

KHALLIKOTE UNITARY UNIVERSITY, BERHAMPUR

QUOTATION CALL NOTICE

No. 2573

Date: 17/8/23

In continuation of this Office Quotation call notice published vide No. 2561 dated 16.08.2023, quotations are invited with the additional terms & conditions for hiring of vehicle & revised format of Quotation form as per **Finance Department Office Memorandum No. 22924/F dated 14.08.2023.**

Sealed quotations are invited from interested Persons/Agencies having PAN & GST Registration to provide two numbers of Vehicles of following categories for the office use of Vice-Chancellor & Registrar of Khallikote Unitary University.

Sl. No.	Category of Offices	Type of vehicles permissible to be hired	Maximum hire charges per month excluding taxes	Minimum Average Mileage in kms per litre
1	Vice-Chancellor	Innova/ Hexa/ Xuv 500	Rs. 42,000/-	09
2	Registrar	Zest/ Tigor/ Swift Dzire/ Xcent/ Etios (Petrol)	Rs. 26,000/-	17

The additional terms & conditions are as follows;

- I. The service provider shall have a valid OGST registration to participate in the tendering.
- II. The vehicle must be in road worthy condition, shall not be more than 3 years old from the date of initial registration and must have valid Registration Certificate, valid Contract Carriage Permit, proof of up-to-date tax payment etc. mandatory for plying of vehicle.
- III. The Driver of the vehicle must have a valid Driving License for driving light transport passenger vehicle and should be sufficiently experienced in driving transport/passenger vehicle.
- IV. The Driver should be well behaved, gentle and obedient in nature.
- V. **10% of the hiring charges** shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the **"Comptroller of Finance, Khallikote Unitary University, Berhampur"** and submitted along with the tender as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders.



- VI. The monthly rate of hire charge be quoted separately in the general bid information (excluding fuel and lubricants).
- VII. The Vehicle must achieve fuel efficiency as referred in the above table.
- VIII. The details of the make and year of manufacture of the vehicle registration no., mileage (km covered per litre) and name of the Driver, Driving License No. and period of validity should be specifically provided in the general bid information to be furnished with the Quotation/ Tender
- IX. The Quotation completed in all respect should reach the undersigned on or before **24.08.2023** by **02.00p.m.** and shall be opened on the same day at **04.00p.m.**
- X. The bidder is required to submit the bid in the format attached in this notice through **Speed Post/ Regd. Post. Interested bidder can also submit the bid in the office in sealed cover addressing "The Registrar, Khallikote Unitary University, Berhampur, Ganjam, Pin-760 001"**.
- XI. The application form is downloaded from University website, the applicant shall furnish a **Demand Draft** for an amount of **Rs. 100/- (Rupees One Hundred)** in favour of the "**Comptroller of Finance, Khallikote Unitary University, Berhampur**" only towards the cost of application along with the application.
- XII. The Tender Calling Authority reserves the right to cancel the Quotation/ Tender at anytime.

Other Terms & Conditions

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

- I. The hired vehicles, during period of contract, shall have all necessary valid MV 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 D.L. of the driver available all the times.
- II. 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 hirer shall be responsible for all such litigation.
- III. The hire 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 and 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.

- IV. It shall be the responsibility of the bidder to provide a good driver and the remuneration of the driver shall be borne by the owner.
- V. In case of breakdown for reasons whatsoever the replacement of vehicle of the same or better model shall be provided by the owner of the vehicle/bidder.
- VI. In case of the vehicle do not report regularly, the authority will be at liberty to terminate the agreement without prior notice.
- VII. The vehicles shall report for duty for minimum of 25 days in a month.
- VIII. In case of emergency, the driver will have to report for duty as per the requirement. No extra payment shall be demanded.
- IX. Monthly hire charges and reimbursements towards cost of fuel (as per actual) and lubricants (as per Govt. norms) of selected bidder will be paid in every succeeding month, as per as possible within fifteen days of the submission of bills by the service provider and no advance payment will be made.
- X. The vehicle shall not be more than 3 years old from the initial registration and also in good running condition during the period of contract.
- XI. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
- XII. 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.
- XIII. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.


Registrar

 Khallikote Unitary University, Berhampur

**Quotation Application Form
(General Bid Information)**

Sl No.	Particulars	Information
1	Name of the Service Provider	
2	Complete Address	
3	OGST Number	
4	GeM Registration Number	
5	Bank Account No and IFSC Code	
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	Proposed hire charge of the vehicle per month excluding fuel cost	
18	Rate of fuel consumption/ Mileage per litre	
19	Contact Number of the Service Provider (Tenderer/ Quotationer)	
20	Contact number of Driver	

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

Sealing & Signature of
Quotationer/ Tenderer