



**INDIRA GANDHI INSTITUTE OF TECHNOLOGY
SARANG: DHENKANAL, ODISHA-759146**

No-IGIT/Estt- 1054

Date- 19/11/2024

Scaled quotations are invited in the prescribed format from the Travel agencies/ Private organization /individuals for providing 1 (one) Ertiga and one Dezire vehicle with A/C including Driver for official use in the IGIT,Sarang on monthly rental basis for engagement/ empanelment of vehicles. Interested travel agencies/ Private organization/ Individuals may apply in the prescribed format. The detail term & conditions & format will be available at the Institute website www.igitsarang.ac.in from 20.11.2024 to 05.12.2024 till 4.00 P.M.The complete quotations should reach at office of the Director, IGIT,Sarang on or before 05.12.2024 by 04 P.M. through speed post/Registered post only. The sealed quotations will be opened on 07.12.2024 at 11.00 A.M in the office of Registrar IGIT,Sarang. The quotation should be superscribed as Tender for Hiring of vehicles under IGIT,Sarang.

The undersigned reserves the right to reject any or all the quotations without assigning any reason thereof.


Registrar

Memo No.IGIT/Estt- 1055 Date- 19/11/2024

1. Copy to Joint Director (Advertisement),I & PR Department, Government of Odisha Bhubaneswar with a request to publish the above tender in the Odia leading news paper "The Samaj" in all Odisha edition for wide circulation and submit a copy to the undersigned for necessary payment.
2. Copy to the Prof.I/c Institute website for information & necessary action. He is requested to upload the tender documents on 20.11.2024 in the Institute website and the same should be available till 05.12.2024 up to 4.00.P.M.


Registrar



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TERMS AND CONDITIONS FOR HIRING OF VEHICLES (Annexure-I)

The following terms and conditions must be fulfilled by the successful bidder for providing vehicles on monthly hire basis. An agreement will be executed with the successful bidder for engagement of the vehicles.

1. The vehicle must be on Road Worthy condition, not more than 60 months from the date of initial registration and must have valid Commercial Registration Certificate, Insurance Certificate, Fitness Certificate, valid GST certificate, valid Contract Carriage Permit, proof of up-to-date tax payment etc. which are mandatory for plying of the vehicle.
2. New Vehicle shall be preferred over older ones if otherwise suitable, which will be counted by date of purchase.
3. The agreement will be renewed on completion of one year on satisfactory performance and good behaviour of owner and driver.
4. The Driver of the vehicle must be gentle, well behaved and must have a valid Driving License for driving light transport passenger vehicle and should be sufficiently experienced in driving transport passenger vehicle.
5. A sum of Rs.5000/- shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the Director, IGIT, Sarang and submitted along with the quotations as EMD separately for each vehicle. After completion of tender process, the amount will be refunded to unsuccessful bidders.
6. The monthly rate of hire charge will be quoted separately for each vehicle in the general bid information including G.S.T (excluding fuel and lubricants). At no point of time the price more than the ceiling fixed by the Government in the latest circular shall be accepted.
7. The Vehicle must achieve a fuel efficiency ceiling fixed by the Government in the latest circular.
8. The details of the make and year of manufacture of the vehicle, registration no., Fitness Certificate mileage (Kms. covered per litre) and name of the Driver with Driving License No. and period of validity should be specifically mentioned in the general bid information with the Quotation (Annexure-II). The vehicle must have been registered within 60 months. The vehicle must be in white colour & petrol engine.
9. The Quotation complete in all respects should reach the undersigned on or before **20.11.2024 by 04 P.M** and shall be opened on **07.12. 2024 at 11.00 A.M** in presence of the bidders or their authorized representatives.
10. The application form of quotation containing General Bid Information and Terms and conditions for Hiring of Vehicles etc. is enclosed herewith at Annexure-I & II and would also be available in the Website of the IGIT, Sarang www.igitsarang.ac.in. The application form is to be downloaded from IGIT, Sarang website.

