



Tender Notice No. OUTR/Transport/2025-26/08

Date: 12/06/2025

**NOTICE INVITING TENDER FOR HIRING OF LIGHT COMMERCIAL VEHICLES ON
MONTHLY/ DAILY BASIS**

Odisha University of Technology and Research (OUTR), Bhubaneswar invites sealed tenders under two bid systems (i.e. **Cover-I:** Technical Bid and **Cover-II:** Price Bid) from interested reputed registered Tour & Travel Agency/experienced and financially sound Company/Partnership Firm/Private Individuals for hiring of commercial light vehicles (AC vehicles) in excellent condition on monthly/daily basis to OUTR Bhubaneswar for a period of **Two years** from the date of contract with the provisions of extension subject to satisfactory performance. Incomplete bids will be rejected summarily. The last date of submission of bid is **14/07/2025** up to 3.00 PM and will be opened on **15 /07/2025** at 11.00 A.M. The sealed Tender may be sent **by Speed Post/Registered Post/Courier only before the last date and time. No hand delivery is acceptable.** The authority is not responsible for any postal delay. The authority reserves the right to cancel the bids without assigning any reason thereof. More details are available at our university website www.outr.ac.in.

IMPORTANT: Prospective bidders are advised to regularly visit the University website for any Updates/Corrigendum/Amendment. Any subsequent updates will be announced exclusively on the University website.

REGISTRAR

**TENDER DOCUMENT FOR HIRING OF LIGHT COMMERCIAL VEHICLES ON
MONTHLY/DAILY BASIS**

TO OUTR, BHUBANESWAR



ODISHA UNIVERSITY OF TECHNOLOGY AND RESEARCH
Techno Campus, P.O.: Mahalaxmivihar,
BHUBANESWAR -751029, INDIA

TENDER FOR SUPPLY OF LIGHT COMMERCIAL VEHICLES ON MONTHLY/DAILY HIRING

BASIS

Registrar, Odisha University of Technology and Research, Bhubaneswar invites sealed tenders from interested reputed registered Tour & Travel Agency/experienced and financially sound Company/Partnership Firm/Private individuals for hiring of commercial light vehicles (AC vehicles) on monthly/day to day basis to Odisha University of Technology and Research, Ghatikia, Mahalaxmi Vihar, Bhubaneswar-751029

Critical Information

1.1 Submission of a proposal in response to this notice shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications.

Sl. No.	Information	Details
1	Tender Number and Date	OUTR/Transport/2025-26/08 Date: 12/06/2025
2	Period during which tender document will be available on website www.outr.ac.in	12/06/2025, 6.00 p.m. to 14/07/2025 03.00 p.m.
3	Tender Fee(Non- Refundable)	Rs. 1,000/- (Rupees One thousand only) in shape of Demand Draft to be drawn in favour of "(Odisha University of Technology and Research Bhubaneswar drawn on any Scheduled Bank payable at Bhubaneswar)"
4	Bid security (EMD): (refundable but Non-interest bearing); EMD Amount (Will be accepted only through D.D/Banker's Cheque. The bid security is exempted to the MSE bidders only. However, proper and valid documents in this regard must be submitted by the bidders in support of their claim.	Rs. 50,000/- (Rupees Fifty Thousand only) in shape of Demand Draft to be drawn in favour of " (Odisha University of Technology and Research Bhubaneswar drawn on any Scheduled Bank payable at Bhubaneswar)"
5	Type of Bid	Two Bid: Cover I - Technical Bid Cover II - Price Bid as per the format
6	Last date & time for submission of bid	14/07/2025 upto 3.00 P.M.
7	Date, time & Place of opening of Technical Bid	15/07/2025 at 11.00 A.M., Admn. Building, OUTR, Bhubaneswar

8	Date & time of opening of Financial Bid	To be intimated later by e-mail/ WhatsApp to the technically qualified bidders.
9	Performance Guarantee	5 % of Contract value of one year
10	Contract of Period	Two years from the date of award which may be extended subject to satisfactory performance.
11	Pre bid meeting	No
12	Bid Validity	120 days from the date of opening of bid
13	For any technical query please contact	Prof. B, N. Mahapatra, Ph. No. : 7735430820 E-mail: bnm@outr.ac.in
14	Tender document alongwith DD towards EMD & Tender document fee should be sent addressing to:	The Registrar, Odisha University of Technology and Research, Techno campus, Ghatikia, Mahalaxmi Vihar, Bhubaneswar, PIN- 751 029

REGISTRAR

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A. 1. Eligibility:

All the Bidders / Agencies must fulfil the following eligibility criteria and submit the documents and the declarations (duly self-attested with stamp) in support of their claim along with the Technical Bid.

