



**BIJU PATNAIK UNIVERSITY OF TECHNOLOGY, ODISHA  
ROURKELA**

Tender Notice No. BPUT/CS&P/78/2022/5093

Date: 05.09.2022

**TENDER DOCUMENT FOR HIRING OF VEHICLES -2022**

Sealed tenders (two bid system) are invited from reputed travel agencies/fleet owners/public carriers for plying vehicles at BPUT throughout the year on hourly/monthly basis for two years.

**A. Important information to the bidders**

Period of Contract	Two Years from the date of signing of contract
Last date for receipt of bids	10.10.2022 upto 05.00 PM
Pre-Bid Discussion	13.09.2022 at 04.00 PM
Date, Time, and Venue of opening of Technical Bid	11.10.2022, 11.00 AM at BPUT, Campus, Chhend, Rourkela
Date, Time, and Venue of opening of Financial Bid	12.10.2022, 04.00 PM at BPUT, Campus, Chhend, Rourkela
Estimated Cost of the contract	Rs.50.00 lakh
EMD	Rs.50,000.00 (Fifty Thousand) in shape of DD in favour of Biju Patnaik University of Technology, Odisha, payable at Rourkela.
Security deposit	Rs. 1,50,000.00 (One lakh fifty thousand) in shape of DD in favour of Biju Patnaik University of Technology, Odisha, payable at Rourkela.
Bid Processing fee (Non-Refundable)	Rs.1,000.00 (One Thousand) in shape of DD in favour of Biju Patnaik University of Technology, Odisha, payable at Rourkela which is mandatory.

**B. Nature and Scope of the contract**

1. The University intends to engage travel agencies / public carriers for the years for providing cars of 2020 onwards BS-VI compliant make (Maruti Dzire / Bolero /Toyota Innova / Scorpio/ Tavera etc.) on hire for its official use on monthly/hourly rate basis. The cars will primarily be used for the University at its Head Office at Rourkela. However, vehicles may also be required at different places inside Odisha to be used by officials of BPUT. In such cases, the selected agency shall have to provide vehicles on requisition from BPUT as and when required. The number of hours and KM run of such vehicle at other places except Rourkela shall be considered within the stipulated KM or hours run finalized. For those vehicles exclusively used of the University, if any replacement may only be allowed with prior intimation to the authority.

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2. The University has many colleges under it, situated in different districts of the State. It may very often require vehicles to be plied on confidential duty at those colleges. In such situations, the agency will be required to supply vehicles instantly even over phone calls/ e-mails from designated officials of the University and shall maintain secrecy of the roaming of the vehicles and of the persons on board. The time/mileage of journey will be recorded from office or where from the journey actually starts by the University officials and will be terminated at the end of the journey.
3. The travel agency will be required to provide the vehicles like TATA Ace or equivalent, Truck (407, 709, 1210 or equivalent) for transportation of examination and other materials of the University inside the state. In such cases, the charges will be determined on daily hourly basis for local shifting / on kilometer basis for outstation shifting at the rate quoted by the firm or the rate fixed by the Government of Odisha whichever is lower.
4. In case of travel of officers, guests, experts and nominees of the University by railway, bus and air as and when required the travel agency will also be required to book tickets for the purpose as per actual ticket rate without any additional charge to the University.

**B. Bidder's Eligibility Criteria (All mandatory provisions):**

- (i) The bidders should have the experience of providing similar works during at least during last three years in any of the Govt. Departments/ Autonomous Institutions/ Universities/ Boards/ PSUs/ Local Bodies / Municipalities/ Companies/ Corporations/ Educational Institutions etc. Proof to this effect to be attached with Technical Bid.
- (ii) The agency should have the ownership of at least 5 (five) cars.
- (iii) The agency should have valid Registration Certificate of its own, GST Registration Certificate and PAN.
- (iv) The agency should have not been blacklisted by any Government or other organizations an affidavit in this regard needs to be submitted by the bidder.
- (v) The agency should have Annual Turnover of Rupees Fifty Lakhs in of the last three financial years (Audited Financial Statement in this regard to be submitted) for the year 2018-19, 2019-20 and 2020-21/2021-22.

**C. Procedure for Submission of Bids.**

- (a) Bidders are advised to go through the tender document carefully before submitting the tender form. It will be presumed that the tenderer/bidder has considered and accepted all the terms and conditions of this tender. No enquiry, what so ever verbal or written shall be entertained in respect of acceptance/rejection of the tender. BIDS MUST BE UNCONDITIONAL.



