



TERMS & CONDITIONS FOR HIRING OF VEHICLES

The following terms and conditions must be fulfilled by the bidders for providing required number of different categories of vehicles on a monthly hiring basis:

1. The interested reputed Travel Agencies / Tour Operators must have a valid GST Registration certificate for providing **02 (Two) Nos. of Light Driven Vehicles** having sitting capacity of atleast five (05), including driver on a monthly rent basis for official use in Utkal University of Culture.
2. The period of the contract shall be for a period of 3 years subject to annual review. It may also be extended by a maximum 1 year, subject to satisfactory performance. This shall confirm to the terms & conditions for official use in Utkal University of Culture, Madanpur, Bhubaneswar. The details of the required vehicles are mentioned as below:-

Sl. No.	Type of vehicle	No. of vehicles required	Maximum hire charges per vehicle per month excluding taxes (in Rs.)	Minimum Average Mileage in Kms per litre
1	Ciaz / Honda City / Ertiga etc.	01	36,000/-	12
2	Swift Dzire / Tiago/Bolt / Celerio etc.	01	24,000/-	17

3. The vehicles must be in roadworthy condition, BS-VI emission compliant and not be more than 03 years old from the initial registration & also in good running condition during the period of contract at the time of submission of Bid and must have a 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 the vehicle.
4. The service provider, participating in the Bidding process under the jurisdiction of Municipal Corporations, shall be registered on GeM platform.
5. The Drivers of the vehicles must have a valid Driving licence for driving light transport passenger vehicles and should be sufficiently experienced in driving transport / passenger vehicle.
6. The travel agency/tour operator must depute the Drivers having a good track record, good behaviour and must be gentle and obedient in nature with a police verification certificate.
7. A sum of Rs. 20,000/- shall be deposited by the intending bidders in shape of a Demand Draft drawn in favour of the Registrar, Utkal University of Culture and submitted along with the tender as EMD. After completion of the tender process, the amount will be refunded to unsuccessful bidders.
8. The successful bidder shall deposit Performance Security for an amount of 10% of the value of the contract.
9. The monthly rate of hiring charges (excluding fuel charges and taxes) be quoted separately in the general bid information.

The Vehicle must achieve a fuel efficiency of a minimum average mileage in kms per Litre as mentioned in Paragraph 2.



The details of the make and year of manufacture of the vehicles, registration No., mileage (Kms. covered per litre) and name of the Driver with Driving License No., period of validity should be specifically provided in the general bid information to be furnished with the Quotation / Tender. The Quotation completed in all respects should reach the undersigned on or before 15.05.2026 by 05.00 P.M. and shall be opened on 18.05.2026 in the presence of the bidders or their authorised representatives.

11. Over writing in respect of figures and words will not be acceptable.
12. The University reserves the right to reject any or all quotations without assigning any reason thereof.
13. During the period of contract, the hired vehicles must have all necessary valid Motor Vehicle documents such as valid Registration Certificate, Insurance Certificate, Pollution Certificate, Fitness Certificate, valid Contract Carriage Permit, proof of up to date tax payment etc. and the drivers must carry their Driving License at all the times.
14. The University 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 vehicles any manner whatsoever. The agency shall be responsible for all such litigation.
15. The hiring charges to be paid for monthly basis is final but does not include cost of fuel, which is to be paid separately basing on actual consumption 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 agency.
16. The monthly remuneration of the driver shall be borne by the service provider.
17. In case of break down for reasons what so ever, the replacement of a vehicle of the same or better model shall be provided by the service provider immediately.
18. The vehicles shall be available all the time (24*7) to the procuring authority. In case the vehicles do not report regularly, the authority will be at liberty to terminate the agreement with giving one month notice to the agency.
19. The vehicles shall report for duty for a minimum of 25 days in a month.
20. In case of emergency, the driver will have to report for duty even on holidays as per the requirement. No extra payment shall be made for such duty.
21. Payment of monthly hiring charges will be paid in every succeeding month, as soon as possible within fifteen days of the submission of bills by the service provider and no advance payment will be made.
22. The performance of the agencies will be reviewed every year by the competent authority, and the agreement will be continued subject to satisfactory performance and adherence to the terms and conditions as provided during the execution of the tender. If it is felt necessary, the review may be made at any point of time of the year.
23. The authority reserves the right to increase or decrease the nos. of vehicles as per requirement of the University from time to time during the contract period.
24. Any other use of vehicles by the Driver other than for assigned office work will be strictly prohibited. Failing which, responsibility lies with the agency for the immediate replacement of the said vehicle / driver with a suitable one with immediate effect.