- a. The Agency/Firm must have registered as travel agency or operation of transport business (tour operators) with Govt. of Odisha.
- b. The Bidder Should be Registered under the Companies Act 1956/2013 in India OR Proprietorship/Partnership firms. The Bidder shall be registered legal entity under relevant act and a copy of such registration shall be attached with the bids.
- c. Individual owner, owner-cum-driver can participate in the tender process.
- d. The agency should have provided vehicles to Educational Institutions/Govt. / Semi-Govt. Organizations / PSUs / Banks etc. in Odisha during the last three financial years, i.e. 2021-22, 2022-23 & 2023-24. In support of that, self-attested copies of Work Orders received from Government / Semi-Government/ PSUs / Banks etc. during last three Years are to be furnished.
- e. The agency should have an average Annual Turnover from Transport Services of Rs. 10 lakh (Rupees Ten lakhs) during the last three financial years i.e. 2021-22, 2022-23 & 2023-24 (Audited Profit & Loss Accounts of the last three financial years) are to be submitted.
- f. The agency should have valid GST registration with up to date return. Self-Attested copies of GST Registration Certificate to be submitted in the technical bid.
- g. The agency should have PAN. (Self-Attested copies of PAN Card.
- h. The Agency must have submitted Income Tax Return for last three years (2021-22, 2022-23 & 2023-24). Copies to be attached.
- i. Self-attested copies of registration certificate of Vehicles.
- j. All the vehicles must be latest model/registration with specific make and model in the NIT.
- k. Undertaking to provide vehicles in good running condition (not more than 1 year old BS-VI vehicle). OR new vehicle.
- l. The firm has not been debarred / blacklisted by any Govt. Organization Semi-Govt. Organization / PSU in the letter head of the firm as per the format.

- m. Undertaking that the vehicles to be provided will not belong to any employee of OUTF or his/her relative.
 - n. Details of the make and year of manufacture of the vehicle(s) registration No. mileage and name of the driver with Driving License No. and period of validity should be furnished in the technical bid.
 - o. The Agency must have registered office in Bhubaneswar. In case of not having office in Bhubaneswar they need to submit an undertaking to start an office at Bhubaneswar within one month of award of contract, failing which the contract shall be cancelled and EMD will be forfeited and /or the action will be initiated as per BID security declaration.
- 2. Any tender received incomplete in any manner will not be accepted.
 - 3. The bidder (Supplier/Travel Agency) is expected to examine all instructions, terms & conditions, specifications in the tender documents. Failure to furnish information required in every respect will be the bidders risk and may result into rejection of the bid.

B. GENERAL TERMS AND CONDITIONS OF CONTRACT :

4. TENDER COST & EARNEST MONEY DEPOSIT (EMD) / BID SECURITY

4.1 Cost of the bid documents: The interested bidders should submit a Demand Draft of **Rs. 1,000.00 (Rupees One thousand only)** (not refundable) drawn in any **Scheduled Bank** in favour of **“Odisha University of Technology and Research” payable at Bhubaneswar** towards cost of the bid documents.

4.2 Bid Security/EMD (refundable without interest):

An Earnest Money Deposit (EMD) of Rs. 50,000.00 (Rupees Fifty thousand only) should be submitted in form of Demand Draft drawn in any **Scheduled Bank** in favor of **Odisha University of Technology and Research” payable at Bhubaneswar except MSEs (the certificate to this effect should be attached along with Bid Security declaration form).**

4.3 EMD / Bid Security of unsuccessful bidder will be returned to them without any interest at the earliest and latest on or before the 30 days after the award of contract to successful bidder.

4.4 Any bid without accompanying with EMD and Tender Cost is liable to be treated as non-responsive and rejected.

4.5 The EMD / Bid Security of the bidder who withdraws its bid in breach of terms and conditions of contracts, withdraws at any stage after opening of technical bid and who evades or refuses to accept the Award of Contract after being L1 with the period of validity, shall be liable to forfeiture.

5. The tender is to be submitted in two separate sealed Envelopes and further sealed in one Envelope mentioning thereon the **Envelope No.1** and **Envelope No. 2** and contents as indicated below:

5.1. Envelope Number-1 (Technical Bid)

Cover forming Envelope -1 of the Tender shall be super scribed with words Technical Bid of "Tender for _____" along with tender number and due date.

Envelope number-1 shall contain the DD for EMD & Tender document fees, Qualification documents along with the tender document duly filled up and signed by the Bidding Firm on each page after affixing rubber stamp of the **Firm/Agency**. Qualification documents:

- Such as :
- > Bid Securing Declaration Form for as per the Annexure
 - > Technical Bid documents.
 - > Copies of Income Tax return (last three financial years and copy of PAN)
 - > Firm Registration & GST Registration certificate
 - > Similar Purchase Order copies executed in Educational Institutions/Central Universities, Govt. Offices, Banks etc.
 - > Annual average turnover of last 3 financial years 2021-22, 2022-23, 2023-24
 - > Notarized affidavit for Criminal Liability
 - > Undertaking that the vehicles to be provided will not belong to any employee of OUTR or his/her relative
 - > All other documents as per attached Annexures Except Price BoQ)

5.2 Envelope Number-2 (Financial Bid)

Sealed cover forming Envelope -2 of the Tender shall contain **Financial Bid in the prescribed Proforma** which should be super scribed with words **Financial Bid of "Tender for _____" along with tender number and due date.**

5.3 Both the Sealed covers containing Envelope -1 and Envelope -2, shall be put in another third Envelope and sealed properly super scribing the words "Tender for _____" along with tender number, date and due date addressed to the Registrar, **Odisha University of Technology and Research , Techno-**

Campus, Ghatikia, Mahalaxmi Vihar, Bhubaneswar-751029 on or before the date & time mentioned in Tender. Any tender received after the prescribed date & time will not accept.