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- (b) The tender should be submitted in the prescribed format only i.e. Tender Document and Technical bid and Financial bid as per page No 1 to 12.
- (c) As this is the two bid system, the Tender Document, Technical Bid, EMD and Bid Processing fee along with requisite documents should be packed in one sealed envelope which will be super scribed as "**Technical Bid**" in Cover-A. The Financial Bid should be in another sealed envelope superscribed as "**Financial Bid**" in Cover-B. These two separate sealed envelopes should be kept in a third single sealed envelope super- scribed as "**Tender for Hiring of Vehicles- 2022**".
- (d) The tenderer should take care that no column / row in the tender format should be left blank which would otherwise make the tender liable for rejection. If any column / row has to be left blank, it should be filled with reasons. All the pages of the tender document, technical and financial bid are required to be signed by the tenderer or the authorized representative on behalf of the tenderer along with seal of the firm and date.
- (e) The tender should be submitted by Speed post/ Registered post addressing to "**The Registrar, Biju Patnaik University of Technology, Odisha, Chhend, Rourkela-769015**" which should reach BPUT by the scheduled date and time. Tenders received beyond the scheduled date and time will be summarily rejected and shall be returned unopened. BPUT is not responsible for any postal delay. The tenderer should mention his exact postal address and e-mail & phone number on all envelopes in order to facilitate to return of the bids as such wherever necessary.
- (f) The tender form is non-transferable and the joint venture bidding is not allowed.

**D. Documents to be attached with Technical Bid.**

- (i) Self attested copy of PAN card.
- (ii) Self attested copy of GST Registration Certificate.
- (iii) Self attested copy of Registration Certificate & Insurance Certificate of the Agency i.e. Company/firm/sole proprietorship.
- (iv) EMD of **Rs. 50,000/- (Fifty thousand only)** in shape of Demand Draft in favour of Biju Patnaik University of Technology, Odisha, payable at Rourkela. If claiming for exemption of EMD relevant documents need to submitted in the tender document.
- (v) Bid Processing fee of Rs.1000/- ( One Thousand rupees only) in shape of DD in favour of Biju Patnaik University of Technology, Odisha, payable at Rourkela will be attached with the tender documents, which is mandatory.
- (vi) List of vehicles owned along with photocopy of RC and fitness certificate & Insurance Certificate.



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- (vii) Terms and conditions duly accepted/signed with seal of the prospective bidders.
- (viii) Proof to the effect that the tenderer has experience of providing similar work during last three years.
- (ix) The tender document with the signature of authorized person of the agency with seal and date in each page.
- (x) Undertaking in the form of affidavit to the effect that the agency has not been blacklisted by the Government or any other organization (Annexure-III).
- (xi) Self attested copy of Audited Financial Statement including Balance Sheet and P&L Account for the last three years (2018-19, 2019-20, 2020-21).
- (xii) IT returns of the last three years from competent authority (2018-19, 2019-20, 2020-21).
- (xiv) Up-to-date GST deposit copy.

**E. Terms and Conditions:**

- (a) The tender document shall become part and parcel of the contract with the successful bidder. In no case, the agency shall engage any sub-contractor or transfer the contract to any other person/ firm/agency in any manner.
- (b) Tender not conforming to the requirements of the University will be rejected and no correspondence there of shall be entertained what-so-ever.
- (c) Any act or effort on the part of the tenderer to influence anybody in the University is liable for rejection of tender.
- (d) Total amount of security deposit is Rs. 1,50,000/- (One lakh fifty thousand only) in shape of DD to be paid in favour of BPUT payable at Rourkela.
- (e) No person who is in Government service or University should be partner /member of the agency or should have any interest with the business of the agency.
- (f) The University shall not be held responsible whether financially or otherwise for any injury or loss to the driver or person deployed by the tenderer during the course of performing duties. On the other hand the agency will remain liable for and indemnify the University against any injury, loss/damage caused to the user officers/employees due to negligence of the driver or any other person deployed by the agency while executing the work.
- (g) in case of vehicle on monthly basis, the monthly rate to be paid to the agency for providing the vehicle is inclusive 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 (Diesel/ Petrol) are not included in the monthly rate, which will be reimbursed as per actual at the rate of fuel consumption depending upon the type of vehicle used.

