

INDIRA GANDHI INSTITUTE OF TECHNOLOGY

SARANG.

NO.IGIT/TPT- 395

Dated 02/7/2020

QUOTATION/TENDER CALL NOTICE FOR HIRING OF VEHICLE

Sealed quotation/tenders are hereby invited from all interested persons/Registered Firms/Travelling Agencies/Trust having valid service Tax Registration number for providing commercial white colour vehicle like Maruti Ertiga or equivalent for contractual deployment under IGIT, Sarang, Ist-Dhenkanal for official use on monthly rent basis which shall conform to the terms and conditions The last date of the receipt of the bid is 04.08.2020 by 3.00 P.M. and it will be opened on 05.8.2020 at 3.30 P.M. The Financial Bid will be open on the next day in the office chamber of the undersigned.

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

Memo NO.IGIT/TPT/ 396 dt 02.7.2020

REGISTRAR  
IGIT, SARANG.  
Dated:-

REGISTRAR

Indira Gandhi Institute of Technology  
SARANG (ORISSA)

Copy to:-

- 1) M/S Sobhagya Advertising, services, Bhubaneswar with a request to publish the above advertisement in one issue of the all Odisha daily news of the SAMAJ and The Sambada, Bhubaneswar Edition at the I & PR approved/lowest rates rates. The bill may be sent in triplicate along with a copy of the paper in which the publication is made.
- 2) Accounts Officer for information and necessary action
- 3) P.A to Director for kind information of the Director.
- ✓ 4) Website Manager, IGIT, Sarang.

REGISTRAR,  
IGIT, SARANG.

REGISTRAR

Indira Gandhi Institute of Technology  
SARANG (ORISSA)



# INDIRA GANDHI INSTITUTE OF TECHNOLOGY SARANG

No.IGIT/TPT/ \_\_\_\_\_/

Dated: \_\_\_\_\_

## QUOTATION/TENDER CALL NOTICE

1. Sealed quotations/ tenders are hereby invited from all interested persons/ Registered Firms/ Travelling Agencies/ Trust having only commercial vehicle like White colour of Maruti Ertiga or equivalent for contractual deployment under IGIT, Sarang for official use on monthly rent basis which shall conform to the following terms and conditions.
2. The vehicle must be in road worthy condition, **shall not be more than six months** old from the date of initial registration and must have valid Registration Certificate, Insurance Certificate, proof of up-to-date tax payment etc. Which are mandatory to plying of vehicles. The monthly rate hire charges must be quoted separately in the general bid information (Excluding Fuel & Lubricants). The vehicle must achieve a fuel efficiency of 10 kms/ ltr. The details of Make, Year of manufacturing of vehicle, Registration No., mileage (Kms covered per ltr.) and Name of the driver with driving license No. & period of validity should be specially provided in the general bid information format in Annexure-B.
3. You need to quote the charges for the following conditions-
  - i. Vehicle with driver for 12 hours duty per day.
  - ii. Vehicle with driver for 24 hours duty per day (over time charges mentioned in serial No.9 will not be applicable).
4. The driver who will be engaged to drive the vehicle by the agency 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 Institute has the right to ask the agency for removal of driver in case found incompetent, disorderly or undisciplined. 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 Institute.
5. **Fuel:** The fuel consumed during the period of running may be supplied by the agency.
6. **Lubricants:** For each 750 kms of run, the mobile oil consumption shall be 1 ltr which will be provided by Travel Agency and the bill will be reimbursed. Gear oil, brake oil will be borne by Agency.
7. **Drivers liability:** The salary and other benefit to driver of vehicle will be borne by agency.
8. **Repair & Maintenance:** Repair and maintenance will be at the cost and risk of Agency.
9. **Overtime Charge:** Overtime of Rs.15/- only per hour will be paid for duty beyond 12 hours per day to the Driver in case of local use of vehicle.
10. **Night halt charges for driver:** Night halt charges for driver will be paid extra where night halt will be required and the amount of Rs.100/- will be paid by the travel agency to the driver. This will be paid under certificate of user to whom the vehicle is allotted.
11. **Outstation allowance:** For out station journey, an allowance of Rs.80/- to driver per night will be paid by agency to the driver. This will be paid to Agency by IGIT under the certificate of the user to whom the vehicle is allotted.
12. **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.
13. **Documents:** All valid documents of vehicle such as driving license 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.