CLARIFICATION OF BIDS : In case any bidder requires any clarification, bidder can feel free to raise their query before the last date of submission of tender document.

C. BID EVALUATION PROCEDURES

1. Technical bids will be opened on the specified date & time by Tender Evaluation Committee duly constituted by the competent authority of OUTF Bhubaneswar in the presence of bidder or of their representatives who wish to attend on the basis of scope of work and eligibility criteria. They must bring proper authorisation from their firm/agency at the time of opening of the bids failing which they will not be allowed to participate in the opening process. Short listing will be done on the basis of eligibility criteria mentioned in the tender.
2. Financial bids of those bidders whose technical bids are found valid / suitable / acceptable, shall be opened by the Committee on the specified date and time or to be intimated well in advance.

D. CLARIFICATION ON TECHNICAL BID EVALUATION

1. Technical bids shall be evaluated based on the available documents submitted by the bidder and the methodology adopted by the committee. To assist in the examination, evaluation and comparison of the bids, and qualification of bidders, the committee may, at its discretion ask any bidder for a clarification of its bid.
2. If a bidder does not provide clarification on its bid asked for in the University's request for clarification, the bid may be treated as not valid and liable for rejection.
3. University also reserves the right to seek confirmation / clarification from the issuing agency for the supporting documents submitted by the bidder.

E. FINANCIAL BID PROCEDURE & EVALUATION

1. The financial bid will be opened only for bidders declared eligible and selected after technical evaluation. The financial bid will be opened on a date fixed after evaluation of technical bids and will be intimated to all eligible bidders in advance.

2. Tender for this contract will be assessed in accordance with **Least Cost Selection i.e. L1 system**. The bidder who has quoted lowest in each vehicle will be awarded the contract.
3. Being L1 will not be sole criteria for eligibility of award of contract. Feasibility of the lowest quote by the bidder will be examined by the committee with reference to relevant terms & conditions.
4. GST will not be taken into consideration for evaluation purpose.
5. The comparative statement shall be prepared on Lowest quoted price and fuel/lubricant charges with mileage.
6. Further, the University also reserves the right to cancel the financial bid of an agency if it is found that the charges quoted is unreasonable or un-justified.

5. Amendment to bid documents

At any time prior to the date of submission of bid, OUTR may, for any reason, either of its own or in response to a clarification from a prospective bidder, modify the bidding documents by an amendment / corrigendum. **Any such amendment / corrigendum will be duly notified through the University's website:** Prospective bidders are advised to check the website every now and then for any amendment / corrigendum.

6. The bidder is expected to have examined all instructions, forms, terms and specification in the Bid Document. Failure to furnish the bid, not substantially responsive to the Bid document in every respect will be at the bidder's risk and may result in rejection of the Bid.
7. The date and time of opening of the Financial bids of the technically qualified bidders shall be intimated well in advance.

8. BID PRICES:

- 9.1 Supply of vehicles on monthly hiring including driver and all costs, except fuel charges and lubricant (Fuel charges will be as per actual based on mileage and log book).
- 9.2 The bidder shall quote monthly charges/daily charges. The price should be indicated as per BOQ/Price Schedule as per the Format under Financial Cover.

9.3 The price quoted by the bidder shall remain fixed during the entire period of contract and shall not be subject to variation on any account for vehicles hiring on monthly basis. It may be changed as per the govt. of Odisha notification in this regard.

9.4 Rate once finalized will be fixed for the entire period of contract and used as base rate in the case of upward & downward of fuel rates for vehicles hiring on daily basis.

10. **ONE BID PER BIDDER:** Each bidder shall submit only one tender either by himself or as a partner in joint venture. If a bidder or if any of the partners in a joint venture participate in more than one bid, the bids are liable to be rejected.

11. **Performance Security.** The successful bidders(s) shall have to submit a performance security of 5% of contract value of a year only in shape of Demand Draft / pay order, drawn on any Nationalized / Scheduled Bank in favour of “**Odisha University of Technology and Research**” payable at “**Bhubaneswar**” or Bank Guarantee duly pledged to Registrar, OUTR, Bhubaneswar within 30 days from the date of award of the contract. The performance security shall be valid for 60 days beyond the contract period which will be refunded subject to satisfactory completion of the job during the contract period. If the successful bidder violates any of the terms & conditions of the contract, the performance security shall be liable for forfeiture.

