



ରମାଦେବୀ ମହିଳା ବିଶ୍ୱବିଦ୍ୟାଳୟ, ବିଦ୍ୟା ବିହାର, ଭୁବନେଶ୍ୱର
Rama Devi Women's University, Vidya Vihar,
Bhubaneswar, Odisha-751022, Ph.no-0674-2542644,
E-mail-registrar@rdwu.ac.in, Website- <http://rdwu.ac.in>

No. 5539 / Dt. 17.8.24

TENDER CALL NOTICE FOR HIRING OF VEHICLE SERVICES

Sealed two bid (Technical & Financial) tenders are invited from the Registered Travels Agencies /Tour Operator with PAN and GSTIN registration along-with Income Tax Return for the FY 2022-23 & 2023-24 for hiring of Vehicles (**Annexure-I**) for the University. Tender papers and details of vehicles required can be obtained from the University website <https://rdwu.ac.in>. The tender completed in all respects must reach to the office of undersigned of the University, by **02.00 P.M. on 23.08.2024 (Friday)** through Speed Post / Registered Post / Courier Service / By Hand only. Incomplete tender cannot be entertained. The authority reserves the right to accept / cancel any tender(s) without any reason thereof.

Shapaba
Registrar / 17/08/2024

Memo No. 5540 / Date 17.8.24

Copy to all Notice Boards / OIC, University Website with request to upload the above notice along with the tender papers from 17.08.2024 for public display.

Shapaba
Registrar / 17/08/2024

Memo No. 5541 / Date 17.8.24

Copy to CoF /Director, IQAC /OIC, Purchases /Dy. Registrar (Estt.) for information and necessary action and P.S. to V.C for kind information of the Vice Chancellor.

Shapaba
Registrar / 17/08/2024

GENERAL INFORMATION

1. Time lines

- i) Opening of Tender Advertisement: **17.08.2024**
- ii) Closing of Tender application: **23.08.2024 at 02.00 p.m.**
- iii) Opening of Technical Bids: **24.08.2024 at 04.00 p.m.** at the CoE Section Board Room, New Administrative Building
- iv) Opening of Financial Bid: to be decided after scrutiny of Technical Bid
(Note: Date and time can be changed)

2. Fees/EMD money to be deposited

- i) **Processing Fee (non-refundable)** : Rs. 500 (Rupees five hundred) plus GST to be paid in favour of the Comptroller of Finance , Rama Devi Women's University, Bhubaneswar in shape of A/c payee bank draft. The draft to be attached with the technical bid.
- ii) **EMD money**: Rs. 5000/- (Rupees five thousand) only to be paid in favour of the Comptroller of Finance , Rama Devi Women's University, Bhubaneswar in shape of A/c payee bank draft. The draft to be attached with the technical bid. EMD money is to be refundable without interest to the unsuccessful bidders immediately after finalisation of the tender. EMD will be adjusted as security money to the successful bidder.
- iii) **Security Money**: The EMD adjusted as security money will be refunded after successful completion of the tenure without interest. Failure to complete the tenure as per the terms & conditions will attract forfeiture of the security money.

3. Procedure of tendering the bid

- i) Visit University Website <https://rdwu.ac.in>. Download the notification, tender documents, Annexure etc. and go through these and then filled.
- ii) There 03 (three) Covers namely a) Technical bid cover, b) Financial bid cover and c) Tender Cover
- iii) The **Sealed technical bid cover** envelops the followings:
 - a) Arrangement of papers is to be made as per the **CHECK LIST**
 - b) The technical tender will be submitted only in the University supplied proforma (**Annexure-II**). No other form will be accepted.
 - c) The technical bid form duly filled up and signed by the bidder. Incompleteness or inadequacies of information in the technical bid will amounts for rejection of the tender. If technical bid rejected, the Financial bid for that will not be opened.
 - d) Checklist (**Annexure-IV**)
 - e) Xerox copies of all requisite documents duly self-attested.
 - f) The 02 bank drafts i.e. (i) towards Processing fee and (ii) towards EMD money (**The Cover must be super scribed with "TECHNICAL BID FOR VEHICLES" on the top of the Envelop**)
- iv) The **sealed financial bid cover** only envelops the financial bid form (**Annexure-III**) duly filled in and signed

(The Cover must be super scribed with “FINANCIAL BID FOR VEHICLES” on the top of the Envelop)

