

**DIRECTORATE OF TECHNICAL EDUCATION & TRAINING, ODISHA,
AT-KILLAMAIDAN, PO-BUXIBAZAR, CUTTACK-753001.**

Quotation/Tender Call Notice No. 13473 / Date: 18-11-2017

Sealed Quotations / Tenders are invited from interested Travel Agencies having valid PAN for providing One (01) number of Toyota INNOVA 2.5 G/V Diesel driven vehicle having sitting capacity not more than seven including driver confirming to the terms and conditions for official use of DTE&T, Odisha, Cuttack on monthly rent basis.

1. The vehicle must be in good road worthy condition and shall not be more than three 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 driving light transport passenger vehicle and should be sufficiently experienced in driving transport 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 Bank draft drawn in favour of Director of Technical Education & Training, Odisha, Cuttack and submitted along with the tender as EMD. After completion of tender process, the draft of the successful Bidders will be converted to Security Deposit and draft of the unsuccessful Bidders will be returned back.
6. Monthly rate of hire charge and mileage (Kms. To be converted per liter) be quoted separately in the general Bid information (excluding fuel and lubricants). Basing upon the monthly rate and HSD consumption, the lowest bidder will be selected.
7. The details of the make and year of manufacture of the vehicle, registration No. 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 / tender.
8. The Agencies should comply with RTA and State Government Rules and regulations etc. Any breach of these rules shall be at the complete risk of Travel Agency / bidders. The undersigned shall in no way be responsible for any damage / losses / any incidents occurred during the travel / journey and expenditure incurred shall be borne by the bidder.
9. Toll fee / Parking fee paid during journey is reimbursable on production of documentary evidence with the bills.

10. 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 at the discretion of the Directorate.
11. In no case, the rate will be revised during the period of contract with revision of the cost of fuel.
12. The Directorate will not be held responsible for any legal disputes in connection with the vehicle / owner or any other negligence of the Driver.
13. In case of breakdown of the vehicle en-route the agency shall replace the vehicle immediately.
14. The penalties as will be decided by the Directorate shall be imposed on the Agency for not providing vehicles in time, misbehavior of driver or for not providing substitute vehicles when required.
15. The bill is to be submitted within ten days from the date of journey.
16. The payment will be made within twenty days on submission of bills in duplicate along with GST 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. GST as applicable shall be paid extra.
19. Copies of valid GST Registration Certificate, IT Clearance Certificate and copy of PAN card shall be furnished along with the quotation failing which it will be rejected. Originals of the above documents shall be produced before execution of work order if desired.
20. The quotation/ tender completed in all respects shall reach the office of the undersigned on or before dt.25.11.2017. The quotation shall be opened on 25.11.2017 at 4:00 P.M. in presence of the bidders or their authorized representative if any.
21. The speed post / registered post / courier packet or by person shall be submitted superscribed as "**Quotation for Hiring of Vehicles**".
22. The performance record / work experience for execution of similar jobs for the last 3 years if any shall be enclosed with the quotation.
23. The application for the Quotation / Tender, General Bid information & Terms and Conditions for hiring of vehicle is available in the website i.e., www.dtetorissa.gov.in.

By order of DTE&T, Odisha

B.N.106
18.11.17
Deputy Director (T.T.)

**DIRECTORATE OF TECHNICAL EDUCATION & TRAINING, ODISHA,
AT-KILLAMAIDAN, PO-BUXIBAZAR, CUTTACK-753001.**

APPLICATION FORM FOR HIRING OF VEHICLE

1. Name of travel agency:
2. Registration No. of vehicle:
(with date of purchase)
3. Make and model of the vehicle:
4. Proposed hiring charges of the vehicle per month excluding fuel cost(in Rs.):
5. Rate of fuel consumption in KMs per litre:
6. Details of the bank draft for Rs.5000/- as EMD:

7. Present Address for Correspondence:

Permanent Address:

I do here by declare that, the information and the documents which are submitted and attached to this application are true to the best of my knowledge and belief. I further agreed to abide by the terms and conditions and model agreement of this office to provide the vehicle to Directorate of Technical Education & Training, Odisha, Cuttack.

Signature of the
Quotationer/ Tenderer

GENERAL INFORMATION FOR HIRING VEHICLE

1. Registration No. of vehicle:-
2. Type of vehicle:-
3. Year of manufacture:-
4. Model:-
5. Date of Registration:-
6. Name & complete address of the owner of vehicle:-
7. Fitness Certificate validity:-
8. Permit validity:-
9. Insurance validity:-
10. Name/Address 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 in KMs per liter:-
14. Contact Number of the Service provider (Tender/Quotationer)
Mobile..... Telephone.....

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

Signature of the
Quotationer/Tenderer

TERMS & CONDITION 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, Fitness Certificate, valid Contract Permit, proof of up to date tax payment etc. and D.L. of the driver available all the times. This 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 damages to any property on account of use of hired vehicle any manner whatsoever. The hirer 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 salary of driver, repair, replacement of spare parts, Lubricating oil of Engine, Gear box & different Coolant, Tiers & 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 concerned owner.
4. In case of breakdown for reasons whatsoever the replace of a vehicle of the same or better model shall be provided by the owner of the vehicle/bidder.
5. In case of vehicle do not report regularly, the authority will be at liberty to reject the agreement and may engaged vehicle from other source.
6. In case of emergency, the driver will have to report for duty as per the requirement of hirer even if on holidays also. No extra payment shall be demanded.
7. Monthly hire charges and reimbursements towards cost of diesel (as per actual) and lubricants (as per Government 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 bidder and no advance payment will be made.
8. The vehicle shall not be more than 3(three) years old from the date of initial registration and also in good running condition during the period of contract.
9. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
10. In case the service provider intends to withdrawn the service 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.
11. If the bidder violates any of the terms of contract, the Competent Authority shall forfeit the entire amount of security deposit.
12. The authority reserves the right to accept or reject any or all tenders without assigning any reason thereof.

Signature of
Tender Calling Authority.