12. **Contacting the Purchaser:** No bidder shall contact the purchaser on any matter relating to its bids, from the time of bid opening to the time the contract is awarded.

13. The monthly rate quoted by the bidders should take into consideration of cost of tyres & tubes, consumables, all major and minor maintenance work with spares and all payments towards driver's salary, his fooding cost, overtime and mobile Phone (for incoming calls). However, the cost of fuel (Petrol), Lubricants (Mobil) if any are not included in the monthly rate, which will be reimbursed as per actual at the rate of consumption depending upon the type of vehicle used. The minimum mileage (KM per liter of petrol and lubricant to be reimbursed) to be quoted should not be less than as detailed below and the hiring charges to be quoted should not be more than the maximum hiring charges given below (as per latest Finance Department Circular: 15836 dated 27.05.2025):

Sl. No	Type of Vehicle (BS- IV/VI Compliant)	Max. hire charges (Rs.) per Month (excluding taxes and fuel cost)	Minimum K.M. (per one liter of fuel)	Minimum K.M. per one liter of lubricant
01	Swift Dzire (AC) / Xcent (AC) Petrol	31,200/-	17	1,000
02	Bolero(AC)/Tata Sumo Gold (AC)/Ertiga (AC)	37,200/-	10	1,000
03	Innova Crysta (AC)	50,400/-	9	1,000

14. In case of vehicle on a daily basis, the daily rate (rate/Km, rate/hour) for providing the vehicle is inclusive of the cost of fuel (Petrol)/(Diesel), Lubricants (Mobil), cost of tyres & tubes, consumables, all major and minor maintenance work with spares and all payments towards driver's salary, his fooding cost, overtime and mobile Phone to the driver.

15. Bid validity Period: Bid shall remain valid for 120 days from the date of opening of bid. Bid validity may be extended by the bidder by submitting a letter to OUTR in writing on receipt of request from OUTR if required.

16. Award of Contract:

Contract shall be awarded to the lowest evaluated bidder L1. There will be individual evaluation for each type of vehicle. However, University may consider empanelment of remaining vendors (L2, L3 etc.) on matching at L1 price with written consent of vendors.

17. Period of Contract:

The period of contract is for 2 years and rates to be finalized shall be fixed for a period of two years from the date of agreement for both monthly and daily hiring of vehicles. The contract may be extended on year to year basis with same rate and terms and conditions subject to satisfactory performance. However, the cost of fuel (Petrol & Mobil) shall be paid at the prevailing rate on the day of travel for monthly hiring vehicles.

18. Payment.

- (a) Bills should be submitted to Registrar monthly in duplicate within 7 days of succeeding month in the name of Registrar, OTR, Bhubaneswar.
- (b) Payment will be made on monthly basis on submission of GST Invoice, certified duty slip / Logbook, date wise.
- (c) The firm/agency should submit the proof of the deposit of GST against the bill amount paid in the previous bill, at the time of next claim bill.
- (d) If providing vehicle will not be made on the scheduled date, then the contract may be terminated and a penalty shall be imposed.
- (e) The toll gate charge, parking charges, if any during the travel shall initially be borne by the agency and are to be paid by the driver at the point of charging. The charges incurred during each month will be reimbursed as per the actual amount paid on producing the original receipts along with the monthly bill.

C. Special Terms and Conditions

1. The Vehicle must be in excellent condition and must not be older than one year. Vehicle older than five years should be replaced by new vehicle by the service provider. Charges must be quoted as per the models specified in the financial bid form.
2. The color of vehicle shall be White/Silver for Cars. The hiring period will be for **Two years** initially. The period of contract may be curtailed or extended depending upon the performance of the agency and requirement of the University.
3. The vehicles with drivers are required to be available and operational for 24X7 irrespective of holidays/Sundays and to be parked within university premises or designated parking space provided by the University.
4. The driver of the vehicle shall maintain the daily logbook regarding the mileage and time from the point of departure to arrival, to be verified by the competent authority appointed by OTR.
5. University will not provide any accommodation facility for drivers and agency has to make their own arrangement.

6. In case the assigned driver is not available, substitute driver to be provided by the agency immediately. If the agency fails to provide the substitute of Driver/Vehicle, a penalty @ 2 times per day on the hiring cost of the vehicle and charge for alternative hire of any vehicle for such default shall be imposed on the agency.
7. The drivers must observe all etiquette and protocol while performing the duty. They must be neatly dressed, should wear proper uniform for which no extra payment will be provided and must carry a mobile phone (with whatsapp facility) in working condition, for which, no separate payment shall be made by the university.
8. During duty hours or within university premises if any driver/helper found in inebriated condition, they must be replaced immediately and for which university will put penalty on the agency as per University guideline. The drivers and helpers should behave cordially to the faculty/Officers/staff members travelling in the vehicle. The agency need to replace the driver/helper immediately in case of any reported incident of misbehavior/offence by them.
9. Driver selected by the agency will be assessed by OUTR before his engagement is finalized.
10. All maintenance servicing of the vehicles should be done by the Agency at their own cost. The interior and the exterior conditions of the vehicles should be well maintained. During scheduled service time alternative vehicle shall be provided by the agency.
11. In case of break down, the Agency will be responsible for repair and maintenance of the vehicle and will arrange alternate vehicle within one hour. University will not pay any type of compensation for maintenance of the vehicle.
12. In case of any accident/incident arise due to the vehicle within the university premises or outside the campus, it will be the sole responsibility of the agency to handle and settle the matter with police/regulatory authority and the University shall in no way be liable for any such incident.
13. During parking or movement of vehicle within University premises, the cost of repair of any damage to the University property due to the vehicle, will be recovered from the agency.
14. In case of frequent violation of the terms and conditions, the contract can be cancelled forthwith at the cost of the agency.