- v) The **Sealed Tender Cover** Envelops i) the sealed technical bid cover, ii) the sealed financial cover and super scribed “**TENDER FOR VEHICLES**” on the top of the Envelop. The bottom left of the envelop must have clear address of the Bidder, whereas the right bottom must have to be addressed to “**The Registrar, Rama Devi Women’s University, VidyaVihar, Bhubaneswar, Odisha-751022.**”
- vi) The sealed tender must reach on above address **by 02.00 p.m. on 23.08.2024** through Speed Post / Registered Post / Courier services / By Hand. Late submission of the tender will not be accepted. No other methods of submission of tender will be entertained.
- 4 **Vehicle Service Required** : As per the **Annexure-I**
- 5 **Documents to be attached with Technical Bid Form:** As per the **Annexure –IV**
- 6 **Terms & Conditions:** As per the **Annexure –V**

Shapaha
17/08/2024
Registrar
Rama Devi Women’s University,
Bhubaneswar

List of Vehicle required

(Maximum Five year old vehicles with Commercial Registration Number)

1. INNOVA Crysta / Swift Dzire for NAAC purpose.

Sl. No.	Vehicle Type	No. of Vehicles	No. of days for hiring
1	INNOVA Crysta with AC	4	05 days
2	Swift Dzire with AC	2	05 days

TECHNICAL BID FORM

Sl. No.	Information	To be filled up by the bidder neatly (ink /Type)
1	Name of Firm/ Agency (Attach proof)	
2	Full Address of Registered Office with Pin Code (Attach proof)	
	Telephone No.	
	E-mail id	
3	Full Address of Operating / Branch Office with Pin Code (Attach proof)	
	Telephone No.	
	E-mail id	
5	Name & telephone no. of Authorized Officer/Person to liaise with Field Office (s) (Attach proof)	
6	Details of the Tender fees (Attach proof)	
7	Details of the EMD fees (Attach proof)	
8	Registration No. of the Firm/ Agency (Attach proof)	
9	Service Tax / GST Registration No (Attach proof)	
10	Bankers Name (Attach certified copy of statement of A/C for the last Three Years)	
11	Additional information, if any (Attach separate sheet, if required)	

For Hiring of Vehicles:

1. Registration No. of Vehicle :- (Supply Xerox Copy)

Sl. No	Type of Vehicle	Year of Manufacture	Registration Number	Fitness Valid Date
1	NAAC purpose	Innova Crysta		
		Swift Dzire		

2. Other Information of Vehicles:- (Supply of Xerox copy)

Sl No	Type of Vehicle	Fitness Certificate Valid Date	Permit Valid Date	Insurance Valid Date	Minimum Average Mileage in Kms per Litre
1	NAAC purpose	Innova Crysta			09
		Swift Dzire			17

3. Name & complete address of the owner of vehicle :- (Attach the proof)

4. Name/ Address of the Driver :- (Attach the proof)

5. D.L. No & Validity of the D.L. of the Driver :- (Attach the proof)

Declaration

1. I, _____ Son /Daughter /wife of _____ Proprietor / Director / Authorized Signatory of the Vehicle Service Provider mentioned above that I am competent to sign this declaration and execute this tender document.

2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them;

3. The information/documents furnished along with the above tender form are true and authentic to the best of my knowledge and belief I/We, am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Date :

Signature of

Owner/ Proprietor/ Partner/ Director

Place:

Full Name:

Seal:

FINANCIAL BID FORM

For Hiring of Vehicle Service

Sl. No	Name of the office	Type of Vehicle	Local (Below 200 km)/ Day basis (Minimum 10 hour)	Long above 200 km	Night Halt	Extra Hour after 10 hour	GST Rate	Total
1	NAAC purpose	Innova Crysta						
		Swift Dzire						

Date :

Director

Place :

Notes:

Signature of

Owner/ Proprietor/ Partner/

Full Name :

Seal :

1. The total rates quoted by the tendering agency should be inclusive of all statutory / taxation liabilities in force at the time of entering in-to the contact.

CHECK LIST

**DOCUMENTS TO BE PROVIDED WITH THE TECHNICAL BID
TO BE ARRANGED AS FOLLOWS**

Sl. No.	Documents	Yes /no by the bidder	Yes/No by the office
1	Bank draft for tender fees (Non-Refundable)		
2	Bank draft for EMD (Refundable)		
3	CHECK LIST		
4	Dully filled in and signed Technical Bid form		
5	Attested copy of Registration of Firm/Agency		
6	Attested copy of address proof of the firm/Agency		
7	Attested copy of proof the Name and address of the proprietor		
8	Attested copy of GST registration certificate		
9	Attested copy of PAN		
10	Attested copy of the latest IT return filed by agency(last one years)		
11	Signed copy of Terms & Conditions regarding tender		
12	Proof of Driving Licence of the Driver		
13	Name & Address proof of the Driver		
14	Proof of Insurance (Xerox Copy)		
15	Xerox copy of Registration Certificate of the Vehicle		

Terms & Conditions for Hiring of Vehicles

1. This Agreement is made on this _____ day of _____ (Month) (Year) on the orders of Governor of Odisha by and between the "Principal" **Name of the Office, address** (which expression shall unless be excluded by or repugnant to the context be deemed to include its successors and assigns) and "Service Provider" **Name, having its registered office (detailed address) herein after called "agency"** which expression shall unless excluded by or repugnant to the context be deemed to include its successors and assigns; herein after described as 2nd Party.