14. **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 Registrar, IGIT, Sarang for verification of same.
15. **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 the Registrar to process the bill for payment. No advance payment will be made in this regard.
16. **Tax:** Service tax will be paid extra as applicable.
17. The toll fee/ entry fee/ parking fee etc. Will be reimbursed along with the monthly bill subject to production of slips/ tickets by the Agency.
18. The vehicle should confirm to the pollution norms prescribed if any by the Transport Department of Govt.
19. The vehicle must be kept neat and clean and in perfect condition and should be provided with the basis neat and clean seat covers and curtains.
20. The agency shall provide vehicles as per the requirement of the institute as and when required.
21. The rate contract for hiring of vehicles shall be valid initially for one year and can be curtailed/ extended by the institute. Either party can terminate the contract within 30 days prior notice.
22. In no case the rate will be revised during the period of contract with the revision of cost of fuel, labour etc. If any.
23. The Institute 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.
24. The Institute 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 Institute 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.
25. The penalties as would be decided by the Institute shall be imposed on the agency for not providing vehicles in time, misbehaviour of driver or for not providing substitute vehicles when required.
26. A sum of Rs.10,000/- shall be deposited by intending bidders in shape of A/C Payee Bank Draft drawn in favour of the Principal, Indira Gandhi Institute of Technology, Sarang and submitted along with the quotation as security deposit. After completion of process, the amount will be refunded to unsuccessful bidders.
27. The sealed quotation should be submitted in specific format super scribing as "Quotation for Hiring of Vehicles" addressed to the Registrar, IGIT, Sarang, Dhenkanal- 759 146.
28. The quotation papers completed in all respect should reach the undersigned through speed post/ Registered Post only on or before 04.08.2020 by 3.00 P.M. Noon and shall be opened on 05.8.2020 at 3.30 P.M. in the presence of bidders or their authorised representatives. The financial bid of qualified Technical Bid will be opened on the next day at 3.30 P.M. Delay in postal delivery after due date and time will not be taken into consideration.
29. The quotation form without security deposit will be rejected.
30. Any other points related to hiring of vehicle may be settled on negotiation subject to confirmation of same by the competent authority.
31. The authority reserves the right to accept or reject the quotations without assigning any reason thereof.
32. All the disputes shall be subjected to the jurisdiction of the court at Dhenkanal in the State of Odisha.

  
02.07.2020  
REGISTRAR  
IGIT, Sarang

REGISTRAR  
Indira Gandhi Institute of Technology  
SARANG (ORISSA)

GENERAL INFORMATION FOR HIGHNG OF VEHICLES

- 1) Registration Number of Vehicle:
- 2) Type of Vehicle with model:
- 3) Year of Manufacturing:
- 4) Date 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 and Lubricant cost:
  - i. Vehicle with driver for 12 hours duty per day.
  - ii. Vehicle with driver for 24 hours duty per day (Over time charges mentioned in Serial No.9 will not be applicable).
- 12) Name and address of the Driver:
- 13) Contact No. of Service provider(Quotationer):

Mobile No.:

Telephone No.:

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

(Seal & Signature of Quotationer)

**Address for Communication:**  
**Registrar, IGIT, Sarang, Dhenkanal(Odisha)- 759 146**

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**TERMS AND CONDITIONS FOR HIRING OF TOUR VEHICLES TO IGIT, SARANG**

**(4 Sale of Tender/Bid documents:**

The prospective bidders may download the complete sets of the tender documents directly from the website available at [www.igitsarang.ac.in](http://www.igitsarang.ac.in) and submit the same to IGIT, Sarang along with the cost of the tender paper of Rs.500.00 (Rupees Five Hundred) only in shape of Demand Draft(Non-refundable) drawn from State Bank of India in favour of "**Principal, IGIT, Sarang**" payable at IGIT, Sarang. The cost of the tender paper and EMD amount should be submitted separately in separate Demand Drafts. In case of any bid amendment and clarification, responsibility lies with the bidders to collect the same from the website of IGIT.

**2. Terms & Conditions:**

- a) The bidder shall quote for the vehicles as mentioned in the format of tender specified in **Annexure-I**, otherwise it will be rejected.
- b) The tender shall be submitted in **two bid system** i.e. technical Bid & Financial Bid. Financial Bid contains only the price Bid as per Annexure-I and Technical Bid contains all other documents as per the tender terms along with EMD and Tender paper cost except the quoted Price Bid. The technical Bid & Financial Bid will be covered in two separate envelope clearly written on the top of the envelope as Technical Bid for Hiring of Tour Vehicle & Financial Bid for Hiring of Tour Vehicle respectively and these two bids will be covered in a Big envelope writing in the top that "**Tender for Hiring of Tour Vehicles as IGIT, SARANG for 2020-21**".
- c) The rates quoted shall be fixed and valid for one year, irrespective of the increase in fuel rates, if any, occurring during the contract period.
- d) The rabid price includes fuel, lubricant and driver charges etc. during the travel.
- e) Service taxes and any other local taxes should be clearly mentioned separately in terms of percentage subject to applicability of Law.
- f) The travel agency will bear all toll and parking charges during the travel, which will be reimbursed from IGIT, Sarang subject to production of bills.
- g) Detention charge will be fixed @ Rs.8.00 only per hour for Maruti Ertiga & Rs.10.00 only per hour for other vehicles for long tour journey (beyond running hours @ 50 km/hour.)
- h) The night halt charges is fixed for Rs.50.00 only per night.
- i) The vehicle running more within 200 k.m. per day will be treated as Local tour and which includes 10 K.M. free coverage per hour and rest Kilometre will be charged on the basis of the Kilometre wise as per the quoted price of the bidder without any detention charges.
- j) If the vehicle running more than 200 K.M. per day, it will be treated as long tour and the bidder will charge the rate only on Kilometre wise). The vehicle must be in Road Worthy condition, shall not be more than 06 months old from the date of initial registration and must have valid Registration Certificate, Insurance Certificate, Fitness Certificate, valid Contract Carriage Permit, proof of upto date tax payment etc.
- k) The Driver of the vehicle should be well behaved, gentle, obedient in nature and must have a valid Driving License for driving light transport passenger vehicle and should be sufficiently experienced in driving transport passenger vehicle.
- l) 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 or up to date tax payment etc. and D.L. of the driver available all the times. The Örissa State AIDS Control Society" 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 Firm shall be responsible for all such litigation.

- m) Contractor shall obtain vehicle fitness certificate from competent authority, vehicle registration, comprehensive insurance, payment of road tax etc. Driver should always carry all necessary documents like Registration papers, Insurance papers, Pollution under Control (PUC) clearance, ETO tax payment papers, valid driving license and all other documents that should accompany vehicle as per rules and regulations of applicable laws.
- n) All the vehicles to be supplied to IGIT should be duly insured. The firm should ensure the validity of insurance from time to time for early renewal.
- o) The vehicle should carry portable fire extinguisher during tour and must be cleaned the vehicle both externally and internally regularly.
- p) All vehicles shall be comprehensively insured against all risks. Insurance policy shall be renewed well before the due date.
- q) Duty Slips in duplicate copy to be printed and serially numbered by the Service Provider as per prescribed format of IGIT, Sarang (Annexure-II) and should ensure that at the end of duty; the duty slips are completed and signed by the users along with the copy of the vehicle registration certificate.
- r) In case of any accident to the vehicle, it will be the responsibility of the firm/service provider or his representative (drivers) to lodge FIR etc. with police. All RTO issues and Traffic violations are to be taken care by the service provider.
- s) IGIT, Sarang reserves the right to enter into contract for hiring of vehicles/drivers with one or more service providers/bidders. When there are different L1s for different class of vehicles, then IGIT, Sarang may resort to multiple contracts with different bidders based on the L1 status of vehicles.
- t) Each bidder shall submit only one tender in the prescribed format and alternative offer will not be taken into consideration, and the quoted rate will be valid for a period of one year from the date signing of contract or from the date of acceptance of the order.
- u) The tempering of meter reading, vehicle usage timings, overwriting of Summer/ Log sheet and the misbehaviour of driver while on duty shall be viewed seriously, leading to even cancellation of contract.
- v) The firm/ service provider shall provide valid certificate of pollution check for the vehicle from the concerned authorities from time to time and the same shall be renewed well before the due date. Copies of the renewal certificates shall be deposited with the Institute.
- w) Notwithstanding the above, the IGIT, Sarang reserved the right to accept or reject any tenders and to cancel the bidding process and reject all tenders at any time prior to the issue of work order.
- x) IGIT, Sarang will place order for providing hiring vehicle for their different tours as and when required.
- y) Tender shall remain valid for a period of one year from the date of publication of this tender.