15. The University reserves the right to relax any of the eligibility criteria given in the tender document for award contract in the best interest of the University.
16. The University is not bound to accept the lowest rates and reserves the right to accept tender in whole or in part or can reject it entirely without assigning any reason there of.
17. In case of default or abrogation of the condition stipulated, the EMD shall stand forfeited.
18. The mileage will start & terminate at picking up & dropping points.
19. OUTF shall provide Log book to the agency for maintaining the record travel.
20. During the agreement period, all safety measures must be taken care of by the agency for the vehicle and the personnel engaged under this contract. Any safety hazard occurring during the lease period shall be the sole responsibility of the Agency. The university shall in no way be liable for any such incident occurring during or in connection with this contract.
21. The vehicle should conform to the pollution norms prescribed if any by Transport Department of Govt. of Odisha.
22. The agency must have experience of supplying vehicles to Educational Institution / Govt. Organizations/Banks.
23. It shall be the responsibility of the bidder to provide a good driver. The salary to the driver shall be borne by the agency.
24. The vehicle will be stationed at OUTF Campus and reported to Vice Chancellor, Registrar, PIC, Transport, Authorised person of University.
25. The vehicle must reach the pick point at least 15 minutes before the starting point.
26. **Sub-Contracting** : Sub-contracting is not allowed in any manner during the contract period.

D. Details of Vehicles & Driver

- (a) The hired vehicle during the period of contract, shall have all necessary valid MV documents such as valid Registration Certificate, upto date Insurance, Tax, fitness certificate and PUC.

- (b) Driver's age should not be more than 60 years and a valid driving license for LMV. He should have permit by the LA to drive private vehicle or should have badge issued by any LA.
- (d) The petrol costs are to be reimbursed to the supplying agency on the basis of log book maintained by the driver for monthly hiring vehicles.
- (f) The agency is required to provide the vehicle with good quality clean seat covers and Turkish towels.
- (g) The driver of the vehicle shall maintain the daily logbook regarding the mileage and time from the point of departure to arrival.
- (h) Gossiping with the guests and using mobile phone during driving is not allowed. In case of urgency, driver should park the vehicle with permission from the user and talk in the mobile to the minimum duration.
- (i) Salary of the driver shall be borne by the agency. The agency shall ensure that the drivers engaged by them are paid their salary timely based on minimum wages act. The payment of the salary to the driver shall be made by the agency within 1st week of succeeding month and should not be linked to the monthly payment to the agency by OUTR.

E. Statutory Rules Compliance & Taxes:

- a) The hiring charges do not include fuel cost (petrol) which is to be paid separately basing on actual consumption and lubricants as per existing Government norms. All the expenditure of the vehicle towards repair, maintenance, replacement of spare parts, Gear Box & differential coolant, Tyres & Tubes, Battery etc. and salary of the driver, payment of insurance/Road tax etc. required for operation of vehicle in the state will be borne by the Agency.
- b) The Agency shall take comprehensive insurance cover with third party unlimited liability risk of the vehicles detailed for the user department requirement. User shall not be liable for any damages whatsoever to public property and / or any third person due to any accident arising out of and in the course of deployment of service provider's vehicle.

c) 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.

d) OUTR will in no way be responsible for violation of traffic rules and / or infringement of any other law for the time being in force, either by the driver of the vehicle or by the service provider. The driver as well as Agency shall comply with relevant rules and regulations of Motor Vehicles Act and Rules applicable at present or in future during the tenure of the contract and as may be enforced from time to time for which user departments would not be held liable/responsible in any manner what so-ever. Onus of compliance of all the applicable Laws/Acts/Rules including those under Motor Vehicle Acts/Rules shall rest with the Agency only and user/user departments will not be liable in any manner.

e) The Agency shall be responsible for ensuring compliance with the provision related to Labour Law and especially Minimum Wages Act, Payment of Wages Act, PF. ESI Act, Payment of Bonus Act, Contract Labour [R&A] Act, Workmen Compensation Act etc. as applicable from time to time. The employees of the Agency shall not be deemed to be employees of the OUTR and hence the compliance of the applicable acts laws will be the sole responsibility of the Agency.

