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**COUNCIL OF HIGHER SECONDARY EDUCATION; ODISHA
PRAJNAPITHA.SAMANTAPUR.BHUBANESWAR-13**

QUOTATION CALL NOTICE

Bhubaneswar, dated the 19th August, 2019

No.Adm-II-28/2017/ 4875 /CHSE (O). Sealed Quotations having Service Tax Registration Certificate are invited from interested reputed Travel Agencies/Tour Operators or Private Individuals for providing 02(two) numbers of A.C Diesel driven vehicle as follows:

A. Indigo-e-cs with driver- 2 nos

The Tender documents containing detailed terms and conditions can be obtained from the CHSE website: <http://www.chseodisha.nic.in>. The last date for submission of Tender documents is 11.09.2019 up to 04.00 P.M and shall be opened on the same day at 04.30 P.M.The Secretary, CHSE, Odisha reserves the right to accept or reject any or all tenders without assigning any reason thereof

By Order of Chairman


Finance Officer
C.H.S.E, Odisha, Bhubaneswar

STANDARD BIDDING DOCUMENT

COUNCIL OF HIGHER SECONDARY EDUCATION: ODISHA
PRAJNAPITHA, SAMANTAPUR, BHUBANESWAR-13

QUOTATION CALL NOTICE

Sealed Quotations having Service Tax Registration Certificate are invited from interested reputed Travel Agencies/Tour Operators or Private Individuals for providing 02(two) numbers of A.C Diesel driven vehicle as follows:

A. Indigo-e-cs with driver- 2 nos

The bidder shall confirm to the terms and conditions(Annexure-II) for official use in the Council of Higher Secondary Education, Odisha on monthly rent basis.

1. The vehicle must be in Road-worthy condition, shall not be more than 3 yeears old from the date of initial registration and 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 playing a vehicle.
2. The driver of the vehicle must have a valid Driving License for driving Light Transport Passenger Vehicle and should be sufficiently experienced in driving Light Motor Vehicle.
3. The Driver should be well behaved, gentle and obedient in nature.
4. A sum of Rs. 10,000/- shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the Finance Officer, CHSE(O), Bhubaneswar and submitted along with the Quotation as Security Deposit. After completion of Quotation process, the amount will be refunded to unsuccessful bidders.
5. The monthly rate of hiring charges be quoted separately in the general bid information.(excluding fuel and lubricants)
6. The details of the make and year of manufacture of the vehicle, Registration Number, mileage(Kms per Litre) and name of the Driver with Driving Licence information to be furnished with the Quotation (Annexure-III).
7. The application completed in all respect should reach the undersigned on or before 10.09.2019 by 04.00 P.M and shall be opened on the same day at 04.30 P.M in presence of bidders or their authorized representatives.
8. The application form of the Quotation containing General Bid Information and Terms and Conditions for Hiring of Vehicles etc. is available in the website: <http://www.chseodisha.nic.in>.
9. The present requirement of vehicle is 02 (two) but more vehicles may be requisitioned for future requirement, if any.


FINANCE OFFICER
CHSE (O), BBSR

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TERMS AND CONDITIONS FOR HIRING OF VEHICLES

The following terms and conditions must be fulfilled by the Quotationer for providing required no of vehicle on hire for monthly 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 Driving License of the driver available all the times. This office hiring vehicles shall not be responsible for any damage/loss caused to hired vehicle or lose 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 not be held responsible for all such litigation, if it so happens during the journey period.
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 and different Coolant, Tiers and Tubes, Battery etc. will be borne by the successful bidder.
3. It shall be the responsibility of the successful bidder to provide good drivers and the salary of the drivers shall be borne by the concerned owner.
4. In case of breakdown for reasons, whatsoever, the replacement of the same vehicle or better model shall be provided by the owner of the vehicle/successful bidder.
5. In case of the vehicles do not report regularly, the authority will be at liberty to reject the agreement and may engage the vehicle from other source.
6. The vehicles shall report for daily for minimum 25 days in a month.
7. In case of emergency, the driver will have to report for duty as per the requirement of hirer, no extra payment shall be demanded.
8. Monthly hire charges and reimbursements towards cost of diesel (as per actual) and lubricants (as per Government norms) will be paid in every succeeding month, as far as possible within fifteen days of the submission of bills and no advance payment will be made.
9. The vehicles shall not be more than 3 (three) years old from the date of initial registration and also in good running conditions during the period of contract.

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- 10. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
- 11. In case the service provider intends to withdraw 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.
- 12. If the successful bidder violates any of the terms of contract, the authority reserves the right to accept or reject the service without assigning any reason thereof.
- 13. Toll fee/Parking fee etc. paid during journey is reimbursable on production of documentary evidence with bills.
- 14. The contract shall remain valid usually for a period of one year and may be extended for another one year subject to satisfactory performance. If it is not satisfactory, then the contract will be cancelled at any time even if before one year at the discretion of the Council.
- 15. The Council will not be held responsible for any legal dispute in connection with the vehicle/ owner or any negligence of the Driver.
- 16. In case of breakdown of the vehicles en-route, the Travel Agency shall replace the vehicle immediately.
- 17. Payment is subject to deduction of IT TDS as per the Income Tax rules prevailing at that time.

[Handwritten mark]

[Signature]
 Finance Officer

GENERAL INFORMATION FOR HIRING VEHICLES(Indigo-ecs)

- 1. Registration No. of vehicle
- 2. Type of Vehicle (AC/Non AC)
- 3. Year of Manufacture
- 4. Model
- 5. Date of Registration
- 6. Name and complete address of the owner of vehicle

7. Name ,Address and contact Number of Quotationer

Mobile No _____

E-mail id:

- 8. Fitness Certificate validity
- 9. Permit validity
- 10. Insurance validity
- 11. Name/ Address of the Driver

12. D.L. No and Validity of the D.L. of the Driver

13. Proposed hire Charge of the vehicle per month
Excluding fuel cost.

Indigo-ecs Diesef :-

14. Rate of fuel consumption/ Mileage per litre
Indigo-ecs-A/c

15. Details of the Bank Draft for Rs. 10,000/- as
Security Deposit

I do here by declare that, the information and documents which are submitted and attached to this application are true and correct to the best of my knowledge and belief. I further agree to abide by the terms and conditions and model agreement of this Office to provide the vehicle to the Council of Higher Secondary Education, Odisha, Bhubaneswar on monthly rent basis.

Seal andSignature of the Quotationer