### 3. Bid Security:

- a) The bidder shall furnish and EMD for Rs.10, 000.00 (Ten Thousand) only in the shape of Demand Draft drawn from State Bank of India in favour of "**Principal, IGIT, Sarang**" payable at **Sarang**. Any bid not secured with bid security will be rejected. The above bid security will be forfeited if a bidder (i) withdraws its bid during the period of bid validity or (ii) fails to perform the contractual obligations as per the contract/ work order.
- b) The EMD of the unsuccessful bidders will be returned without interest after finalization of the tender and EMD of successful bidder will be returned after completion of contract period.

**4. Eligibility Criteria:**

- Self attested copy of the service tax registration certificate.
- Self attested copy of the PAN Card/Adhar Card
- Self attested copy of Last 3 assessment years Income Tax return (2017-18, 2018-19), 2019-2020.
- Self attested copy of up to date Service tax return.
- Undertaking to provide the good condition vehicles within 06 months along with all the necessary documents required under traffic rule.
- Submission of EMD along with tender paper cost in separate draft.
- Undertaking that the firm is not debarred/ blacklisted by any of the Institution/ Organisation of Govt., Semi Govt., PSU or Corporate office.
- Rate should be quoted as per format otherwise it will not be taken into consideration.
- Last three years orders copies of similar work in any organisation/ institution of Govt., Semi Govt., PSU or Corporate office.
- Undertaking as per Annexure-III
- Declaration as per Annexure-IV
- Checklist as per Annexure-V

5. Teach bidder shall submit only one tender in the prescribed format and alternative offer will not be taken into consideration, and the quoted rate will be valid for a period of one year from the date signing of contract or from the date of acceptance of the order.

**6. Evaluation of Tender/ Bid:**

- a. The technical Bids of all the bidders will be opened as per the scheduled period mentioned in the tender.
  - b. The documents submitted by the bidders will be verified and compared with the required documents of IGIT by a committee in the day of opening technical bid.
  - c. After technical evaluation the technically qualified bidders/ firms, whose bid has been determined to be substantially responsive will be intimated for attending the Financial Bid opening conference/ meeting before the committee.
  - d. After opening the financial bids of the technical qualified firms, the committee will compare the rates from various angles, who has offered the lowest evaluated price for individual vehicle and to be economical to IGIT.
  - e. The matter will be placed before the committee for necessary verification and comparison and according to the recommendation of the committee the contract/ order will be issued.
7. Any effort by a bidder to influence the IGIT, Sarang in its decision on bid evaluation or placement of work order may result in rejection of the bidder's offer.
  8. Payment will be released only after satisfactory completion of work as per order, subject to production bill along with duty slip and copy of vehicle registration certificate duly signed by the user.
  9. If the selected firm fails to execute the order, the EMD of the firm will be forfeited and the firm will be debarred for 3 (three) years from IGIT.
  10. Any legal disputes arising out of this are subject to Dhenkanal jurisdiction only.
  11. The bidders may be present in person or through their representative(s) with authorization letter during the opening of tenders on 05.8.2020 at 3.30 P.M. Even if no bidder or their representative remains present, the bid will be opened and no complain/ objection will be entertained.