f) The Agency shall be personally responsible for any theft, misconduct and/or disobedience on the part of drivers so provided by him.

g) During the contract period, if the vehicle is seized or detained or requisitioned by Police/Motor Vehicle Authority or any other authorities for whatsoever reasons that will be at the Agency's risk. Also, alternate vehicle of similar or higher category will be provided by Agency without any extra charges.

h) The police/court case (Legal disputes) in respect to the vehicle during of the period of engagement will be at the risk & cost of the agency.

i) OUTR, will not be responsible for any dispute except for paying the hire charges.

j) The vehicles deployed for duty shall at no point of time carry any person other than personnel authorized by user department.

k) The vehicle cannot be put to any private/commercial use beyond the duty hours or on holidays. Unauthorized use of the vehicle by the driver/service provider will lead to unilateral termination of

the contract with immediate effect. The Agency has to ensure the safety of passenger by avoiding negligent driving by their drivers such as over speeding, rash driving, and driving vehicle without brakes/defective brakes.

l) In case, the condition of vehicle is found unsatisfactory, it shall be returned for immediate replacement. In case no replacement is provided in time, the authority shall have the right to hire a vehicle from the market and additional cost incurred by the authority shall be deducted from the monthly payment due to the agency. Repeated failure to provide vehicles as and when required by the university will make the agency liable for Blacklisting.

G. The obligations of OUTR:

a) Payment shall be made on monthly basis after submission of bill along with the daily logbook and duty slip signed by the designated authority of OUTR.

b) The agency shall submit the bill in triplicate in name of Registrar, OUTR, Bhubaneswar within a week of succeeding month to the designated person of OUTR attaching the payment of wages to the driver, EPF, ESI and GST challan. OUTR shall make the payment towards hiring charges of the vehicle through RTGS within 30 days from the date of receipt of bills complete in all respect.

c) The payment shall be subject to any deductions such as penalties, statutory deduction etc.

d) OUTR shall accept the log book entries updated by Driver. Failure to take action on log book entries updated by Driver shall result in auto acceptance of reading provided by service provider.

e) OUTR shall be responsible for costs relating to fuel, lubricant, toll gate charges, parking charges and other statutory levies, if any paid during the journey would be billed on actual and shall be paid by OUTR.

f) All distances shall be calculated from the reporting point. No payment shall be made for journey from garage to reporting point.

g) Rates to be finalized shall be fixed for a period of three years from the date of agreement. However, the cost of fuel (Petrol & Mobil) shall be paid at the prevailing rate on the day of travel for monthly hiring vehicles.

h) Rates to be finalized shall be fixed for a period of One year from the date of agreement for hiring of vehicle on **daily basis**.

H. Terminations:

- a) The OUTR shall have the right to terminate this Agreement, upon it giving 1 (one) month notice in writing.
- b) The Agency shall have the option to terminate this Agreement upon giving 1 (one) month notice in writing and upon refund of any rental fees paid in advance, over and above the notice period.
- c) Final payment after termination of the contract shall be released on submission of the log book(s) of the vehicle, car pass and pass/id card issued to the driver, if any.

I. Force majeure : If at any time during the currency of the contract, either party is subject to force majeure, which can be termed as civil disturbance, riots, strikes, tempest, acts of God etc. which may prevent either party to discharge his obligation, the affected party shall promptly notify the other party about the happening of such an event. Neither party shall by reason of such event be entitled to terminate the contract in respect of such performance of their obligations. The obligations under the contract shall be resumed as soon as practicable after the event has come to an end or ceased to exist. The performance of any obligations under the contract shall be resumed as soon as practicable after the event has come to an end or ceased to exist. If the performance of any obligation under the contract is prevented or delayed by reason of the event beyond a period mutually agreed to if any or 15 days, whichever is more, either party may at its option terminate the contract.

J. Applicable Law:

The contract shall be governed by the laws and procedures established by Govt. of India/Govt. of Odisha within the framework of applicable legislation and enactment made from time to time concerning such Commercial dealings/processing and subject to exclusive jurisdiction of Competent Court and Forum in Odisha only.

K. Arbitration:

OUTR and the selected agency will make every effort to resolve amicably by direct negotiation for any disagreement or dispute arising between them under or in connection with the work assigned. Any dispute arising out of this contract shall be referred to the Vice Chancellor, OUTR for his decision. The decision of Vice Chancellor shall be final and binding. If the dispute persists, the matter shall be referred for arbitration to a sole Arbitrator to be appointed by the University. The Arbitration shall be held in accordance with the provision of Arbitration and Conciliation Act, 1996 and the venue of arbitration shall be at Bhubaneswar. The decision of the Arbitrator shall be final and binding on both the parties.

