- 7) Fitness Certificate Validity :
- 8) Permit Validity :
- 9) Insurance Validity :
- 10) Name/ Address of the Driver :

11) D.L No & Validity of the D.L of the Driver :

12) Proposed hire Charge of the vehicle per month :

13) Rate of fuel consumption/ Mileage per litre :

14) Contact Number of the Service provider :

Mobile..... :

Telephone..... :

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

Q

Seal & Signature of the
Quotationer/Tenderer