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

Notice No:-OSOU/2022/177

Date-02.04.22

QUOTATION CALL NOTICE

Quotations in sealed cover are invited from reputed Travel Agencies/ Tour Operators/ Individuals by the office of the undersigned for providing 01 Number of Petrol/Diesel driven AC "Swift Dzire or Equivalent Vehicle" which shall conform to the term & conditions mentioned at Annexure-I for official use on monthly rental basis. Quotations complete in all respect should reach the office of the undersigned on or before Dt.22.04.22 up to 05.00 P.M . The quotation shall be opened on Dt.25.04.22 at 12.00 P.M. Other details and Quotation forms are available in the University website [www.osou.ac.in](http://www.osou.ac.in) .

The University reserves the right to reject any/ all quotations without assigning any reason thereof.

*Dr. Bijan*  
02/04/22

Registrar

Odisha State Open University  
Sambalpur

Copy to notice board/University Website/ Sambad & Samaja to print the above notice in the daily Edition for wider circulation.

**TERM & CONDITIONS FOR HIRING OF VEHICLES**

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

1. The interested agencies are advised to submit the quotations in sealed envelopes super-scribing "**Quotation for Providing Vehicle**" by registered post/courier only.
2. Quotationer must have registered office in Sambalpur.
3. 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, Pollution Control Certificate 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 the hired vehicles or loss of life/injury made to any person or damages to any property on account of use of the hired vehicles in any manner whatsoever.
4. Monthly Hiring charge & Minimum Average mileage should not exceed the rate & conditions fixed by Govt. of Odisha, Finance Dept. (Ref:-FIN-COD-MV-0001-2017 30464/06.09.19)
5. The Monthly hire charges shall be paid on monthly basis. It shall not include cost of petrol, 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, Tyres & Tubes & Battery etc. will be borne by the owner/service provider.
6. It shall be the responsibility of the bidder to provide a good driver maintaining cleanliness and good behavior. The salary of the driver shall be borne by the owner.
7. 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 at his own cost.
8. 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.
9. If in the event of absence of the driver, the vehicle could not be put to use then proportionate deduction will be made from the hiring charges.
10. In case of emergency, the driver will have to report for duty as per the requirement of hirer. No extra payment shall be demanded.
11. Monthly hire charges and reimbursements towards cost of petrol/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.

12. The vehicle shall not be more than 3 year old from the initial registration and also in good running condition during the period of contract. New vehicle/BS-VI Compliant Petrol Vehicle will be given priority.
13. More vehicles are to be provided by the service as and when required as per the Govt. of Odisha rate.
14. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
15. In case the service provider intends to withdraw the services of his vehicle and terminate the agreement, it shall be mandatory upon him to give one month notice before such withdrawal of service and termination of agreement.
16. If the service provider violates any of the terms of contract, he/she shall forfeit the entire amount of security deposit.
17. After selection of successful bidder an agreement shall be signed between the Authority of the University and the service provider in prescribed manner for a period of Three Years.
18. 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 servicing of vehicle shall be done on holidays only.
19. The parking of vehicle shall be decided by the authority at the time of agreement.
20. A sum of Rs. 5000/- shall be deposited by the intending bidders in shape of Demand Draft in favor 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.
21. For any other clarification, the bidder may refer to Finance Department, Govt. of Odisha, letter No.30464/F dated,06.09.2019.
22. The quotation should reach the office of the Registrar on or before 22.04.22 by 05.00 P.M through registered post/courier only in the prescribed format(Annexure-III) along with self attested copies of
- Valid GST registration certificate.
  - PAN Card
  - Self declaration for not blacklisted by any Central/State/PSU agency as per format prescribed at Annexure-IV.

Quotation that does not fulfill all or any of the conditions or incomplete in any respect are liable to be rejected.



Signature  
Quotation/Tender Calling Authority

Sl. No	Category of offices	Type of vehicles permissible to be hired	Maximum hire charges per month excluding taxes (*)	Minimum Average Mileage in kms per litre
(1)	(2)	(3)	(4)	(5)
4	Heads of Department / Secretariat (Pool vehicles)	Tiago/ Bolt/ Celerio	Rs.20,000/-	17
5	Additional Secretaries /Heads of Department (For their own use)	Zest/Tigor/Swift Dzire/ Xcent/ Etios (Petrol)	Rs.26,000/-	17
6	Special Secretaries / Secretaries/Principal Secretaries and other equivalent officers (For their own use)	Ciaz/Honda City (Petrol)	Rs.30,000/-	12
7	Officers of the Apex Scale	Innova / Hexa /Xuv 500	Rs.42,000/-	9
8	Hon'ble Ministers/Other Dignitaries	Innova / Hexa /Xuv 500	Rs.42,000/-	9
9	Colleges/Universities/ Training Institutes/and other equivalent institutions	Private Mini Bus (30-32 seater)	Rs.85,000/-	6

### 3. Conditions for Hiring of Vehicles:

- i. Government offices are required to follow transparent bidding process through inviting competitive bids from the Service Providers for hiring of vehicles through the Standard Bidding Document prescribed in para-5 of the FDOM No. 34085/F Dated 29.9.2012 and arrive at a lesser cost than the maximum hiring charges prescribed. **In view of pollution being high through use of Diesel vehicles, it is preferable to hire BS-IV compliant Petrol Vehicles.**
- ii. The hiring charges do not include fuel cost (petrol/diesel) which is to be paid separately basing on actual consumption and lubricants as per existing Government norms
- iii. The vehicles hired shall be in good condition and shall not be older than three years. Vehicles older than five years should be replaced by new vehicles by the service provider.
- iv. It will be ensured through Service Providers of hired vehicles that the vehicles are kept under optimum running condition and avoid accidents

*Signature*

(Annexure-III)

**General Information for Hiring of Vehicle**

1	Type of Vehicle	
2	Registration No of Vehicle	
3	Year of Manufacture	
4	Model	
5	Date of Registration	
6	Name & Complete Address of the Bidder	
7	Fitness Certificate Validity	
8	Insurance Validity	
9	Permit Validity	
10	Name & Address of the Driver	
11	DL no & Validity of the DL of Driver	
12	Proposed Hire charge of the Vehicle per Month	
13	Rate of Fuel consumption/ Mileage per Liter	
14	Others Charges if any	
15	Tax/GST	
16	Contact no of the Service Provider/ Qutationer	

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

(Seal & Signature of the Qutationer)



Annexure-IV

**Self Declaration for Not being Black Listed**

To,

The Registrar, OSOU  
G.M. University Campus  
Amrit Vihar, Sambalpur-768004

Sir,

I/We hereby confirm that our firm has not been banned or blacklisted by any Government organization/Financial institution/Court/Public Sector Unit/Central Government.

Date:

Place:

Seal &amp; Signature

