

**ODISHA STATE OPEN UNIVERSITY
G.M. UNIVERSITY CAMPUS, SAMBALPUR-768004**

Notice No. 658

Date-12.07.17

QUOTATION CALL NOTICE

Quotations in sealed cover from reputed Travel Agencies/ Tour Operators/ Private Individuals are invited by the office of the undersigned for providing 01 No of AC Diesel driven vehicle Maruti Swift Dezire for use on hire basis. Quotations should reach the office of the undersigned latest by 24.07.17 upto 4.30 P.M . Other details and Quotation forms are available in the University website www.osou.ac.in .

The undersigned reserves the right to reject any/ all quotations without assigning any reason there of.


Registrar 12/7/17
Odisha State Open University
Sambalpur
Dr. Jayanta Kumar Sharma, OES (I)
Registrar
Odisha State Open University (OSOU)
Sambalpur

Copy to notice board, Website of OSOU, wide publicity through Odia local daily 'The Samaja' and 'The Sambad'.


TERM & 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.

1. The hired vehicles, during period of contract, shall have all necessary valid MV Documents such as:- valid Registration Certificates, Insurance Certificate, Fitness Certificates, Valid Contract Carriage permit, Proof of up to date tax payment etc. and D.L of the driver available all the times. Odisha State Open University shall not be responsible for any damage / loss caused to hire 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.
2. The hire charges of Rs. 20,000/- per month to be paid on monthly basis is final but does not include cost of diesel, which is to be paid separately basing on actual consumption and lubricant 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, Types & Tubes & Battery etc. will be borne by the bidder.
3. 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.
4. 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.
5. In case of the vehicle do not report regularly, the authority will be at liberty to reject the agreement and engage vehicle from other sources.
6. The vehicles shall report for duty for minimum of 25 days in a month.
7. In case of emergency, the driver will have to report for duty as per the requirement of hirer. No extra payment shall be demanded.
8. Monthly hire charges and reimbursements towards cost of diesel (as per actual) and lubricants (as per Govt. norms) of selected bidder 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.
9. The vehicle shall not be more than 1 year old from the initial registration and also in good running condition during the period of contract. New vehicle will be given priority.
10. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
11. 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.


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Sambalpur

- 12.If the bidder violates any of the terms of contract, the authority shall forfeit the entire amount of security deposit.
- 13.After selection of successful bidder an agreement shall be signed between Authority of the University and himself or herself in prescribed manner.
- 14.The vehicle shall be used by the officials only and no vehicle owner or private person shall use the vehicle even on holiday/off day. The services of vehicle shall be done on holidays only
- 15.The parking of vehicle shall be decided by the authority at the time of agreement.
- 16.A sum of Rs. 5000/- shall be deposited by the intending bidders in shape of Demand Draft in favour of Odisha State Open University, Sambalpur and submitted along with the tender paper as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders.


Signature 12/7/17
Quotation/Tender Calling Authority
Dr. Jayanta Kar Sharma, O.E.
Registrar
Odisha State Open University (OSOU)
Sambalpur

Annexure-II**GENERAL INFORMATION FOR HIRING VEHICLES**

Sl. No.		
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 excluding fuel cost	
13	Rate of fuel consumption / Mileage per liter	
14	Contact o. of the Service Provider (Tenderer / Quotationer)	Mob Telephone

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

Seal & Signature of the
Quotationer /Tenderer

**GOVERNMENT OF ODISHA
FINANCE DEPARTMENT**

OFFICE MEMORANDUM

No. 273/17/F
FIN-COD-RULE-0004/2015

Dated 21/11/17

Subject- Revision of Hiring charges of private vehicles and fixation of mileage of hired vehicles and Government vehicles

In terms of the provisions of Para 6 of Finance Department Office Memorandum No.34085/F dated 29.09.2012 concurrence of Finance Department is necessary for hiring of private vehicles for official use in case of existing condemned and auctioned vehicles after deposit of sale proceeds of the auctioned vehicle. Hiring of vehicles for new offices would also require prior concurrence of Finance Department.

It has been decided that henceforth the Administrative Departments shall be competent to take a decision at their level for hiring of private vehicle for official use in substitution of existing Government vehicle after completion of the process of condemnation and auction of old vehicle and deposit of the sale-proceeds in treasury.

However, hiring sought without condemnation of existing vehicles and hiring of vehicles for new offices will require prior concurrence of Finance Department.

2 Revision of hiring charges and mileages of private vehicles for use of offices under the State Government

The norms for hiring private vehicles were fixed in Finance Department O.M. No.34085/F dt.29.09.2012. The cost of labour has since increased requiring a fresh look at the hire charges. Similarly fuel-efficient engines have also been introduced by different manufacturers. Considering these aspects, hiring charges and average mileage in K.Ms per litre in respect of different kinds of hired vehicles are re-fixed in consultation with Transport Department as tabled below.

Sl.No.	Category of offices	Type of vehicles permissible to be hired	Maximum hire charges per month excluding diesel cost (*)	Minimum Average Mileage in kms per litre
1.	Blocks/Tahasils and other field offices	Bolero/Marshai/Tata Sumo/Mahindra Max	Rs 20,000/-	10
2.	District/Range level Offices	Indica eV2	Rs 16,000/-	17
3.	Heads of Department Secretariat (Pool vehicles)	Indica eV2	Rs 16,000/-	17
4.	Heads of Department Secretaries and other equivalent officers (For their own use)	Indigo	Rs 18,000/-	15 ✓
		Swift Dzire (Petrol)	Rs 20,000/-	14
		Swift Dzire (Diesel)	Rs 20,000/-	17
5.	Hon'ble Ministers/Other Dignitaries	Innova	Rs 30,000/-	09
		Tavera	Rs 30,000/-	10

*Service Tax would be reimbursed separately over and above the hire charges