2. Whereas the University Authority is desirous of engaging the Agency to provide vehicle on hiring basis and the Agency is agreed to provide the vehicle as its service provider with the terms and condition mentioned hereinafter.

2.1 Whereas the Agency is the owner of a make and model of motor vehicle of the following description : Registration Number _____; Model _____; Chassis Number _____; Engine Number _____; Color _____; Year of Manufacture _____;

2.2 Whereas the Service Provider having PAN No. _____ and GST No. _____ which are valid on this date.

3.0 RENTAL

The motor vehicle is hereby hired for one year at the rate of _____ per month (excluding GST) payable monthly and the mileage of the vehicle, which will be governed as per the Finance Department **O.M No. 22924/F, Dated 14.08.2023**. The contract will be renewed subject to satisfaction of the University Authority.

4.0 The Service Provider Obligations:

4.1 Service provider agrees to terms and conditions of the contract and shall ensure full compliance to them.

4.2 Agency agrees to provide quality services as per SLAs mentioned in the contract.

4.3 Agency to ensure that vehicle deployed shall arrive at designated location on time. In an event of delay in arrival beyond 15 minutes, user shall have right to hire other taxi services (which may or may not be of similar hired car category). The fare charges shall be charged to service provider.

4.4 Agency to ensure that all maintenance work related to assigned vehicle shall be carried out in off duty hours.

4.5 In the event of break-down, servicing & repairs of the assigned vehicle the service provider at his own cost shall make alternate arrangement by providing similar or higher class of vehicle(s) for which agreement is entered into. Failure to do so will evoke penalty or possible termination of contract.

4.6 The Agency shall not be allowed to sub-let the Contract.

4.7 The Agency shall only provide vehicles which have the comprehensive insurance.

4.8 Police verifications for deployed driver shall be ensured by the Agency

4.9 Agency shall update the log book at least once in every 72 hours. Failure to do so shall be penalized as per this contract. At the time of termination of contract, the service provider shall hand over the log book (s) to the Principal.

Vehicles:

4.10 The vehicle should have commercial license. The vehicle should not be more than three years old from the date of the Service request. **Vehicles older than seven years should be replaced by the service provider.** During replacement of the vehicle or driver, as the case may be, the pass/id card issued, if any, shall be surrendered.

4.11 The Agency will deploy the vehicle, which is well maintained, cleaned thoroughly both internally and externally. Vehicle shall be equipped with medical kit. The vehicle should have a mobile charger and ambient freshener.

4.12 The Agency shall ensure that all electrical connections including lights (both brake and front), horn, turn indicators, and other vehicle systems shall be periodically checked and maintained by Service Provider to avoid any inconvenience to user department.

4.13 Agency shall ensure that the vehicle should be parked at the place as advised by the Principal and should be available, when not in duty. If the vehicle needs to be away for some reasons like refuelling, petty repairing etc., it should be with the knowledge of the Controlling Officer of the Principal. Moving away without the knowledge of the Controlling Officer of the Principal will be considered as non-available and will be liable for penalty.

Driver Deployed:

4.14 The Agency shall be responsible for the acts and deeds of drivers of the vehicles that include following:

4.15 Drivers that possess a valid commercial driving license shall be deployed by the agency.

4.16 Driver should be properly dressed in neat and clean attire, if required driver should wear uniform of specific color as per requirement of the Principal. The Agency shall provide at his own cost proper uniform and badges as per STATE MOTOR VEHICLES RULES (amended up to date) and photo identity cards to the drivers.

4.17 The driver of the vehicle deployed for user department duties maintain polite & courteous behaviour towards department users as well as to other departmental staff. Following may be construed as "Misbehaviour" and shall attract penalties as per provisions of the contract. Repeated instances may result in termination of services

- i) Denial of duty during contract period, or during hours as noticed by user departments;
- ii) Use of abusive language;

4.18 The driver in no case shall report to duty in an inebriated state or consume alcohol while on duty. In such an event user department shall have full rights to terminate the contract with immediate effect.

