# MAA MANIKESHWARI UNIVERSITY
## ମା ମାଣିକେଶ୍ୱରୀ ବିଶ୍ୱବିଦ୍ୟାଳୟ
## माँ माणिकेश्वरी विश्वविद्यालय
(Erstwhile: Kalahandi University)
Manikya Vihar, Bhawanipatna, Kalahandi, Odisha – 766001

No: 406 /MMU

Date: 04-02-25

Address: Maa Manikeshwari University, Bhawanipatna
Contact No: 9437862698
Email ID: registrar@kalahandiuniversity.ac.in
Date: 04.02.2025

**TENDER CALL NOTICE FOR HIRING OF VEHICLES**

Sealed tenders are invited from reputed travel agencies/tour operators/Individuals/private organizations, for ***hiring of commercial light vehicles*** on monthly basis/day basis. Details regarding eligibility criteria, terms & conditions and the format for submission of tender (technical & financial bid) are mentioned in the tender document which may be downloaded from the University website www.kalahandiuniversity.ac.in. Interested agencies may submit their tenders in a sealed envelope with super Scribing on the top of the sealed envelope as **"Tender for Hiring of vehicle"**. Tenders serialized 1 & 2 are to be hired on monthly basis.

The tender should reach the office of the undersigned by 03.03.2025 till (5.00 P.M). The tenders will be opened on 04.03.2025 at Office of the Registrar, Maa Manikeshwari University, Bhawanipatna for finalization of technical Bid at 11 AM. The financial Bid will be opened on 04.03.2025 at Office of the Registrar, Maa Manikeshwari University, Bhawanipatna at 1 PM. The undersigned reserves the right to reject any or all the tenders without assigning any reason thereof.

**REGISTRAR**
Maa Manikeshwari University,
Bhawanipatna

4/2/25

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No: 407 /MMU Date: 04-02-25

## TENDER FOR HIRING OF VEHICLES FOR OFFICIAL USE

**Instructions to Service Providers**

1. With reference to FDOM No. 22924 dated 14/08/2023 sealed tenders are invited from interested reputed Travel Agencies/ Tour Operators//Individuals/private organizations, for hiring of vehicles for official use of following officials and section of the university on monthly and day basis (As and when required).

| Sl No. | Official/Section | Type of vehicles | Mileage per litre | Maximum hire charges per month excluding fuel / day fare |
|---|---|---|---|---|
| 1 | Vice-Chancellor | Ciaz / Honda City / Ertiga and other vehicles of same segment or high. | 10 | Rs.30,000/- |
| 2 | Registrar | Zest / Tigor/Swift Dzire / Xcent / Etios and other vehicles of same segment or high. | 17 | Rs.26,000/- |
| 3 | Examination section & Others (As per requirement) | TUV300/Bolero/Sumo Gold/Ertiga and other vehicles of same segment or high. | 10 | For day basis Rs.1400/- |

2. Vehicles used for official duty of aforesaid officials of Maa Manikeshwari University, Bhawanipatna shall have to conform to the terms and conditions (Annexure-1) for Official use on monthly rent basis/Per day basis. Further, vehicles of same model and segment, having same mileage and hiring charges can also participate in the tender.
3. The tender is to be submitted in two parts i.e. Technical Bid (Cover-A) and Financial Bid (Cover-B). The format and document to be submitted in technical and financial bid are mentioned in the tender document. The service providers should submit their technical and financial Bid separately in two separate envelopes and these two envelopes should be put into another envelope super-scribed as **"Tender for Hiring Vehicles "** to O/o the Registrar, Maa Manikeshwari University, Bhawanipatna, 766001.
4. The technical and financial bid envelopes should be clearly marked as "Technical Bid" &"Financial Bid" on the top of the relevant envelopes.

