



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

Tender Notice No. BPUT/Tender/18/3438

Dated: 13.07.2018

TENDER DOCUMENT FOR HIRING OF VEHICLES FOR THE YEAR 2018-19

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. Interested agencies may quote their rates in the prescribed format. For details, please visit www.bput.ac.in. The last date and time of receiving sealed tender by Hand or Speed post is **28/07/2018 up to 3.00pm**. The tender received beyond the due date and time shall be rejected summarily.

Sd/
REGISTRAR I/C



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A. Important information to the bidders

Tender No. & Date	BPUT/Tender./18/3438	Date:13.07.2018
Period of Contract	One Year from the date of signing of contract	
Tender document available on website	13.07. 2018 to 28.07.2018	
Last date for receipt of bids	28.07.2018 upto 03.00 PM	
Date, Time, and Venue of opening of Technical Bid	30.07.2018, 04.00 PM at BPUT, Campus, Chhend, Rourkela	
Date, Time, and Venue of opening of Financial Bid	31.07.2018, 3.00 PM at BPUT, Campus, Chhend, Rourkela	
Estimated Cost of the contract	Rs.50.00 lakh per annum	
EMD (Refundable)	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.	
Tender Cost (Non-Refundable)	Rs.1,000.00 (One Thousand) in shape of DD in favour of Biju Patnaik University of Technology, Odisha, payable at Rourkela.	

Tender document can be referred and downloaded from BPUT's official website i.e., www.bput.ac.in

B. Nature and Scope of the contract

1. The University intends to engage travel agencies / public carriers for a year for providing cars of 2015 onwards make (Tata Indigo/ Maruty Dzire / Bolero /Toyota Innova / Mashal/ Scorpio etc.) on hire for its official use on monthly/hourly rate basis. The cars will primarily be used for the officers of 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 Vehicles hired on Monthly basis, the log book shall be maintained for officer use not for vehicle run. Those vehicles exclusively used of the University. If any replacement may only be allowed with prior intimation to the authority.

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 from designated officials of the University and shall maintain secrecy of the roaming of the vehicles and of the persons on board. The cars used for this purpose will be charged on hourly or basis. 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, 609, 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.

C. 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.
- (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).

D. 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.**
- (b) The tender should be submitted in the prescribed format only i.e. Tender Document and Technical bid **(Page No.02 to 09)** and Financial bid **(Page No. 10)**.
- (c) As this is the two bid system, the Tender Document, Technical Bid, EMD and Tender cost 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 super

scribed 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**".

- (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 hand delivery (at the diary section of the University with proper acknowledgement) or speed post addressing to "**The Registrar, Biju Patnaik University of Technology, Odisha, Kalinga Vihar, 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 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.

E. 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 of the Agency i.e. Company/firm/sole proprietor.
- (iv) EMD of **Rs.50,000/- (Fifty Thousand rupees only)** in shape of Demand Draft in favour of Biju Patnaik University of Technology, Odisha, payable at Rourkela.
- (v) Tender Cost of Rs.1000/- (One Thousand rupees only) (In case of downloaded tender document) in shape of DD in favour of Biju Patnaik University of Technology, Odisha, payable at Rourkela will be attached with the tender documents.
- (vi) List of vehicles owned along with photocopy of RC and fitness certificate.
- (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 and refer Clause No.C(i) for eligibility criteria.
- (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) Audited Financial Statement including Balance Sheet and P&L Account for the last three years.
- (xii) IT returns of the last three years from competent authority.
- (xiv) Up-to-date GST return copy.

F. Terms and Conditions:

- (a) The tender document shall become part and partial 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 rupees only).

EMD of successful bidder will subsequently be converted into security deposit and the balance amount of Rs.1,00,000/- (One Lakh rupees only) in shape of DD be paid towards security deposit.

- (e) No person who is in Government service or an employee of this 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) 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 to be reimbursed) to be quoted should not be less than as detailed below (as per latest Finance Department Circular:- 27037 dated-08.10.2015):

Sl. No.	Type of Vehicle	Minimum K.M. per one liter of diesel
1	Tata Indigo (AC)	15
2	Dzire (AC)	17
3	Innova (AC)	09
4	Bolero/Marshall/Travera/Scorpio	10 (as per Govt. circular)

- (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), 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 period of contract is for one year with effect from the signing of the contract, it can be curtailed/ extended by the University based on the

performance. Either party can terminate the contract with 30 days prior notice.

- (m) 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
- (n) 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.
- (o) 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.
- (p) 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, 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.
- (q) 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.
- (r) All the vehicles provided to the University should be in good running condition and having valid fitness certificate.
- (s) The agency shall provide vehicles as per requirement of the University and as and when required. 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.
- (t) 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.
- (u) The University has the right to ask the agency for removal of driver in case found incompetent, disorderly or indisciplined.
- (v) 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.