ANNEXURE-I

FORMAT OF APPLICATION TECHNICAL BID (Cover-1)

PARTICULARS OF THE BIDDERS FOR THE PURPOSE OF PRE-QUALIFICATION:

In response to the tender notice No. dated downloaded from your website we would like to express interest to participate in the above tender for supplying/providing commercial vehicles. The details as under: -

Sl No.	Information required	Details to be filled up by the bidder
1	Name of the Organization / Agency	
2	Complete postal address with pin code	
3	Telephone / Mobile No	
4	E mail Id	
5	Name of representative with Mobile No	
6	Details of Tender Fee : DD No, date & amount	
7	Details of EMD : DD No, date & amount	
8	GST Registration Number (with copy of GSTIN)	
9	PAN with copy	
10	IT Return for the last three financial year (copy attached)	
11	The bidder should have at least three (3) years experience in work of similar nature and must have executed the similar contract.	
12	Copy of the Work Order where the Agency has been working/worked during last three years attached	
13	General Information about the Vehicles	
14	Annual Turnover for the last three years	
15	Bank Acct No (copy of the cancelled cheque or Xerox copy of Passbook / cheque leaf)	
16	Name of the Bank, Branch & IFSC Code	
17	Additional Information (if any)	

Signature of the applicant
(Full name of applicant)

Stamp & date

Note : This is to be furnished on the letter head of the organization

ANNEXURE-II

(To be given on Company Letter Head)

Date :

To

The Registrar,
Odisha University of Technology and Research,
Techno Campus, Ghatikia, Bhubaneswar-751029

Sub : Acceptance of Terms & Conditions of Tender

Dear Sir /Madam,

1. I / We have downloaded the above mentioned tender documents from the university website.
2. I / We hereby certify that I / We have read the entire terms & conditions of the tender documents which form part of the contract agreement and I / We shall abide by the terms & conditions contained therein.
3. I / We hereby unconditionally accept the tender condition of above mentioned tender documents / corrigendum (if any) in its to totality / entirely.
4. I / We do hereby declare that our firm has not been blacklisted / debarred by any Govt. Organization / Public Sector undertaking during the last 3 financial years.
5. I / We certify that all intimation furnished by our firm is true & correct and in the event of any information is found to be incorrect / untrue, then your University shall without giving any notice or reason thereof or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said EMD absolutely.

Yours sincerely,

Date :

Signature of the bidder with
Official Seal

Annexure-III

General information of hiring of each vehicle

Sl. No.	Particulars	
01	Name of the Service Provider with address	
02	Registration No. of Vehicle	
03	Year of manufacture	
04	Make and Model	
05	Date of Registration	
06	Name and complete address of the owner of the vehicle	
07	Fitness certificate validity	
08	Permit validity	
09	Insurance validity	
10	Name and address of the Driver	
11	DL No. and DL validity of driver	

Signature of the applicant
(Full name of applicant)
Stamp & date

ANNEXURE –IV

BID SECURITY SELF DECLARATION FORM

(to be submitted by MSE Bidder only along with Uydham registration for claiming EMD exemption)

Date: _____

Bid No. _____

To (insert complete name and address of the purchaser)

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Security Declaration.. I/We accept that I/We may be disqualified from bidding for any contract with Odisha University of Technology and Research, Bhubaneswar for a period of Two years from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

- (a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- (b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or refuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown) in the capacity of (insert legal capacity of person signing the Bid Securing Declaration).

Name: (insert complete name of person signing the Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of : (insert complete name of Bidder)

Dated on _____ day of _____ (insert date of signing)

Corporate Seal (where appropriate)

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid)

ANNEXURE –V**FORM FOR FINANCIAL CAPACITY**

Description	Financial Years		
	2021-2022	2022-23	2023-24
Annual Turnover			
Net Worth			
Current Asset			
Current Liabilities			
Total Revenue			
Profit before Tax			
Profit after Tax			

SIGNATURE & SEAL OF THE BIDDER

CERTIFICATE BY CHARTERED ACCOUNTANT

I / We, _____, Chartered Accountants, certify that the figures regarding over all Annual Turnover and profit for the financial years mentioned above in respect of M/s. _____ are checked and found correct and true as per their Books of Accounts and other related records.

SIGNATURE & SEAL OF THE CHARTERED ACCOUNTANT

NAME, ADDRESS AND CONTACT DETAILS :

UDIN :

ANNEXURE-VI**To be submitted in COVER II (Financial Bid)****BILL OF QUANTITY****FINANCIAL BID****(To be submitted in Cover-2)****A. Monthly basis Rate (exclusive of GST)**

Sl. No	Type of Vehicle (BS- IV/VI Compliant)	Max. hire charges (Rs.) per Month (excluding taxes and fuel cost)	Minimum K.M. per one liter of fuel)	Minimum K.M. per one liter of lubricant	Amount of hiring charges Per month (excluding taxes and fuel cost)	K.M. per one liter of fuel	K.M. per one liter of lubricant
01	Swift Dzire (AC) / Xcent (AC) Petrol	31,200/-	17	1,000			
02	Ertiga (AC) Petrol	37,200/-	10	1,000			
03	Innova Crysta (AC) Petrol	50,400/-	9	1,000			

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:

(Signature & Seal of the Authorized Signatory)