4.19 Driver must be provided a working mobile phone and contact number be provided to user department.

4.20 In an event that for any reasons the driver changes his contact number during the tenure of the contract then Agency will immediately notify the user department of the above change.

4.21 The driver shall be reachable at all times during duty hours.

4.22 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.

4.23 As soon as the driver is advised to attend any guest by the administration, the driver should call / SMSs the guest giving his mobile and vehicle details. Charges of calls /SMSs will be on agency's account.

4.24 Vehicle and driver should not be changed frequently. Any such changes should be informed by the agency to the authority well in advance for permission.

Statutory Rules Compliance & Taxes:

4.25 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. All the expenditure of the vehicle towards repair maintenance, replacement of spare parts, lubricating oil of engine, Gear Box & diffetial coolant, Tyres & Tubes, Battery etc. and salary of the driver, payment of insurance/Road tax etc. required for operation of vehicle in a state will be borne by the Agency.

4.26 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.

4.27 The Agency shall be solely responsible for any claims by any third party and/or employees of user department traveling in the vehicle for any injuries caused by the driver of the vehicle whether by accident or otherwise.

4.28 The user department 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.

4.29 The Agency shall be responsible for ensuring compliance with the provisions 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 user department and hence the compliance of the applicable acts laws will be the sole responsibility of the Agency.

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

4.31 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 service provider's risk. Also, alternate vehicle of similar or higher category will be provided by Agency without any extra charges.

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

4.33 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.

4.34 The mileage count will start from the location of pickup and no extra kilometres from the garage to the pickup point will be provided. The mileage count will also terminate at the dropping point and not up to the garage.

5 The obligations of University Authority:

5.1 University Authority shall make the payment towards hiring charges of the vehicle at the end of every month by credit into the bank account of the Agency through ECS/RTGS within 15 days from the date of receipt of bills complete in all respect. User department shall pay the vendor all amounts on an invoice that are not the subject of a bonafide dispute within 15 days after department's receipt of a valid invoice that complies in all material respects in terms of this Agreement;

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

5.3 University Authority 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.

5.4 The University Authority shall be responsible for costs relating to fuel, toll gate charges, parking charges and oil topping up between services and other statutory levies, if any, paid during the journey would be billed on actual and shall be paid by Principal.

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

6. Terminations:

6.1 The University Authority shall have the right to terminate this Agreement, upon it giving 3 (three) month notice in writing.

6.2 The Agency shall have the option to terminate this Agreement upon giving 3 (three) month notice in writing and upon refund of any rental fees paid in advance, over and above the notice period.

6.3 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.

7. Force majeure

Neither party to this Agreement shall be liable for failure to perform any of its obligations hereunder if prevented from doing so by reason of force majeure.

8. Entire agreement

This Agreement together with the schedules and annexes hereto constitutes the entire agreement and understanding between the Parties and supersedes all previous agreements, understandings and/or representations between the Parties.

9. Waiver of remedies

No forbearance, delay of indulgence by either Party in enforcing the provisions of this Agreement shall prejudice or restrict the rights of either Party nor shall any waiver of its rights operate as a waiver of any subsequent breach and no right, power or remedy herein conferred upon or reserved for the Party is exclusive of any other, power or remedy available to the Party and each such right, power or remedy shall be cumulative.

10 Assignment & change in ownership/management:

10.1 The Agency shall not assign or transfer its obligations and or rights under this Agreement to any third party, whether an associated entity or not, whether in whole or in part without the prior written consent of the Principal

10.2 The Agency shall immediately notify Principal of any change of ownership or management of the Agency's business.

11 Headings:

The headings to the clauses of this Agreement are for the ease of reference only and shall not affect the interpretation or construction of the Agreement.

12 Resolution of disputes:

In the event of any dispute or difference relating to the interpretation and/or application of the provisions of this Agreement, such dispute or difference shall be resolved through mutual

consultation by the Secretary of the concerned Administrative Department on behalf of Government of Odisha and the Authorized signatory of the Service Provider.

13. Applicability of laws:

The Agreement shall be governed by the Indian Laws for the time being in force.

WITNESS WHEREOF the parties hereto have subscribed their respective hand his _____ day of _____ first above written.

Signature of the Officer
authorized to sign on behalf
of Service Provider

Signature of the Authority
An officer acting in the
premises for and on behalf of the
Registrar, R.D Women's University,
Bhubaneswar

WITNESS:

- 1.
- 2.

FOR AND ON BEHALF OF Service Provider/Agency

(AUTHORISED SIGNATORY)

WITNESS:

- 1.
- 2.

In the presence of

Name:

Address:

Signature:

----- XXXXXXXXXXXX -----