

**STATE COUNCIL FOR TECHNICAL EDUCATION AND VOCATIONAL TRAINING, ODISHA  
UNIT-VIII, NEAR RAJ BHAWAN, BHUBANESWAR-751 012**

**Tender Call Notice No: 3353 Dtd. 24.06.2017**

Sealed Quotations are invited from interested Travel Agencies having valid PAN No. for providing 1(One) no. of Maruti Swift Dzire VDI diesel driven vehicle with AC conforming to the Terms and conditions for official use of SCTE&VT, Odisha, Bhubaneswar on monthly rent basis.

1. The vehicle must be in good Road Worthy condition and shall not be more than 2 years old from the date of initial registration. The vehicle must have valid Registration Certificate, Insurance Certificate, Fitness Certificate, Valid Contract Carriage Permit, proof of up-to-date tax payment etc. which are mandatory for plying of vehicle.
2. The Driver of the vehicle must have a valid Driving License for driving light transport passenger vehicle and should have sufficiently experienced in driving transport passenger vehicle.
3. The driver should be well behaved, gentle, and obedient in nature.
4. The vehicle should have comprehensive insurance and fitness as per the Odisha Motor Vehicle Rules.
5. A sum of. Rs. 5000/- (Rupees Five Thousand) only shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of Vice-Chairman, SCTE&VT, Odisha, Bhubaneswar and submitted along with the tender as EMD. After completion of tender process, the draft of the successful bidder will be converted to Security Deposit and draft of the unsuccessful bidders will be returned.
6. The applicant shall submit a Demand Draft for an amount of Rs. 100/- (Rupees One Hundred) only towards cost of application along with the Quotation.
7. The maximum hire charge per month excluding Diesel cost will be Rs. 20,000/- (Rupees Twenty Thousand.) only and the minimum average mileage in kms per litre should be 17 as per Govt. of Odisha, Finance Department Office Memorandum no. 27037 dt. 08.10.2015. Basing upon the monthly rent and HSD consumption the lowest bidder will be selected.
8. The details of the make and year of manufacture of the vehicle, registration no., mileage (kms covered per litre) and name of the Driver with Driving License No. and period of validity should be specifically provided in the general bid information to be furnished with the Quotation.
9. The agencies should comply with RTA and State Government Rules & Regulations etc. Any breach of these rules shall be at the complete risk of the travel agency/bidders. The undersigned shall, in no way be responsible for any damage/losses/incidents occurred during the travel/journey and expenditure incurred thereof shall be borne by the bidder,
10. Toll fee/Parking fee paid during journey is reimbursable on production of documentary evidence with the bills.
11. The contract shall remain valid usually for a period of one year from the date of agreement and may be cancelled at any time before one year which is at the discretion of the Council.
12. In no case, the rate will be revised during the period of contract with the revision of the cost of fuel.

13. The Council will not be held responsible for any legal disputes in connection with the vehicle/owner or any other negligence of the driver.
14. In case of breakdown of the vehicle enroute the agency shall replace the vehicle immediately.
15. The penalties as will be decided by the Council shall be imposed on the agency for not providing vehicles in time, misbehavior of driver or for not providing substitute vehicle as & when required.
16. The payment will be made within 15 days on submission of bill in duplicate along with Service Tax Clearance Certificate from the competent authority after satisfactory completion of the work.
17. Payment is subject to ITDC as per the Income Tax Rules prevailing at that time.
18. Services tax as applicable shall be paid extra.
19. Copies of valid Service Tax Registration Certificate, IT Clearance certificate and copy of PAN card shall be furnished along with the quotation failing which it will be rejected and original of the above documents shall be produced before execution of work order, if desired.
20. The quotation completed in all respect shall reach the undersigned on or before 07.07.2017 by 2 P.M. and shall be opened on the same day at 4 P.M. in presence of the bidders or their authorized representatives.
21. The envelope containing the quotation paper shall be super scribed as "**Quotation for Hiring of Vehicles**".
22. The performance record/work experience for execution of similar jobs for the last three years if any shall be enclosed with the quotation.
23. The application form of Quotation containing General Bid information & Terms and Conditions for hiring of Vehicle etc. will be available in this Council website **sctevtodisha.nic.in**.

Sd/-

**Vice Chairman**

## **TERMS & CONDITONS FOR HIRING OF VEHICLES**

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, Fitness Certificate, valid Contract Carriage Permit, proof of up to date tax payment etc. and D.L. of the driver available all the times. SCTE&VT, Odisha 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 SCTE&VT, Odisha shall not be responsible for all such litigation.
2. The hire charges to be paid for monthly basis is final but does not include cost of 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, replacement of spare parts, Lubricating oil of Engine, Gear box & differential Coolant, Tyres & Tubes, Battery etc. will be borne by the bidder.
3. It shall be the responsibility of the bidder to provide a good driver and the salary of the driver shall be borne by the owner.
4. 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 without any additional cost.
5. In case of the vehicle do not report regularly, the authority will be at liberty to reject the agreement and may engage vehicle from other source.
6. The vehicles shall report for duty for minimum of 25 days in a month.
7. In case of emergency, the driver will have to report for duty as per the requirement of hirer in case of holidays also. No extra payment shall be demanded.
8. Monthly hire charges and reimbursements towards cost of diesel (as per actual) and lubricants (as per Govt. norms) of selected bidder will be paid in every succeeding month, as far as possible within fifteen days of the submission of bills by the service provider and no advance payment will be made.
9. The vehicle shall not be more than 2 years old from the initial registration and also in good running condition during the period of contract.
10. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
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 c agreement.
12. If the bidder violates any of the terms of contract, the SCTE&VT, Odisha shall forfeit the entire amount of security deposit.
13. The authority reserves the right to accept or reject any or all tenders without assigning any reason thereof.

Sd/-

**Vice Chairman**

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**APPLICATION FORM FOR HIRING OF VEHICLE**

1. Registration No. of the Vehicle:
2. Type of Vehicle:
3. Year of Manufacture:
4. Make & Model of the Vehicle:
5. Date of initial Registration:
6. Name, complete address & Contact No. of the owner of the Vehicle:
7. Fitness Certificate Validity:
8. Permit Validity:
9. Insurance Validity:
10. Name/ Address & Contact No. of the Driver:
11. D.L.No. & Validity of the D.L. of the Driver:
12. Proposed Hire Charges of the vehicle per month excluding fuel cost in Rupees:
  - i. In figures( )
  - ii. In Words( )
13. Rate of fuel consumption/ Mileage per litre:-
14. Address & Contact number of the Service Provider(Tenderer/ Quotationer):  
Mobile No.....Telephone No.....
15. Details of the Bank Draft of Rs.5000/- for EMD:
16. Details of the Bank Draft of Rs.100/- for Application Fee:
17. Present Address & Permanent Address of the Quotationer/ Tenderer:

I do hereby declare that, the information and documents which are submitted and attached to this application are true to the best of my knowledge and belief. I further agree to abide with the terms and conditions and model agreement of this office to provide the vehicle to State Council for Technical Education and Vocational Training, Odisha, Bhubaneswar.

Seal & Signature of the  
Quotationer / Tenderer