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5. The tender completed in all respects should reach the undersigned 03.03.2025 at Office of the Registrar, Maa Manikeshwari University, Bhawanipatna till (5.00 PM) and shall be opened on 04.03.2025 at Office of the Registrar, Maa Manikeshwari University, Bhawanipatna at 11.00 AM in presence of the Service Provider or their authorized representative for finalization of technical Bid.
6. The financial Bid of those service providers shall be opened on 04.03.2025 at 01 PM, whose technical Bids are found to be qualified.
7. The application form of tender containing General Bid Information & Terms and conditions for hiring of vehicles etc. will be available with the Office of the Registrar, Maa Manikeshwari University, Bhawanipatna on payment of Rs. 200/- (Rupees Two Hundred) only and University Website www.kalahandiuniversity.ac.in from dated 04.02.2025 to 03.03.2025 in case the tender document is downloaded from Websites, the applicant shall furnish a Demand Draft for an amount of Rs.200 (Rupees Two hundred only) in favour of Comptroller of Finance, Maa Manikeshwari University, Bhawanipatna towards the cost of Application along with the application.
8. The service providers need to furnished Earnest Money Deposit (EMD) in the form of Demand Draft for an amount of Rs. 5000/- (Rupees Five Thousand only) in favour of Comptroller of Finance Maa Manikeshwari University, Bhawanipatna.

**REGISTRAR**
Maa Manikeshwari University,
Bhawanipatna

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Manikya Vihar, Bhawanipatna, Kalahandi, Odisha – 766001


No: 408/MMU

Date: 04-02-25

Annexure-I

## TERMS & CONDITIONS FOR HIRING OF VEHICLES

1. **Fitment**

1. Fitment by the service provider: - Minor modifications to be done by the service provider for fixing of some equipment / gadgets etc. and accommodation of a stretcher, stickering on the vehicle etc.

The user agency may request further fitment at its cost during the course of hire on need basis.

2. **Fitment by the user agency:** - Safety light bar, Stretcher, Fire extinguisher, Ropes, First Aid Kit, stickering etc. on front, rear and sides.

**3. Service providers are required to submit bids for All types of vehicles as mentioned above.**

4. **Other Conditions:**

1. The life span of the vehicles must be within 2 years from the date of purchase and must not have exceeded 3000 Kms. of running.

2. The contract will remain valid for a period of 1 years and can be extended by one year at the discretion of the user.

3. The vehicle must be in Road Worthy condition, shall not be more than two years old from the date of initial registration and must have valid Registration Certificate, Insurance Certificate, Fitness Certificate, valid Contract Carriage Permit, proof of up-to-date tax payment etc. which are mandatory for plying of vehicle.
4. Vehicle more than three-year-old will not be used and the service provider must replace in time during the contract period.
5. The Driver should be well behaved, gentle and obedient in nature
6. The service provider shall provide vehicles on hire basis.
7. The service provider will provide driver holding a valid LMV license
8. In the event of any breakdown / servicing and repairing of vehicles, the service provider at his own cost, shall make alternate arrangement by providing similar vehicle.
9. Service provider shall ensure that vehicle is deployed at designated location on time and with full or sufficient fuel in the tank.
10. Drivers of the vehicles deployed for the duties are required to maintain polite courteous behavior towards public as well as the departmental staff.

**5. Other Special Conditions:**

1. The hired vehicle, during period of contract, shall have all necessary valid MV documents such as valid Commercial Registration Certificate, Insurance Certificate, Fitness Certificate, proof of up-to-date tax payment etc. The user agency hiring the vehicle shall not be

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responsible for any damage/loss caused to hired vehicle or loss of life/injury made to any person or damaged to any property on account of use of hire vehicle any manner whatsoever. The service provider shall be responsible for all such litigations.