Date :

(Full Name)

ANNEXURE-VI (A)

FINANCIAL BID (Cover – 2)

B. Daily basis Rate (exclusive of GST)

Sl. No.	Type of Vehicle	Local Tour with fuel and lubricant (Within 200 KM per day)			Long Tour (Above 200 KM per day)		
		Rate per hour (Rs.)	Free KMs per hour	Rate per extra KM (Rs.)	Rate per KM (Rs.)	Halting Charge per Hour (Beyond Running Hours 50 KM / Hr)	Rate for Night Halt (Rs.)
1	Swift Dzire/Xcent (AC) Similar type sedan AC (commercial)						
2	Ertiga or similar type sedan AC (commercial)						
3	Innova AC (commercial)						
4	Bus (AC) 40 seated						

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:

(Signature & Seal of the Authorized

Signatory)

Date :

(Full Name)

ANNEXURE – VII

Bidder's Authorization Certificate

To

The Registrar,
Odisha University of Technology and Research
Techno-Campus, Mahalaxmi Vihar
Bhubaneswar-751029

Sub : Bidder's Authorisation Certificate.

Sir,

With reference to the Tender Notice
No. _____ Ms./Mr. _____ <Name>,<Designation>, is

hereby authorized to attend meetings & submit pre-qualification, technical & commercial
information as may be required by you in the course of processing the above said Bid.

Her/his contact mobile number is _____ and Email id
is _____. For the purpose of validation, his/ her verified signature is as
under.

Thanking you,

The specimen signature is attested below:

Name:

(Specimen Signature of Representative)

Signature of Authorizing Authority

Name of Authorizing Authority
Designation: Company Seal:

ANNEXURE-VIII

CRIMINAL LIABILITY UNDERTAKING

(To be given on Notarized affidavit on Indian Non judicial stamp paper)

Date:_____

To

The Registrar,
Odisha University of Technology & Research,
Ghatikia, P.O.: Mahalaxmi Vihar,
Bhubaneswar-751 029

The bidder has to furnish a certificate as per the format specified below along with the bid for not committed any offence.

I _____ aged _____ about _____
S/o.....Proprietor/ Partner/ Director of
M/s. _____ At: _____ Po: _____
_____, P.S: _____, Dist: _____ do

solemnly pledge and affirm that I/my firm/company have not committed any offence.

- (a) Under the Prevention of Corruption Act 1988; or
- (b) The Indian Penal Code or any other law for the time being in force, for causing any loss of life or property or causing a threat to public health as part of execution of a public procurement contract.
- (c) That neither any criminal case nor any vigilance case is pending against me/my firm/company before any forum.
- (d) I/my firm/company have not been blacklisted/debarred by any Central/State Government Organisation/Bodies for the last 3 years.

DEPONENT (Bidder)

Name
Address

ANNEXURE - IX**Check list for Technical Bid**

Sl. No.	Particulars of Documents	Yes/No	If Yes, Page No.
1	Self-attested copy of valid Registration number of the firm/agency		
2	Details of Tender fee		
3	EMD Details/Udyam registration +Bid security Declaration, as applicable		
4	Details of bidders profile (Annexure I)		
5	Acceptance of terms and conditions of tender		
6	Proof of experiences of last three financial year as specified in the Tender.		
7	General information about Vehicles Annexure-III		
8	Financial Capacity (Annual Turn Over) of last 3 years, Annexure-V		
9	Self-attested copy of GST Registration No. with upto date return		
10	Self-attested copy of the PAN card issued by the Income Tax Department		
11	Copies of Income-Tax Return of the last three financial year		
12	Specific Certificate from Satisfactory Auditors consisting Annual turnover of last financial year as per Annexure V		
13	Undertaking to provide vehicles in good running condition (not more than 1 year old BS-VI vehicle)		
14	Undertaking that the vehicles to be provided will not belong to any employee of OUTR or his/her relatives		
15	Criminal liability certificate, as per Annexure -VIII		
16	Signed & stamped copy of Tender document		

Signature of the Bidder (Name and Address of the Bidder)

Model Bank Guarantee Format for Performance Security

WHEREAS..... (name and address of the supplier) (hereinafter called “the supplier”) has undertaken, in pursuance of contract no. dated to supply (description of goods and services) (herein after called “the contract”).

AND WHEREAS it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHERE AS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification. This guarantee shall be valid until the day of, 20.....

Our..... branch at* (Name & Address of the* branch) is liable to pay the guaranteed amount depending on the filing of claim and any part thereof under this Bank Guarantee only and only if you serve upon us at our* branch a written claim or demand and received by us at our* branch on or before Dt.....otherwise bank shall be discharged of all liabilities under this guarantee thereafter.

.....
(Signature of the authorized officer of the Bank)

.....
Name and designation of the officer

.....
.....

Seal, name & address of the Bank and address of the Branch

* Preferably at the headquarters of the authority competent to sanction the expenditure for purchase of goods or at the concerned district headquarters or the State headquarters.