ଓଡ଼ିଆ ବିଶ୍ୱବିଦ୍ୟାଳୟ, ସତ୍ୟବାଦୀ, ପୁରୀ, ୭୫୨୦୧୪
ODIA UNIVERSITY, SATYABADI, PURI, 752014
Mail ID- odiauniversity.satyabadi@gmail.com

Letter No:- 619 Dt. 17.06.2025

Tender Call Notice

Sealed tenders are invited from interested reputed Travel Agencies/ Tour Operators/ Private individuals for providing 1(one) number of AC Petrol driven white colour vehicle i.e. Tiago / Bolt / Swift/ Celerio(petrol) etc having sitting capacity not more than 5 including driver, which shall conform to the Terms and conditions of Finance Department Office Memorandum No.15836/F, dt.27.05.2025, 34085/F, dt.29.09.2012 & 22,924, dt.14.08.2023 for official use in Odia University, Satyabadi, Puri on monthly rent basis(Annexure-A). The vehicle should have a minimum mileage of 17 Km per litre and the maximum monthly hire charges should be with in Rs.24,000/-.

a. The service provider shall have a valid GST registration to participate in the tender.
b. The service provider shall have a valid Aadhar linked PAN.
c. The vehicle must be in road worthy condition, shall not be more than 3 years old from the date of initial registration and must have valid Registration Certificate, Insurance Certificate, Fitness Certificate, Pollution Certificate, valid Contract Carriage Permit, proof of up-to-date tax payment etc. mandatory for plying of vehicle.
d. The Driver of the vehicle must have a valid Driving License for driving light transport passenger vehicle and should be sufficiently experienced in driving transport/passenger vehicle.
e. The Driver should be well behaved, gentle and obedient in nature.
f. A sum of Rs.5,760/- shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the Registrar, Odia University, Satyabadi and submitted along with the tender as EMD. After completion of tender process, the amount will be refunded to unsuccessful bidders. The same will be refunded to the successful bidder after deposition of performance security @3% of tender value before execution of agreement.
g. The monthly rate of hire charge be quoted separately in the prescribed form in Annexure-'C' (excluding GST, fuel and lubricants).
h. The details of the make and year of manufacture of the vehicle, registration no., mileage (km covered per litre) and name of the Driver, Driving License No. and period of validity should be specifically provided in the Technical Bid to be furnished with the Quotation/Tender (Annexure-B)
i. The financial bid (monthly hiring charges) (Annexure-C) in a separate sealed cover and the Technical Bid in prescribed form (Annexure-B) should be sealed in a big cover superscripted as "Tender for hiring of vehicle for office of the Odia University, Satyabadi, Puri". The quotations complete in all respect should reach the Registrar, Odia University, Satyabadi, Puri by registered post / speed post /dropped in the tender box kept in office only, on or before 3.07.2025 by 05:00 P.M. and shall be opened on next working day at 11:30 A.M. in the Administrative building conference hall of Odia University, Satyabadi, Puri in presence of the bidders or their authorized representatives present at that time. The Technical Bid will be verified first and only the

qualified bidders will participate in the financial bid. The financial bid of the disqualified bidders will not be opened.

j. The application form of tender containing Technical Bid & Terms and conditions for Hiring of Vehicles etc. can be downloaded from Odia University Website https://odiauniversity.ac.in .

k. The authority reserves the right to accept/cancel all or any of the quotations without assigning any reason thereof.

l. Vehicles of Similar model and segment having same mileage and hiring charges may be engaged.

m. Bidders furnish the undertaking that the firm has not been debarred / blacklisted by Govt. Organization / Semi-Govt. Organization / PSU, Our organization does not have any legal suit / criminal case pending against it for violation of GST or any other law and our organization agrees to abide by all terms & conditions of tender.

n. Multiple bidder should not Quote for same vehicle. The actual Owner of Vehicle should bid against the vehicle.

o. The bids shall be evaluated in two stages i.e. technical bid and financial bid. The financial Bids shall be opened for those bidders who will qualify in their technical bid evaluation. GST will not be taken into consideration for evaluation purpose.

p. The successful bid shall be decided on the basis of monthly hiring charges and mileage quoted by bidder.

Registrar 17/06/25
REGISTRAR
ODIA UNIVERSITY

Memo No. 619(A)(3) Date: 17.06.25

1. Copy forwarded to the members of Tender committee for information and necessary action.
2. Copy forwarded to Website for information and necessary action.
3. Copy submitted to the Vice-Chancellor, Odia University, Satyabadi for information.

Registrar 17/06/25
REGISTRAR
ODIA UNIVERSITY
Satyabadi, Puri

Annexure-A

Terms & Conditions:-

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 Certificate, Insurance Certificate, Pollution Certificate, Fitness Certificate, valid Contract Carriage Permit, proof of up-to-date tax payment etc. and D.L. of the driver available all the times.
2. The University Office 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 damage to any property on account of use of hired vehicle any manner whatsoever. The hirer shall be responsible for all such litigation.
3. The hire charges to be paid for monthly basis is final but does not include cost of fuel, which is to be paid separately basing on actual consumption and 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 bidder.
4. The bidder shall deploy the vehicle which is well maintained, cleaned thoroughly both internally and externally.
5. It shall be the responsibility of the bidder to provide a good driver and the remuneration of the driver shall be borne by the owner.
6. 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.
7. In case of the vehicle do not report regularly or the services are found to be unsatisfactory, the authority will be at liberty to terminate the agreement without prior notice.
8. In case of emergency, the driver will have to report for duty as per the requirement. No extra payment shall be demanded.
9. Monthly hire charges and reimbursements towards cost of fuel (as per actual) of selected bidder will be paid in every succeeding month, as per as possible within fifteen days of the submission of bills by the service provider and no advance payment will be made or fuel will be provided by the University as and when required.
10. The vehicle shall not be more than 3 years old from the initial registration and also in good running condition during the period of contract.
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.
12. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of performance security deposit.

Registrar

Annexure-B

Technical Bid

Sl. No.	Particulars	
1	Name of the Service Provider	
2	Complete Address	
3	GST Number	
5	Bank Account No and IFSC Code	
6	Registration No. of Vehicle	
7	Year of Manufacture	
8	Make & Model	
9	Date of registration	
10	Name & complete address of the owner of vehicle with contact number	
11	Fitness Certificate validity	
12	Pollution Certificate validity	
13	Permit validity	
14	Insurance validity	
15	Name / Address of the Driver	
16	D.L. No. & Validity of the D.L. of the Driver	
17	Contact number of Driver	
18	Aadhar No. & Aadhar linked PAN of the Bidder	

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

N.B.:- Self attested copies of valid RC, Insurance Certificate, Fitness Certificate, Pollution Certificate, valid contract carriage permit, Proof of up to date tax payment etc. is to be submitted with this form.

Seal & Signature of Bidder

Annexure-C

Pro forma for Financial Bid

Name of the Bidder	
Regd. No. of the Vehicle	
Proposed hire charge of the vehicle per month excluding fuel cost and taxes (Both in figure and in words) (Figures overwritten or tampered in any manner will not be taken into consideration)	
Mileage per Liter	

Seal & Signature of Bidder