

BIJU PATNAIK UNIVERSITY OF TECHNOLOGY, ODISHA  
KALINGA VIHAR, CHHEND, ROURKELA-769015

TENDER DOCUMENT FOR HIRING OF VEHICLES FOR THE YEAR 2014-15  
FOR BOTH ROURKELA & BHUBANESWAR OFFICE BPUT ODISHA.

1	Period of Contract	:	One Year/Two Years
2	Last date of sale of/downloading the Tender documents	:	13.06.2014 by 04.00pm
3	Last date and time of submission of Tender documents	:	18.06.2014 by 12.00noon
4	Date, Time, and Venue of opening of Technical Bid	:	18.06.2014, 03.00pm, BPUT, Campus, Chhend, Rourkela
5	Date, Time, and Venue of opening of Financial Bid	:	19.06.2014, 04.30pm, BPUT, Campus, Chhend, Rourkela
6	EMD (Refundable)	:	Rs.50,000.00 in shape of DD in favour of Biju Patnaik University of Technology, Odisha, payable at Rourkela.
7	Security deposit	:	Rs.1,50,000/-
8	Tender Cost (Non-Refundable)	:	Rs.1000.00

Tender document can be referred to at and downloaded from BPUT's official website i.e., [www.bput.ac.in](http://www.bput.ac.in)

**1. INVITATION OF BIDS.**

- (a) Sealed tenders (Two bid system) are invited from reputed travel agencies/ fleet owners for engaging vehicles on hire through out the year like TATA Indica, Indigo, Scorpio, Ford Ikon, Ford Fiesta, Maruti SX4, Bolero, Tavera, Honda City, Innova etc. of 2009 onwards model and Truck (407, 409, Tata ACE or any other make) having valid fitness certificate on kilometer/monthly basis for BPUT Rourkela & BPUT Bhubaneswar office..
- (b) Tenderers/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.**
- (c) This is a "Two Bid" system. Separate bids are prescribed in Annexure-I and Annexure-II in shape of "Technical Bid" i.e., details of the Agency and "Financial Bid" respectively.
- (d) The tender form is non-transferable.
- (e) The following documents should be attached with Technical Bid only.
  - (i) Self attested copy of PAN card.

- (ii) Self attested copy of Service Tax Registration Certificate.
- (iii) Self attested copy of Registration Certificate of the Agency.
- (iv) EMD of **Rs.50,000/-** in shape of DD in favour of Biju Patnaik University of Technology, Odisha, payable at Rourkela.
- (v) Tender Cost of Rs.1000/- (In case of downloaded tender document) in shape of DD in favour of Biju Patnaik University of Technology, Odisha, payable at Rourkela.
- (vi) Copy of Money Receipt in case of purchase of tender document from office of BPUT.
- (vii) List of vehicles owned along with photocopy of RC and fitness certificate.
- (viii) Terms and conditions duly accepted/signed with seal of the prospective bidders.
- (ix) Proof to the effect that the tenderer has experience of providing similar work during last three years and refer Cl. No.03 of eligibility criteria..
- (x) The tender document with the signature of authorized person of the firm with seal and date in each page.
- (xi) Undertaking to the effect that the firm has not been blacklisted by the Government or any other organization (Annexure-III).
- (xii) Annual Turnover for last three years along with the Income tax clearance certificates for the last three years.

## **2. PROCEDURE FOR SUBMISSION OF BIDS.**

- (a) The tender should be submitted in the prescribed format only.
- (b) As this is the two bid system, the Technical Bid along with requisite documents should be packed in one sealed envelop which will be super scribed as “Technical Bid”. The Financial Bid should be in another sealed envelope super scribed as “Financial Bid”. These two separate sealed envelopes should be kept in a third single sealed envelop super- scribed as “Tender for Hiring of Vehicles for the year 2014-15”.
- (c) The tender should be submitted by dropping in the drop box kept at BPUT, Chhend Campus, Rourkela or can be sent by post/courier by 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. The tenderer should mention his exact postal address on all envelopes in order to facilitate to return of the bids as such wherever necessary.

## **3. ELIGIBILITY:**

- (a) The tenderers should have the experience of providing similar works 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.
- (b) The agency should have the ownership of at least 4(four) vehicles.

- (c) The agency should have valid Registration Certificate of its own, Service Tax, Registration Certificate and PAN.
- (d) The agency should have not been blacklisted by any Government or other organizations.