The minimum mileage (KM per liter of diesel/ Petrol to be reimbursed) to be quoted should not be less than as detailed below



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Sl. No.	Type of Vehicle	Minimum K.M. per one liter of Diesel/ Petrol
1	Swift Dzire (AC)	17
2	Innova (AC)	09
3	Bolero/Marshall/Travera/Scorpio	10

- (h) 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 (Diesel/ Petrol), 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.
- (i) GST should be clearly mentioned separately in terms of percentage in the designated places in the financial bid (Cover-B). However, these are not to be taken into consideration for evaluation purpose.
- (j) The toll gate charge, parking charge, 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.
- (k) No mileage will be allowed if the vehicle is used by the driver for his breakfast, lunch, dinner or any other personal work. No payment shall be made to the driver for his fooding expenses, etc.
- (l) The agency should ensure that the vehicles are kept under optimum running condition and avoid accidents attributable to lack of maintenance / upkeep. The hired vehicles cannot be used for any private/ commercial purpose.
- (m) The period of contract is for two years and it can be curtailed/ extended by the University based on the performance. Either party can terminate the contract with 30 days prior notice.
- (n) The agency will be responsible for proper maintenance, insurance and other liabilities in respect of the vehicles. The vehicles should be covered under comprehensive insurance. In case the hired vehicle is met with an accident resulting in loss or damage to property or life with respect to vehicle, driver, passenger or any third party as per the liability under relevant sections of the Motor Vehicle Act, IPC and any other law in force, the hiring authority shall have no responsibility of whatsoever and will not entertain any claim in this regard under the said provision of the said Laws. The sole responsibility for any legal or financial implication would solely vest with the agency
- (o) In no case the rate will be revised during the period of contract with the revision/escalation of cost of fuel, labour etc. if any.
- (p) The drivers (in case of cars only) are required to maintain vehicle log books/duty slips regularly. The log books/duty slips will be counter-signed by the officers as decided by the University. The drivers should have at least three years of driving experience and should be well-dressed, disciplined, well behaved and non-alcoholic.
- (q) Vehicles provided by the tenderer should bear commercial registration numbers and should have comprehensive insurance and drivers so provided should have valid commercial driving license and valid MV documents such as:- valid Registration certificate, Insurance certificate, Fitness Certificate, valid Contract Carriage Permit, proof of upto date tax payment etc. The bidder shall be responsible for all litigation arises out of the above cause. The Drivers shall always carry all necessary documents like Registration papers,



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Insurance papers, Pollution under Control (PUC) clearances, RTO tax payment papers, valid driving licenses and all other documents that should accompany the vehicles as per rules & regulations of applicable laws.

- (r) The University recognizes no employer-employee relationship between the University and the personnel deployed by the agency and there will be no legal obligation on the part of the University to provide employment to any of the personnel of the agency.
- (s) All the vehicles provided to the University should be in good running condition and having valid fitness certificate.
- (t) The agency shall provide vehicles as per requirement of the University and as and when required. The hiring may be discontinued immediately, when the vehicle are no longer required for the officer. The University reserves the right to increase or decrease the number of vehicles hired as well as relax the terms and conditions in the public interest.
- (u) In case of breakdown of vehicles en-route, the tenderer shall replace the vehicles immediately failing which the University has the right to hire vehicles from any other source at the expenses of the agency.
- (v) The University has the right to ask the agency for removal of driver in case found incompetent, disorderly, indisciplined or alcoholic.
- (w) 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 travel agency. University will not be responsible for any dispute except paying the hire charges.
- (x) The contract shall be terminated and the EMD/security deposit will be forfeited in the following conditions :
  - (i) If at any stage, any of the information, declaration given by the bidder is found false or incorrect.
  - (ii) In case of any lapse/default in honouring the terms and conditions at any time after submitting the tender.
  - (iii) In case of final selection of bidder, if he fails to enter into the contract or fails to furnish security deposit in accordance with the terms and conditions of the tender.
- (y) The Financial Bid of the unsuccessful bidder(s) while evaluating the Technical Bid shall not be opened and shall be kept in the file with the signature of all Committee members with a remark "Not opened because of disqualification in the Technical Bid". The EMD of the unsuccessful bidders shall be returned after the successful bidder enters into contract with the University.
- (z) The security deposit (carrying no interest) will be refunded in full after successful completion of the contract period.
- (za) **Penalties:**
  - (iv) Up to Rs.1,000/- for not providing vehicles in time.
  - (v) Up to Rs1,000/- for miss-behaviour of driver.



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- (vi) Up to Rs.5,000/- for not providing substitute vehicles when required.
- (vii) Thrice the value of damaged property or Rs.5,000/- whichever is higher for causing damage to public property .
- (viii) Termination of contract and forfeiture of security deposit, for breach of any of the conditions of the contract.
- (ix) Termination of contract along with forfeiture of security deposit and blacklisting for persistent breach or unsatisfactory services.
- (zb) **Payment terms:**
- (i) Payment will be made on monthly basis on submission of the bills in triplicate after satisfactorily completion of the work assigned at approved rates after deducting penalties if any.
- (ii) No advance will be paid.
- (iii) Payment is subject to ITDS under Section 194C of Income Tax Act, 1961 at the prevailing rate.
- (zc) Rates quoted should be without any condition from the tendered. Conditional offer will be rejected.
- (zd) The University is not bound to accept the L-1 bidder. More than one bidder may be selected for respective vehicles for which each has quoted lowest rate. The University may also empanel multiple agencies taking into consideration their substantive area of operation and as per the requirement of the University for the vehicles to be used district wise across the state of Odisha
- (ze) Some of the Vehicles (cars) are primarily required to be deployed on monthly basis at Rourkela and others are to be hired as per requirement from time-to-time.
- (zf) The vehicles should conform to the pollution norms prescribed if any, by the Transport Department of Government.
- (zg) The duty slip/ log book (in case of cars only) should contain information about the driver.
- (zh) The driver running the vehicle should have valid driving license and should not have any criminal records. The drivers must follow traffic and safety rules and other regulations prescribed by the Government to this effect from time to time.
- (zi) Bids once submitted shall not be allowed to be withdrawn.
- (zj) The drivers must observe all the etiquette and protocol while performing the duty. He must be neatly dressed, and carry a mobile phone of his own or provided by the agency for which no additional payment shall be made by the University.
- (zk) The vehicles shall be kept neat and clean and in perfect running condition and should be provided with basic neat and clean seat covers and curtain.
- (zl) In case of daily basis, the comparative statement shall be prepared on the basis of Per Km. (long tour) or Per hour price (local tour) quoted. No further charges like halting charges, night halt/ any other is acceptable.
- (zm) **Arbitration:** Authority of University and the selected agency will make every effort to resolve amicably by direct negotiation, any disagreement or dispute arising between them under or in connection with the work assigned. In case of failure to resolve, the decision of



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- Hon'ble Vice-Chancellor will be final and binding on both the parties.
- (zn) **Legal Jurisdiction** : All legal disputes are subject to the jurisdiction of courts only at Rourkela and Hon'ble High Court, Odisha.
- (zo) The authority of the University reserves the right to cancel all or partial of the tender without assigning the reason thereof.

Sd/-  
**REGISTRAR**

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## Biju Patnaik University of Technology, Odisha, Rourkela

Tender Notice No. BPUT/CS&amp;P/78/2022/5093

Date: 05.09.2022

**TENDER DOCUMENT FOR HIRING OF VEHICLES****TECHNICAL BID (DETAILS OF THE AGENCY)**

1.	Tender No. and Date	:	
2.	Name and address of the agency	:	
3.	Telephone /Mobile No. and Email ID	:	
4.	Name of the proprietor/ Managing Partner/ Director	:	
5.	Regd. No. of the Agency (Partnership/ Company/ Proprietorship)	:	
6.	Permanent Account No. (PAN) & Self attested copy of the PAN to be attached	:	
7.	GST No. (Attach self Attested Copy)	:	
8.	No. of Vehicles owned	:	
9.	Category of Vehicles along with number allotted by the RTO	:	<i>Self attested photocopy of RC book, Insurance and Fitness Certificates to be attached</i>
10.	IT Return for last 3 years	:	
11.	Whether the agency has been black listed by any Government or any other organization	:	Yes/No Please strike out which is not applicable Provide the Affidavit
12.	Whether term and conditions of the tender duly accepted	:	Yes/No Please strike out which is not applicable
13.	Details of Bid processing fee of Rs. 1000/- (which is mandatory)	:	DD Date: Bank: No.
14.	Details of EMD of Rs.50,000/-	:	DD Date: Bank: No.
15.	List of clients with work order copy	:	
16.	Experience	:	May be mentioned in separate sheet and copy of work orders to be enclosed
17.	Substantial area of operation	:	Mention name of the district on priority basis apart from Rourkela and Bhubaneswar.
18.	Audited Financial Statement including Balance Sheet and P&L Account for the last three years (2018-19, 2019-20, 2020-21/ 2021-22)	:	

This is to certify that I/we have carefully read the all above contents of the tender document and fully understood the terms and conditions there in and undertakes myself /ourselves to abide by the same.

Place:

Date :

Name of the Tenderer :

Name of the signatory :

Signature with seal :

Signature with seal of the bidder

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## Biju Patnaik University of Technology, Odisha, Rourkela

Tender Notice No. BPUT/CS&amp;P/78/2022/5093

Date: 05.09.2022

TENDER DOCUMENT FOR HIRING OF VEHICLES-2022FINANCIAL BID

Name &amp; Address of the Bidder : .....

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To

The Registrar,  
BPUT, Odisha**A. Daily Basis Rate (exclusive of GST)**

Sl. No	Type of Vehicle	Local Tour (Within 100 KM per day)		Long Tour (Above 100 KM per day)
		Rate per Hour (10 KM free per Hour) (Rs.)	Rate per extra KM (Rs.)	Rate per KM (Rs.)
1	2	3	4	5
1	Swift Dzire (AC) 5-seater			
2	Innova (AC) 7-seater			
3	Bolero/Marshall/ Tavera/Scorpio 7-seater			
4	Truck (TATA Ace)			
5	Truck (407)			
6	Truck (709)			
7	Truck (1210)			



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**B. Monthly Basis Rate (exclusive of GST)**

Sl. No.	Type of Vehicle	*KM per one Liter of diesel/ Petrol	Monthly Rent excluding fuel per vehicle (Rs.)
1	2	3	4
1	Swift Dzire (AC) 5-seater (monthly)		
2	Innova (AC) 8-seater (monthly)		

\* Please refer to the criteria of Min. KM per one Liter of diesel/Petrol mentioned in the Evaluation procedure.

**C. GST: Please mention the % of GST as applicable:\_\_\_\_\_**

Place:  
Date :

Name of the Tenderer :  
Name of the signatory :  
Signature with seal :

Signature with seal of the bidder

(in form of affidavit)

**BIJU PATNAIK UNIVERSITY OF TECHNOLOGY, ODISHA**

**UNDERTAKING**

This is certified that my/our firm/agency/company/ proprietorship has never been blacklisted by any of the Government or other Organization and no criminal case is pending against the said firm/agency/company/ proprietorship.

Place:

Name of the Tenderer :

Date:

Name of the Signatory:

Signature: Seal:



Signature with seal of the bidder



### CHECKLIST FOR HIRING OF VEHICLE

Sl	Eligibility Criteria	Yes/No /Page No
1.	Tender in prescribed format signed & sealed in all pages of the Tender Document	
2.	All pages should be serially numbered	
3.	Self attested copy of the Registration Certificate of the agency	
4.	Self attested copy of PAN	
5.	The agency should have the ownership of at least 5 Cars	
6.	The bidders should have the experience of providing similar works during last 3 years in any of the Government Departments/ Autonomous Institution/ Universities/ Board/ PSU/ Municipality/ Companies/ Corporation/ Educational Institutions etc	
7.	The agency should have Annual Turnover of Rupees Fifty lakhs for the last three financial years (audited statement in this regard to be submitted for the year 2018-19, 2019-20 and 2020-21/2021-22)	
8.	The agency should have not been blacklisted by any Government or other Organization. An affidavit in this regard needs to be submitted by the bidder	
9.	IT returns of the last three years (2018-19, 2019-20, 2020-21)	
10.	Up-to-date GST Return copy	
11.	Bid Processing fee of Rs. 1000/- in shape of Demand Draft in favour of BPUT payable at Rourkela	
12.	EMD of Rs. 50,000/- in shape of Demand Draft in favour of BPUT payable at Rourkela	
13.	List of vehicles owned along with photocopy of RC and fitness certificate & Insurance certificate	

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Signature with seal of the bidder

