



Utkal University of Culture
Sanskriti Vihar, Madanpur, Bhubaneswar-752054
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TENDER CALL NOTICE FOR HIRING VEHICLE

Sealed quotations/Tenders are invited from reputed Travel Agencies/Tour Operators for providing 3 (three) AC diesel driven vehicles (One Maruti Swift D'Zire & Two Tata Indigo) for this University on monthly hire basis for official use of Vice Chancellor and for other official use. Interested parties are requested to visit University website www.uuc.ac.in (**Tenders and Quotations**) to download details of specifications, terms and conditions, Tender forms and other informations. Tender papers in prescribed format (Annexure I), complete in all respect and self attested copy of the supporting documents shall be sent to the Registrar, Utkal University of Culture, Sanskruti Vihar, Madanpur, Bhubaneswar – 752054 either by speed post or registered post. Tender papers can also be dropped in Tender Box kept in the administrative block of the University. The last date for of tender paper is **28.8.2018 (05.00 P.M)**. The tender forms will be opened on **30.8.18 at 03.00 P.M** in the office chamber of the undersigned in presence of the bidders or their authorized representatives.

[Handwritten Signature]
10/8/18

REGISTRAR

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Terms & conditions for hiring of vehicles

The following terms & conditions must be fulfilled by the successful bidder for providing a vehicle on hire on monthly rant 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 valid D.L of the driver available all the times. The University shall not be responsible for any damage/loss caused to hired vehicles or loss of life/injury made to any person or damages to any property and for all such litigation on account of use of hired vehicle any manner whatsoever.
2. A sum of Rs.5000/- shall be deposited by the intending bidder in shape of Bank Draft drawn in favour of the Registrar, Utkal University of Culture, Madanpur and submitted along with the tender as Security Deposit. After completion of the tender process the amount will be refunded to the unsuccessful bidders. In case of successful bidder, the amount shall be refunded after the vehicle is disengaged
3. 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

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and lubricants as per existing Govt norms. All the expenditure of the vehicle towards repair, replacement of spare parts, Lubricating oil of Engine, Gear Box & different Coolant, Tyres & Tubes, Battery etc will be borne by the bidder.

4. The monthly rate of hire charges be quoted separately in the general bid information (excluding fuel and lubricants)
5. It shall be the responsibility of the bidder to provide a good and experienced driver with valid Driving License for driving light transport passenger vehicle and the remuneration/ salary of the driver shall be borne by the owner.
6. 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.
7. 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.
8. The vehicles shall report for duty for minimum of 25 days in a month.
9. In case of emergency, the driver will have to report for duty as per the requirement of hirer. No extra payment shall be demanded.
10. 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

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fifteen days of the submission of bills by the service provider and no advance payment will be made.

11. The vehicle shall not be more than 1 year old from the initial registration and also in good running condition during the period of contract.
12. The Vehicle must achieve a fuel efficiency of 15Kms (Indigo)/ 17 Kms(Swift Dzire) per litre of Diesel.
13. If the services are found to be unsatisfactory, the client shall give seven days 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, University shall forfeit the entire amount of security deposit.
16. Settlement of all disputes in this connection shall be subject to Bhubaneswar jurisdiction.

Signature
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REGISTRAR

Signature



ANNEXURE -I

**TENDER FORM FOR SUPPLY OF VEHICLES ON MONTHLY
HIRING BASIS**

1. Registration No. of the Vehicle :
2. Type of Vehicle (AC/Non AC) :-
3. Year of Manufacture :-
4. Make and Model :-
5. Date of Registration :-
6. Name & Complete address
Of the owner of the vehicle :-
7. Period of I.T Clearance (With proof) :-
8. Fitness Certificate validity :-
9. Permit validity :-
10. Insurance validity :-
11. Name/address of the Driver :-
12. DL No & Validity of the DL of the Driver:-
13. Proposed hire charges per month (excluding fuel cost)
14. Contact No. of the service provider : Mobile
No _____ Telephone No. _____
15. Bank Draft No./Date, Amount , Name of the Bank.
16. Copy of the document attached: 1..... 2.....3.....

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

Signature & Seal of the Tenderer