2. The hire charges to be paid on monthly basis is final but does not include cost of Petrol. Petrol cost will be borne by the Maa Manikeshwari University. All the expenditure of the vehicle towards repair, replacement of spare parts, Lubricating oil of Engine, Gear Box and differential coolant, tyres and tubes, battery etc. will be borne by the bidder.
3. KMPL shall be fixed by the user or its authorized representative on the day of reporting. KMPL shall be fixed (as per Govt. rule) or actual as per the actual POL test report whichever is higher.
4. It shall be the responsibility of the service provider to provide alternate driver in case of illness of first driver.
5. The salary and other legal dues of the drivers shall be borne by the service provider. The service provider will provide the names of drivers with address, DL detail in advance for verification by the users.
6. The service provider will comply with the Labour Law, EPF, GIS, Minimum Wages Act applicable and other statutory compliances.
7. The driver will put on white Pant and Shirt used for driver to be provided by the service provider.
8. The service provider is responsible to depute suitable substitute driver in case of absence of the driver engaged.
9. The service provider shall maintain record of daily kilometer run and time from the point of departure to arrival which will be signed by the authorized signatory of the user. It will be tallied with the GPS kilometers recording.
10. The service provider shall up-date the log book on daily basis.
11. **Performance security:** The successful bidder shall have to enter into an agreement with the tender calling authority for successful completion of stipulated period and also for performance warrantee for a period of 2 (two) years extendable to another one year. In this regard the bidder has to furnish the security deposit at the rate of Rs. 10,000/- per vehicle in the form of NSC/Post Office Savings Bank A/C /FDR/ Bank Guarantee from any nationalized bank duly pledged in favour of Tender Calling Authority.
12. If the bidder violates any of the terms of contract, the Tender Calling Authority shall forfeit the entire amount of performance security deposit.
13. The bidder will submit a checklist as per Annexure-III regarding the documents enclosed in the tender.
14. Each page of this tender document should be signed by the bidder with seal in token of having read, understood and accepted the terms and conditions of this contract.
15. The tenders (also called bids), not submitted in prescribed format, in the prescribed manner or required security deposit etc. shall be rejected by the Tender Committee at the risk and responsibility of the bidder.

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16. A bid submitted cannot be withdrawn. The bidder or his authorized representative (one person only) will be allowed to be present at the time of opening of tenders. They will not participate in the discussions. Clarifications sought, if any may be provided to them.

17. All or any of the tenders (or bids) submitted can be rejected without assigning any reason thereof. No claim, whatsoever, shall be admissible for the alleged loss/damage suffered by the bidders on account of such rejections.

18. **Termination:** Tender Calling Authority shall have the discretion to terminate agreement / work order at any time if the service provider fails to comply the statutory rules or the service is found to be satisfactory. Whereupon the agency will immediately cease the provision of the services and submit a bill for costs incurred to provide the contracted services to the date of termination.

19. Either party can terminate the contact by giving 60 days notice without assigning any reason

20. **Penalty:** In case of noncompliance of the standards of the services to be provided as per this agreement, the user would be at liberty to levy such penalty.

| Sl. No. | Nature of default | Penalties |
|---|---|---|
| 1 | Non replacement of vehicle/driver Up to total 1 hour in a month in case of breakdown of vehicle or not reporting of driver. | Up to total 1 hour in a month: No penalty. For delay above 1 hour: Rs 1000/- and for subsequent every hour or past time of Rs 1000/per hour. |
| 2 | Delay in arrival of vehicle / driver at Up to total 1 hour in a month at the schedule time and schedule place. | Up to total 1 hour in a month: No penalty. For delay up to 1 hour: Rs 1000/- and subsequent every hour or past time of Rs 1000 per hour |
| 3 | Misbehavior by driver unacceptable behavior by driver | Penalty of Rs. 1,000/- for each instance |
| 4 | Driver in intoxicated stage | Penalty of Rs. 10,000/- for each instance |

Penalty of Rs. 12,000/- or more in a month for a vehicle will be considered on unsatisfactory service.

21. The Tenders/bids received in the prescribed time shall be opened by the tender committee at the prescribed date time and place. Any bid found incorrect or incomplete in any manner would be summarily rejected by the said committee.
22. The authorities are not bound to accept the lowest financial bid.

