



ଓଡ଼ିଆ ଭର୍ଚୁଆଲ୍ ଏକାଡେମୀ



ପଞ୍ଜୀକରଣ ସଂଖ୍ୟା : ୨୭/୧୮୨୦୧୮୦୦୦୧୭-୨୦୧୮-୧୯
ଇଲେକ୍ଟ୍ରୋନିକ୍ସ ଓ ସୂଚନା ପ୍ରଯୁକ୍ତି ବିଦ୍ୟା ବିଭାଗ, ଓଡ଼ିଶା ସରକାର, ଭୁବନେଶ୍ୱର
ଓକାକ୍ ବିଲ୍ଡିଂ, ଏନ୍-୧/୭-ଡି, ଆଚାର୍ଯ୍ୟବିହାର ଛକ, ଭୁବନେଶ୍ୱର - ୭୫୧ ୦୧୩
ଇମେଲ୍: contact-ova@gov.in, ଫୋନ୍ : ୮୨୮୦୪୦୭୫୭୮

ova.gov.in

Quotation/ Tender Call Notice

No. 39 /OVA
OVA-09/2019

Dated, 12/02/2019
Bhubaneswar

Sealed Quotations/Tenders are invited within 7 days from the publication of the notice from interested reputed Travel Agencies/Tour Operators or Private individuals for supply of one Indigo vehicle on hiring basis for official use in the Odia Virtual Academy (OVA) under Electronic & Information Technology Department, OCAC Buildings, Bhubaneswar for a initial period of two years which may be likely to be extended. The details of the notice along with the terms and conditions of hiring may be seen in the Annexure-I, II & III.

Sarpan
12.2.19

Secretary, Odia Virtual Academy

Memo No. 40 /OVA

Dt. 12/02/2019

Copy forwarded to Notice Board of Electronics & Information Technology Department for information and necessary action.

Sarpan
12.2.19

Secretary, Odia Virtual Academy

**Standard Bidding Document
Government of Odisha**

**ODIA VIRTUAL ACADEMY
ELECTRONICS & INFORMATION TECHNOLOGY DEPARTMENT**

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Quotation/Tender Call Notice

Sealed quotation /tenders are invited from interested reputed Travel Agencies /Tour Operators or Private individuals for providing one number of Indigo Car(Petrol/Diesel) Vehicle having sitting capacity not more than five including Driver , which shall conform to the terms and conditions (Annexure-II) for Official use in Odia Virtual Academy under Electronics & Information Technology Department on monthly rent basis.

1. 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, Insurance Certificate, Fitness Certificate, Carriage Permit, proof of up-to-date tax payment etc. which are mandatory for plying of the vehicle.
2. The driver of the vehicle must have a valid Driving License for driving light transport passenger vehicle and should be sufficient experienced in driving transport passenger vehicle.
3. The driver should be well behaved, gentle and obedient in nature.
4. A sum of Rs.5,000/- shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the Secretary, Odia Virtual Academy and submitted alongwith the tender as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders.
5. The monthly rate of hire charge be quoted separately in the general bid information (excluding fuel and lubricants).
6. The vehicles must achieve a fuel efficiency of minimum 15 kms. per liter.
7. The details of the make and year of manufacturing of the vehicle, registration number, mileage (Kms covered per litre) and name of the driver with Driving License number and period of validity should be specifically provided in the general bid information to be furnished with the Quotation / Tender (Annexure-II).
8. The Quotation completed in all respect should reach the undersigned within seven days from the date of publication of this Notice. The sealed Tender shall be opened in the next day of the last date of submission of Quotations at 3.15 PM in presence of the bidders or their authorized representatives.
9. The application form of Quotation / Tender containing General Bid Information & Terms & Conditions for Hiring of Vehicles etc. will be available with Notice Board of Electronics & Information Technology Department.
10. The tender shall valid for one month w.e.f .the date of placing the order

Sargam
12.2.2019

Seal & Signature of Quotation/ Tender Calling Authority
Designation

TERMS & CONDITIONS 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 vehicle, 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 D.L. of the driver available all the times. The Department / Office hiring the vehicles 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 in any manner whatsoever. The hirer shall 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 repair, replacement of spare parts, Lubricating oil of Engine, Gear Box & different Coolant, Tyres & 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 owner.
4. 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.
5. 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 sources.
6. The vehicle shall report for duty for minimum of 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 petrol/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 service provider and no advance payment will be made.
9. 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.
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 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.
12. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.

Sarpan
12.2.19

Signature of Quotation/ Tender Calling Authority

GENERAL INFORMATION FOR HIRING VEHICLE

- 1) Registration No. of Vehicle:-
- 2) Type of Vehicle(AC/Non-AC)
- 3) Year of Manufacture:-
- 4) Model:-
- 5) Date of Registration:-
- 6) Name & Complete Address
of the owner of the 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:-
- 13) Rate of fuel consumption /Millage per litre:-
- 14) Contact Number of the Service Provider (Tenderer/Quotationer)
Mobile..... Telephone.....

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


12.2.2019
Seal & Signature of the Quotationer/Tenderer