*[Handwritten Signature]*  
02.07.2020

REGISTRAR

REGISTRAR

Indira Gandhi Institute of Technology  
SARANG (ORISSA)

**FORMAT OF RATE FOR HIRING OF VEHICLES FOR TOUR PURPOSES OF DIRECTOR IGIT, SARANG**

1	2	3	4	5	6
Sl. No.	Type of Vehicles	Local Tours (within 200 K.M.) with fuel and lubricant (10 K.M. free per hour)		Long Tour (above 200 K.M.) with fuel and lubricant	Taxes/ charges if any
		Charges per hour (Rs.)	Extra charge per K.M.(Rs.)	Charge per K.M. (Rs.)	
1.	Maruti Ertiga or equivalent				

We agree to provide the hiring vehicles (within 06 months) as per the terms and conditions and rates mentioned above for different types of vehicles is valid for a period of one year from the date of signing of the contract/ receipt of the order from IGIT, Sarang and also agree the price will remain unchanged for that period due to fluctuation of POL price.

Place:

Date:

Signature of Bidder

Name &amp; Business address:

Enclosures:

1. EMD for Rs.10, 000.00 bearing D.D. No. \_\_\_\_\_ dtd. \_\_\_\_\_ drawn on \_\_\_\_\_ in favour of Principal, IGIT, Sarang.
2. Tender paper cost Rs.500.00 bearing DD No. \_\_\_\_\_ dtd. \_\_\_\_\_ drawn on \_\_\_\_\_ in favour of Principal, IGIT, Sarang.
3. Self attested copies of all the documents as per eligibility Criteria (Para No.5 of the tender terms and conditions).



## Format of Duty Slip

(Name & Address of the Service provider \_\_\_\_\_)

Sl. No. \_\_\_\_\_

Date of Journey:

1. Vehicle type.....
2. Vehicle Registration Number.....
3. Places Visited.....
4. Meter Reading at starting Point ..... at closing Point.....
5. Total Kilometers run.....
6. Time at starting point..... at closing point.....

Driver Name & Signature

Signature of the User

Signature of service provider with seal

(To be submitted in Technical Bid)  
UNDERTAKING/ DECLARATION FORM

I / We ..... having  
my / our ..... office at .....  
.....declare that I/ we have carefully read all the terms and conditions of tender of the  
..... Odisha for providing Tour vehicles (good condition within 3 years old  
vehicle along with all the necessary documents) to IGIT, Sarang on hiring basis. The approved rate  
will remain valid for a period of one year from the date of approval. I/ We will abide with all the  
terms and conditions set forth in the Tender Reference No..... dt.....

I/ We do hereby declare I/ We have not been de-recognised/ black listed by any State Govt./  
Union Territory/ Govt. of India/ Govt. Organisation/ Govt. Health Institutions for providing Tour  
vehicles on hiring basis due to not providing of Standard Quality service/ failure to provide service.

I/ We agree that the Tender Inviting Authority can forfeit the Earnest Money Deposit and  
blacklist me/ us for a period of 3 years if, any information furnished by us proved to be false at the  
time of inspection/ verification and not complying with the Tender terms and conditions.

I/ We ..... do hereby declare that I/ We will  
carry out the order for providing monthly poor vehicles on hiring basis to Principal, IGIT, Sarang as  
per the terms and conditions of the above referred tender.

Seal Date

Signature of the bidder

Name & Address of the Firm

Affidavit before Notary Public

**DECLARATION**

1. I, \_\_\_\_\_ Son/ Daughter/Wife of Shri  
\_\_\_\_\_ Proprietor/ Director/ authorised  
signatory of the firm/ agency, \_\_\_\_\_, am competent to sign  
this declaration and execute this tender document;
2. I have carefully read and understood all the terms and conditions of the tender and  
undertake to abide by them;
3. The information/ documents furnished along with the above application are true and  
authentic to the best of my knowledge and belief. I/ we, am/are well aware of the fact that  
furnishing of any false information/ fabricated document would lead to rejection of my  
tender at any stage besides liabilities towards prosecution under appropriate law.
4. A am agree to provide tour vehicle as per the requirement of Principal, IGIT, Sarang for one  
year \_\_\_\_\_ with the quoted rate with effect  
from the date of initial engagement/ order and also agreed that the quoted price will remain  
unchanged during that period.

Full Name:  
Seal with signature

Place:  
Date:

The declaration should be in the letter pad of the Bidder.