**REGISTRAR**
Maa Manikeshwari University
Bhawanipatna
(Tender Calling Authority)

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**ANNEXURE: - II**

**TENDER FORM**
**Part-I-Technical Bid-Cover A**
**(The documents have to be arranged serially as per the order mentioned below)**

| | | |
|---|---|---|
| 1 | Name | |
| 2 | Address with telephone no. & fax | |
| 3. | E-mail id of the Organization | |
| 4. | Name of authorized signatory | |
| 5. | Specimen signature of the authorized signatory | |
| 6. | Telephone number of authorized signatory | |
| 7. | Instrument No. and date of the tender document cost of Rs. 200/- (Non-Refundable) submitted by the organization | (In shape of Demand Draft) |
| 8 | PAN | (Attach self-attested copy of PAN card) |
| 9 | Undertaking to provide good conditioned vehicles (not more than 2 years old) along with all necessary documents required under traffic rule. | Attach the undertaking with signature & seal of the organization |
| 10 | Undertaking that the vehicle to be provided will not belong to any employee of the University or his / her relative. | Attach the undertaking with signature & seal of the organization |
| 11 | Undertaking that the firm has not been debarred / blacklisted by any Govt. Organization / Semi Government Organization / PSUs. | Attach the undertaking with signature & seal of the organization |

**DECLARATION:**

I/we hereby certify that the terms and conditions given with the tender notice have been read carefully and acceptable to me/I/us that the information furnished above are full and correct to the best of my / our knowledge. I/we understand that in case of any deviation / false information in the above statement at any stage, our Firm / Agency will be blacklisted / debarred and will not have any dealing with your organization in future.

**Place:**

**Date:** **(Signature & Seal of the Authorized Signatory)**

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**ANNEXURE: - III**

**Check List of documents to be enclosed to General bid Form**

**(Reference Sl. 9 of General Conditions of contract)**

| Sl. No. | Description | Remarks (Yes (Y), No (N), Not Applicable (NA) (V Tick whichever IS applicable) | | |
|---|---|---|---|---|
| | | Y | N | NA |
| 1 | Scanned copies of Tender document signed by the bidder or Authorized Person on all pages along with seal. | | | |
| 2 | Scanned Self-Attested Photo copy of PAN Card | | | |
| 3 | Scanned Self Attested Photo copy of the computerized receipt (Online/RTGS/NEFT) towards payment of cost of Tender Paper. | | | |
| 4 | Scanned Self attested Photo copy of the computerized receipt (Online/RTGS/NEFT/DD) towards payment of cost of EMD/Bid Security | | | |
| 5 | Self-Attested Photo copy of "Partnership Deed" duly registered, if applicable | | | |
| 6 | Self-Attested copy of Bid form duly filled and signed. | | | |
| 7 | Self-Attested copy of the Check list duly filled in | | | |
| 8 | Self-attested copy of Undertaking regarding genuineness of the documents/information submitted duly filled in and signed. | | | |

**Signature & Seal of the bidder**

Pradeb

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**ANNEXURE :-IV**

## TENDER FORM

Part II - Financial Bid - Cover B

A Monthly Basis Rate (Exclusive of GST)

| Sl No. | Purpose | Type of Vehicle | Monthly rent excluding fuel & lubricant per vehicle |
|---|---|---|---|
| 1. | Vice Chancellor | **Honda City/ Ciaz/ Ertiga** of white colour (Petrol) vehicles or vehicles of same model and segment, having same mileage and hiring charges. | |
| 2. | Registrar | Zest / Tigor/Swift Dzire / Xcent / Etios and other vehicles of same segment or high. | |
| 3. | Examination section & other (As per requirement) | TUV300/Bolero/Sumo Gold/Ertiga and other vehicles of same segment or high. | |

B. GST: Please mention the % of GST as applicable:

Note: GST will be paid extra as applicable and will not be taken into account for evaluation.

**Place:**

**Date:**

**(Signature & Seal of the Authorized Signatory)**

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ANNEXURE:-V

**Form of Undertaking**

I _____ hereby agree to receive all communication with regards to hiring of vehicle for official use on the email ID_____ provided by me in the tender form.

**Place:**

**Date:**

**(Signature & Seal of the Authorized Signatory)**