11. The hired vehicles, during period of contract, shall have all necessary valid M.V 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 losses of life / injury made to any person or damage to any property on account of use of hired vehicle at any manner whatsoever. The hirer shall be responsible for all such litigation.
12. The hire charges to be paid on monthly basis including GST(as per rules and regulation of Finance Dept.,Odisha), but the hire charges does not include cost of petrol/ diesel, which is to be paid separately basing on actual consumption 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.
13. It shall be the responsibility of the bidder to provide a good driver and the salary of the driver shall be borne by the bidder.
14. In case of breakdown for any reasons whatsoever the replacement of a vehicle of the same or better model shall be provided by the bidder/owner of the vehicle. Any such breakdown should be reported to this office immediately.
15. In case of the vehicle do not report regularly, the authority will be at liberty to disengage the vehicle and may engage vehicle from other source.
16. The vehicles shall report for duty for minimum/maximum of 30/31 days in a month.
17. In case of emergency, the driver will have to report for duty as per the requirement of hirer. No extra payment shall be demanded.
18. Monthly hire charges and reimbursements towards cost of petrol/diesel (as per actual) will be paid in every succeeding month, as far as possible within fifteen days of the submission of bills by the service provider and no advance payment will be made.
19. The vehicle shall not be more than 60 months old from the initial registration and also in good running condition during the period of contract.
20. If the bidder violates any of the terms of contract, Authority reserves the right to terminate the vehicle at once without assigning any reason thereof.
21. The Agency/owner will deploy the vehicle, which is well maintained, cleaned thoroughly both internally and externally.
22. The agency/owner shall ensure that all electrical connections including lights (both back and front), horn, turn indicators and other vehicle systems shall be periodically checked and maintained by service provider to avoid any inconvenience to user department/Office.

23. Agency/owner shall ensure that the vehicle should be parked at the place as advised by the user department /Office and should be available, when not in duty, if the vehicle needs to be away for some reasons like refueling, petty repairing etc. it should be with the knowledge of the controlling Officer of the respective office. Moving away without the knowledge of the controlling officer will be considered as non-available and will be liable for penalty.
24. A log book has to be maintained on daily basis and to be signed by the controlling officer or whoever uses the vehicle on that particular day.
25. Vehicle and Driver should not be changed frequently. Any such changes should be informed by the agency to the authority well in advance for permission.
26. Driver should be properly dressed in neat and clean attire.
27. The driver in no case shall report to duty in an inebriated state or consume alcohol while on duty; in such an event user authority shall have full rights to terminate the contract with immediate effect.
28. Agency/Owner must provide a working mobile phone to driver and contact number to be provided to user department.
29. The vehicle cannot be put to any Private/Commercial use beyond duty hours or on holidays.
30. The agency shall be solely responsible for any claims by any third party and/or employees of user department travelling in the vehicle for any injuries caused by the driver of the vehicle whether by accident or otherwise.
31. If Agency/owner want to apply for more than one vehicle then separate bid should be submitted along with all documents mentioned below.

Documents to be attached with the Tender/quotation (copy to be enclosed)

1. EMD of Rs.5000/- through DD
2. Valid commercial registration certificate
3. Driving license of the Driver
4. Up to date road tax payment receipts
5. Copy of up to date vehicle insurance
6. Vehicle fitness certificate
7. Up to date pollution certificate

(Bidder not submitted the above documents during the time of submission of bid will be rejected)


19/11/24
REGISTRAR '12

Annexure-II

Quotation for Hiring of vehicle under IGIT, Sarang

To
The Director, IGIT, Sarang

Sub:- Submission of quotation for engagement of vehicle under IGIT, Sarang.

Ref:- Your quotation call Notice No. dtd-

Sir,
This is to inform you that after gone through the terms & conditions in the above referred , notice I am Quoting the rate as per format given below.

1	RC Number with registration date Registration No. of Vehicle	
2	Type of Vehicle (AC/Non-AC)	
3	Fitness Certificate:	
4	Year of Manufacture:	
5	Model (Petrol /Diesel):	
6	Private Number/ Commercial Number	
7	Name & complete address of the owner of vehicle:	
8	Fitness Certificate validity	
9	Permit validity:	
10	Insurance validity:	
11	Name/Address of the Driver with valid mobile number:	
12	D.L. No. & Validity of the D.L. of the Driver	
13	Proposed hire Charge of the vehicle per monthexcluding fuel cost including GST:	
14	Rate of fuel consumption/Mileage per litre:	
15	Contact Number of the Service provider(Tender/Quotationer)	
16	EMD Details-DD No. ___ date-____ Amount ___ Drawee Bank	

MobileTelephone.....

Email:.....

"Certified that the information submitted above is true to the best of myKnowledge and belief."

Date

Seal & Signature of theQuotationer

Place