#### **4. TERMS AND CONDITIONS:**

- (a) The tenderer should take care that no column in the tender should be left blank which would otherwise make the tender liable for rejection. If any column has to be left blank, it should be filled as 'Not Applicable'. All the pages of the tender document, technical and financial bid are required to sign by the tenderer or the authorised representative on behalf of the tenderer along with seal of the form and date.
- (b) Any act or effort on the part of the tenderer to influence any body in the University is liable for rejection of tender.
- (c) Total amount of security deposit is Rs.1,50,000/-. EMD of successful bidder will subsequently be converted into security deposit and the balance amount of Rs.1,00,000/- in shape of DD be paid towards security deposit.
- (d) 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.
- (e) Tender not conforming to the requirements of the University will be rejected and no correspondence there of shall be entertained what-so-ever.
- (f) 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.
- (g) 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.
- (h) The rates are inclusive of all charges/taxes like cost of fuel and lubricant, cost of driver, road tax, insurance charges, cost of repair & maintenance (minor and major), service charges but exclusive of service tax.
- (i) The period of contract for hiring of vehicles can be curtailed/extended by the University. Either party can terminate the contract with 60 days prior notice.
- (j) Service Tax will be paid extra as applicable over and above the rates quoted.
- (k) In no case the rate will be revised during the period of contract with the revision of cost of fuel, labour etc. if any.
- (l) 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.

- (m) 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.
- (n) 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.
- (o) 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.
- (p) All the vehicles provided to the University should be in good running condition and having valid fitness certificate.
- (q) 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.
- (r) In case of break down 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.
- (s) The University has the right to ask the agency for removal of driver in case found incompetent, disorderly or indisciplined.
- (t) All the disputes shall be subject to the jurisdictions of courts and Hon'ble High Court of Orissa.
- (u) 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.
- (v) The Financial Bid of the unsuccessful bidder 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.
- (w) The security deposit (carrying no interest) will be refunded in full after successful completion of the contract period.
- (x) 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.

**(y) Payment terms:**

- (i) Payment will be made on monthly basis or 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) Rates quoted should be without any condition from the tenderer. Conditional offer will be rejected.
- (z-a) 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.
- (z-b) Vehicle (cars) are required to be deployed at Rourkela and Bhubaneswar or both as and when required.
- (z-c) The vehicles should conform to the pollution norms prescribed if any, by the Transport Department of Government.
- (z-d) The duty slip/ log book (in case of cars only) should contain information about the driver like name, age, mobile number etc.
- (z-e) The driver running the vehicle should have valid driving license. The drivers must follow traffic and safty rules and other regulations prescribed by the Government to this effect form time to time.
- (z-f) Bids once submitted shall not be allowed to be with drawn.
- (z-g) The drivers (in case of cars only) 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-h) The vehicles (cars only) shall be kept neat and clean and in perfect running condition and should be provided with basic neat and clean seat covers and curtain.

**ANNEXURE-I**

**BIJU PATNAIK UNIVERSITY OF TECHNOLOGY, ODISHA, ROURKELA  
TECHNICAL BID (DETAILS OF THE AGENCY)**

1	Tender No. and Date		
2	Name and address of the Agency		
3	Telephone No./Email ID		
4	Name of the Proprietor/ Managing Partner/Director		
5	Regn. No. of the Agency (Partnership/Company/Prop. etc)		
6	Permanent Account No (PAN)		
7	Service Tax Regn. No		
8	Number of vehicles owned		
9	Category of vehicles along with number allotted by RTO		
10	IT Clearance of last three years		
11	Whether the agency has been Black-listed by any Govt. or other organizations		Yes/No (Strike out which is not applicable)
12	Whether the terms and condition of the tender duly accepted.		Yes/No (Strike out which is not applicable)
13	Details of Tender Cost of <b>Rs.1000/-</b>		DD No.           date: Bank. MR No.           date: (In case of purchase of tender document)
14	Details of EMD :		Amount Rs.50,000/- DD No .           date: Bank :
15	List of References		1.Name Tel/Mob. No. 2.Name Tel/Mob. no.
	Experience (Ref. Cl. No.3 of a)		

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 my self/our selves to abide by the same.

Place:  
Date: / / /2014

Name of the tenderer:  
Name of the Signatory:  
Signature with seal:

**ANNEXURE-III**

**BIJU PATNAIK UNIVERSITY OF TECHNOLOGY, ODISHA**

**UNDERTAKING**

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

Place:

Name of the Tenderer :

Name of the Signatory:

Signature:

Seal:

Date:    /    /2014