- (y) 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 (balance amount) in accordance with the terms and conditions of the tender.
- (z) 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-a) The security deposit (carrying no interest) will be refunded in full after successful completion of the contract period.
- (z-b) **Penalties:**
- (i) Up to Rs.1,000/- for not providing vehicles in time.
 - (ii) Up to Rs.1,000/- for miss-behaviour of driver.
 - (iii) Up to Rs.2,000/- for not providing substitute vehicles when required.
 - (iv) Thrice the value of damaged property or Rs.5,000/- whichever is higher for causing damage to public property.
 - (v) Termination of contract and forfeiture of security deposit, for breach of any of the conditions of the contract.
 - (vi) Termination of contract along with forfeiture of security deposit and blacklisting for persistent breach or unsatisfactory services.
- (z-c) **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.
- (z-d) Rates quoted should be without any condition from the tenderer. Conditional offer will be rejected.

- (z-e) 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
- (z-f) Vehicles (cars) are primarily required to be deployed at Rourkela and Bhubaneswar or both as and when required.
- (z-g) The vehicles should conform to the pollution norms prescribed if any, by the Transport Department of Government.
- (z-h) The duty slip/ log book (in case of cars only) should contain information about the driver like name, age, mobile number etc.
- (z-i) The driver running the vehicle should have valid driving license. The drivers must follow traffic and safety rules and other regulations prescribed by the Government to this effect from time to time.
- (z-j) Bids once submitted shall not be allowed to be withdrawn.
- (z-k) 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.
- (z-l) 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.
- (z-m) 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. The lowest bidder (s) has to **agree** to the other charges like lowest halting charge, night halt, extra Km. Rate, etc. offered by other bidders in the tender.
- (z-n) **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 Hon,ble Vice-Chancellor will be final and binding on both the parties.
- (z-o) **Legal Jurisdiction :** All legal disputes are subject to the jurisdiction of courts only at Rourkela and Hon.ble High Court, Odisha.
- (z-p) The authority of the University reserves the right to cancel all or partial of the tender without assigning the reason thereof.

Sd/
REGISTRAR I/C

Biju Patnaik University of Technology, Odisha, Rourkela
Tender Notice No. BPUT/Tender/18/3438 **Dated: 13.07.2018**

TENDER DOCUMENT FOR HIRING OF VEHICLES FOR THE YEAR 2018-19
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.	:	
7.	GST No.	:	
8.	No. of Vehicles owned	:	
9.	Category of Vehicles along with number allotted by the RTO	:	<i>May be mentioned in separate sheet</i>
10.	IT Clearance 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
12.	Whether term and conditions of the tender duly accepted	:	Yes/No Please strike out which is not applicable
13.	Details of tender cost of Rs. 1000/-	:	DD No. Date: Bank:
14.	Details of EMD of Rs.50,000/-	:	DD No. Date: Bank:
15.	List of clients with work order copy	:	
16.	Experience [refer Clause No. E (a)]	:	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	:	

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 :

Biju Patnaik University of Technology, Odisha, Rourkela**Tender Notice No. BPUT/Tender/18/3438****Dated: 13.07.2018****TENDER DOCUMENT FOR HIRING OF VEHICLES FOR THE YEAR 2018-19****FINANCIAL BID**

Name & Address of the Bidder : _____

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.)	Halting Charge per Hour (Beyond Running Hours 50 k.m/Hr.) (Rs.)**	Rate for Night Halt (Rs.)
1	2	3	4	5	6	7
1	Tata Indigo (AC) 5-seater					
2	Swift Dzire (AC) 5-seater					
3	Innova (AC) 7-seater					
4	Bolero/Marshall/Tavera/Scorpio 7-seater					
5	Truck (TATA Ace/ 407/609/709/ 1210 etc. OR similar category)				Not applicable	Not applicable

** Halting charges in case of Long tour are not allowed from 11 PM to 6 AM if the vehicle halted for night.

B. Monthly Basis Rate (exclusive of GST)

Sl. No.	Type of Vehicle	*KM per one Litre of diesel	Monthly Rent excluding fuel per vehicle (Rs.)
1	2	3	4
1	Tata Indigo (AC) 5-seater		
2	Swift Dzire (AC) 5-seater		
3	Innova (AC) 7-seater		
4	Bolero/Marshall/Tavera/Scorpio 7-seater		

* Please refer to the criteria of Min. KM per one Litre of diesel 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 :

BIJU PATNAIK UNIVERSITY OF TECHNOLOGY, ODISHA

UNDERTAKING

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

Place:

Name of the Tenderer :

Name of the Signatory: Signature:

Seal:

Date: