

ODISHA STATE HIGHER EDUCATION COUNCIL
2nd Floor, Pustak Bhawan, A-11, Suka Vihar, Bhubaneswar-751022
Email-oshec.hed@gmail.com

TENDER CALL NOTICE

No: 501 /24/OSHEC

Dated. 20/05/2023

Sealed quotation/tenders are invited from interested reputed Travel Agencies/ Tour Operators or private individuals having valid GST/GeM Registration for providing i) 01(one) no. of innova/Hexa/XUV500 vehicle and 03(three) nos. of Tiago/Bolt/Celerio or equivalent AC Diesel/ Petrol driven vehicles on hire basis (having sitting capacity of 05(five) including driver) and ii) a Bolero vehicle (as & when required) on day basis for official tour outside Bhubaneswar. The last date of receipt of quotation is **05.06.2023.2023 till 3.00 P.M.** through Speed Post/Registered Post/Courier. The detail information can be obtained from the website www.dhe.odisha.gov.in and www.oshec.nic.in from **21.05.2023 to 05.06.2023**.

The Authority reserves the right to accept/reject/cancel any or all the quotations in full or part without assigning any reason thereof.

Rohu
20/05/23

Member Secretary, OSHEC

Standard Bidding Document

**Government of Odisha
Odisha State Higher Education Council, Bhubaneswar
Office Quotation/Tender Call Notice**

Sealed Quotations/tenders are invited from interest reputed Travel Agencies/Tour Operators or Private Individuals for providing i) 01(one) no. of innova/Hexa/XUV500 vehicle and 03(three) nos. of Tiago/Bolt/Celerio or equivalent AC Diesel/ Petrol driven vehicles on hire basis (having sitting capacity of 05(five) including driver), which shall confirm to the terms and conditions at Annexure-II for official use in Odisha State Higher Education Council, Bhubaneswar on monthly hire basis and ii) for providing a Bolero vehicle (as & when required) on day basis for official tour outside Bhubaneswar.

For monthly based hired vehicles

1. The vehicle must be in Road Worthy condition, shall not be more than 03 years old from the date of initial registration having valid Registration Certificate, Insurance Certificate, Fitness Certificate, Pollution under Control 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 licence for driving light transport passenger vehicle and should be sufficiently experienced in driving transport passenger vehicle.
3. The Driver should be well behaved, gentle and obedient in nature.
4. The Travel Agency have to submit the EMD amounting to Rs.5000/-(Rupees Five thousand)only in shape of Bank Draft drawn in favour of the Member Secretary, Odisha State Higher Education Council, Bhubaneswar and submitted along with the tender as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders after the completion of the tender process.

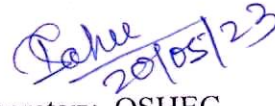
5. The monthly rate of hiring charge be quoted separately in the general bid information at Annexure-III (excluding fuel charges) and documents are to be submitted as per Annexure-IV.
6. The Innova/Hexa/XUV500 vehicle must achieve a fuel efficiency of 09 KM per litre.
7. All other vehicle must achieve a fuel efficiency of 17 km per litre.
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 Quotation/ Tender (Annexure-III)

For Supply of Bolero on day basis(To be submitted in a separate statement)

Type of Vehicle	Rate per K.M. in Rs. (inclusive of all charges/taxes except Toll Gate charges)	Detention Charges in Rs.
Bolero (AC)		

The sealed Quotation completed in all respect should reach the undersigned on or before **05.06.2023 by 03.00 P.M. and shall be opened on the same day at 04.00 P.M. in presence of the bidders of their authorized representatives.**

The application form of quotation/ tender containing general bid information and terms & conditions for hiring vehicles etc. can be downloaded from Department of Higher Education website <https://dhe.odisha.gov.in> and from OSHEC website www.oshec.nic.in from 21.05.2023 to 31.05.2023 and shall furnish a Demand Draft of Rs.100/-(One hundred) only drawn in favour of Member Secretary, OSHEC, Bhubaneswar towards cost of bid documents(non-refundable) along with quotation for hiring of vehicles. The quotation received after due date and time shall not be entertained for evaluation of quotation.


 Member Secretary, OSHEC

TERMS & CONDITIONS FOR HIRING OF VEHICLES

The following terms and conditions must be filled by the successful bidder for providing a vehicle on hire on monthly rent basis.

1. GST registration is compulsory for the Service Provider to provide hired vehicles.
2. The hired vehicles, during period of contract, shall have all necessary valid MV documents such as:- valid Registration Certificate, Insurance Certificate, Fitness Certificate, Pollution under Control Certificate, valid Contract Carriage Permit, proof of up to date tax payment etc. And D.L. of the driver available all the times. The Department/ Office 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 Service Provider shall be responsible for all such litigation. The Travel agency/Tour Operator should have his office at Bhubaneswar.
3. The hire charges to be paid for monthly basis is final but does not include cost of fuel(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, replacement of spare parts, Lubricating oil of Engine, Gear Box & differential Coolant, Tyres & Tubes, battery etc. will be borne by the bidder.
4. It shall be the responsibility of the bidder to provide a good, well- behaved gentle obedient driver and the salary of the driver shall be borne by the Travel Agency.
5. The driver must have a valid DL for driving light transport passenger vehicle and should have sufficient experience in driving transport passenger vehicles.
6. Hiring charges shall be proportionately deducted for the days of non-reporting on duties on official working days and any day of official requirement of vehicles, if substitute vehicles are not provided.

7. 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.
8. 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.
9. The vehicles shall report for duty for minimum of 25 days in a month.
10. In case of emergency, the driver will have to report for duty as per the requirement of hirer. No extra payment shall be demanded.
11. Monthly hire charges and reimbursement towards cost of diesel/petrol (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. The bill is to be submitted duly supported by log sheet(s) duly signed by the concerned officers. TDS on IT and GST as per Acts and Rules will be deducted.
12. The vehicles shall not be more than 03(three) years old and shall not run more than 5000Km from initial registration and also in good running condition during the period of contract.
13. If the services are found to be unsatisfactory, the Authority shall give one month notice and terminate the agreement.
14. 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 of agreement.
15. If the bidder violates any of the terms of contract, Council shall forfeit the entire amount of security deposit.
16. The vehicle will be utilised on official tour outside Bhubaneswar, if required by the Council, and no extra hiring charges will be paid for said tour.
17. The successful bidder is required to deposit 10% of the approved negotiated amounts as Performance Bid Security which will be returned after completion period of agreement. If the service of Travel Agency is not up to satisfactory, the Performance Bid Security amount will be forfeited.

Dehu
20/05/23
Member Secretary, OSHEC

Annexure-III

GENERAL INFORMATION FOR HIRING VEHICLES

- 1) Registration No. of Vehicle:-
- 2) Type of Vehicle (AC):-
- 3) Year of Manufacture:-
- 4) Model:-
- 5) Date of Registration:-
- 6) Name & complete address
of the Travel Agency :-
- 7) GST Registration No.
- 8) GeM Registration No.
- 9) TAN No. /PAN No.
- 10) Fitness Certificate validity:-
- 11) Permit validity :-
- 12) Insurance validity :-
- 13) Name/ Address of the D.L. of the Driver:-
- 14) D.L. No. & Validity of the D.L. of the Driver:-
- 15) Proposed hire Charge of the vehicle per month excluding fuel cost:
- 16) Rate of fuel consumption/ Mileage per litre:-
- 17) Contact Number of the Service provider(Tenderer/ Quotationer)
Mobile No: _____ Telephone: _____

“Certified that the information submitted above is true to the best of my knowledge and belief.”

**Seal & Signature of the
Quotationer/ Tenderer**

Annexure-IV

Documents to be submitted along with the Bid.

1. Valid Registration Certificate,
2. Insurance Certificate,
3. Fitness Certificate,
4. Pollution under Control Certificate,
5. Valid Contract Carriage Permit,
6. Proof of up to date tax payment(last three years)
7. PAN/TAN
8. GST Registration Certificate