25. If the services are found to be unsatisfactory, the contract shall be terminated with one month's notice to the agency.
26. In case the service provider intends to withdraw the services of his vehicle and to terminate the contract, it shall be mandatory upon him to grant 03 (three) months notice before such withdrawal of service and termination of contract.
27. If the bidder violates any of the terms of the contract, the University shall forfeit the entire amount of the security deposit.
28. The procuring authority reserves the right to make amendment / alter / change to any points or add supplementary points mentioned in the terms and conditions at any point of time as deemed proper.
29. All disputes shall be under the jurisdiction of the court at the place where the headquarters of the authority that has executed the agreement is located.
30. The interested agencies may contact Mr. Ajaya Kumar Samanta, Jr. Assistant of Utkal University of Culture, Madanpur, Bhubaneswar (Mobile No. 8658271429) for the detail specification of this tender and any clarification thereof.



(Seal & Signature of Quotation /
Tender authority with Designation)

GENERAL INFORMATION FOR HIRING VEHICLES

Sl. No	Particulars	Information
1	Name of the service Provider	
2	Complete Address	
3	GST Number	
4	GeM Registration Number	
5	Bank Account No. & IFSC	
6	Registration No, of Vehicle	
7	Year of Manufacture	
8	Make & Model	
9	Date of registration	
10	Name & complete address of the owner of vehicle	
11	Fitness Certificate validity	
12	Pollution Certificate validity	
13	Permit validity	
14	Insurance validity	
15	Name / Address of the Driver	
16	D.L. No. & Validity of the D.L. of the Driver	
17	Contact Number of the Service Provider	
18	Contact Number of Driver	
19	Proposed hire Charge of the vehicle per month excluding fuel cost	
20	Rate of fuel consumption / Mileage per litre	

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

Signature of the Bidder with official seal



TENDER FORM

TECHNICAL BID : COVER-A

Sl. No	Particulars	Details
1	Name of the Organization	
2	Address of the organization with Telephone No. & Fax	
3	E-mail ID of the organization	
4	Name of the authorized signatory	
5	Specimen signature of the authorized signatory	
6	Telephone number of authorized signatory	
7	Registration Certificate of the Firm (Partnership Firm/Company)	(Attach self-attested copy of the Registration Certificate of the Firm)
8	GST Registration	(Attach self-attested copy of The GST Registration Certificate)
9	PAN	(Attach self-attested copy of the PAN Card)
10	Proof of providing of vehicles to atleast 1(one) Govt./Semi/Govt. Organizations/PSUs/Banks etc. during the last three financial years i.e., 2023-24 to 2025-26	(Attach self-attested copies Of Work Orders received from Government/Semi-government/PSUs/Banks etc. during the last three financial years i.e., 2023-24 to 2025-26)
11	Undertaking to provide good conditioned vehicles (not more than 3 years old BS VI compliant vehicle) along with all necessary documents required under traffic rule.	Attach the undertaking with Signature and seal of the organization)
12	Undertaking that the vehicle to be provided will not Belong to any employee of hiring Department of the office.	Attach the undertaking with Signature and seal of the organization)
13	Undertaking that the firm has not been Debarred / blacklisted by any Govt. organisation / Semi Govt. Organisation / PSUs	Attach the undertaking on a non-judicial stamp paper of Rs. 20/- (original copy) with signature and seal of the organisation

DECLARATION:

I/We hereby clarify that the terms and conditions given with the tender notice have been read carefully and acceptable to me / us and that the information furnished above are full and correct to the best of my / our knowledge. I/We understand that in case of any deviation/false information in the above statement at any stage, our Firm / Agency will be blacklisted / debarred and will not have any dealing with your organization in future.

Place:

Date:

(Signature & Seal of the Authorized Signatory)

TENDER FORMFINANCIAL BID : COVER-B

Sl. No	Type of vehicle	Proposed hiring charges per vehicle per Month excluding taxes (in Rs.)	Minimum average mileage in km / per litre
1	Ciaz / Honda City / Ertiga etc.		
2	Swift Dzire / Tiago/Bolt / Celerio etc.		

GST : Please mention the % of GST as applicable:.

Note: GST will be paid extra as applicable and will not be taken into account for evaluation.

Place:

Date:

(Signature & Seal of the Authorized Signatory)