



Request for Proposal for Hiring of Vehicle

Sealed quotations are invited from interested reputed Travel Agencies or private individuals for hiring of three Buses (Non A C) having sitting capacity 50 (Fifty) including, driver shall conform to the **terms and conditions (Annexure-I)** for transportation of students from Learning Link Trust, Kantabada to WSC, Mancheswar, Bhubaneswar (about 20 Km) on rental basis (Monthly basis) from 1st Sep.2022

The bidders are requested to read the tender document carefully and ensure compliance with all instructions herein. Non-compliance with specifications/instructions in this document may disqualify the bidders from the tender exercise. WSC reserves the right to select or to reject any quotation wholly or partly without assigning any reason. Incomplete tenders, amendments and additions to tender after opening or late tenders are liable to be ignored and rejected.

Transporter needs to provide vehicles for WSC initially for one year, further extendable upto one year based on satisfactory completion of contract. Contract will be based on monthly hire charges of vehicle and mileage in Kms for One liter of fuel. The vehicles should be carrying the registration on or after Sep, 2018.

INSTRUCTIONS TO BIDDERS:

1. The vehicle must be Road Worthy condition, shall not be more than 3 (Three) year old from the date of initial registration and must have valid Registration Certificate, Insurance , Fitness Certificate, Pollution Certificate, Valid Contract Carriage Permit, Proof of up to date tax payment, PAN Card etc. which are mandatory for plying of vehicle.
2. The Driver and Co-Driver of the vehicle should be well behaved & gentle and must have a valid Driving License and should be sufficiently experienced (atleast five years) in driving transport passenger vehicle.
3. Transporter should not have been debarred or blacklisted by any Central/State Governments Departments/Autonomous Institution/Educational Institutions in India. A written declaration to that effect should be submitted along with the bid.
4. A Sum of **Rs.75000/-**(Rupees Seventy Five Thousand) only as Bid security and **Rs.1000/-**(Rupees One Thousand) only as tender fee in shape of Bank Draft drawn in favour of

CEO, WSC payable at Bhubaneswar, shall be submitted along with the bid. After completion of tender process, the bid security will be refunded to unsuccessful bidders.

5. The successful bidders shall deposit Performance Security for an amount of 3% of the annual contract value.
6. The vehicles deployed by the agency should be registered in the name of agency only and another vehicle hired by the agency from open market will not be accepted.
7. The details of the make and year of manufacture of the vehicle registration no., mileage (KMs covered per liter) 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 (Annexure-II)**.
8. The quotation complete in all respect should reach the WSC Office on or before 10-08-2022 **by 2.00 PM** and shall be opened on the same day i.e. on 10-08-2022 **at 03: 00 PM** in presence of the bidder or their authorized representatives in the first floor conference hall of WSC. The quotations received after due date and time shall not be entertained for evaluation of quotation.
9. After the quotation is finalized the successful quotationer shall have to produce the vehicle for physical verification within one day.
10. The vehicle should not belong to any employee of Govt. organization.
11. The vehicle shall remain at the disposal of the WSC.
12. The approximate Kms that will be run per month shall be 40km/day*25 days= 1000 Kms
13. The rates of hiring would be applicable for maximum period of three years and the rates approved through the bid will be effective from the date of the approval of bid which can be extended on yearly basis at the discretion of CEO, WSC.
14. Payment will be made after submission of log book of vehicle duly certified by the officer using the vehicle along with the bill.
15. The bid shall remain valid for 90 days after the date of opening of bids.
16. Necessary income tax will be deducted from the bill as per Income tax rules.

**Chief Executive Officer,
WSC**

BID FORM

Dated:

To

The CEO,
World Skill Center,
Mancheswar Industrial Area,
Bhubaneswar - 751007

Dear Sir,

1. Having conditions of contract and services to be provided, , we, undersigned, offer to provide commercial vehicle in conformity with the conditions of contract and specifications for the sum shown in the schedule of prices attached herewith and made part of this Bid.

2. We undertake to enter into agreement within one week of being called upon to do so and bear all expenses including charges for stamps etc and agreement will be binding on us.

3. If our Bid is accepted, we will obtain the guarantees of a Scheduled Bank for a sum as mentioned in TENDER document for due performance of the Contract.

4. We agree to abide by this Bid for a period of 90 days from the date fixed for Bid opening and it shall remain binding upon us and may be accepted at any time before the expiry of that period.

5. Until an agreement is signed and executed, this Bid together with your written acceptance thereof, in your notification of award shall constitute a binding contract between us.

6. We understand that you are not bound to accept the lowest or any bid, you may receive.

Dated this day of 2022.

Signature of

In capacity of

Duly authorized to sign the bid for and on behalf of.....

Witness.....

Address

Signature

TERMS & CONDITIONS FOR HIRING OF VEHICLES:

The following terms and conditions must be fulfilled by the successful bidder for providing the vehicle on hire on monthly & daily rental 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 DL of the driver available all the times. WSC shall not be responsible for any damage / loss caused to hired vehicles or losses 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.
- 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 the mileage stated by the bidder. All the expenditure of the vehicle towards repair, replacement of spare parts, Lubricating oil of Engine, Gear Box & differentials Coolant, Tyres & Tubes, Battery etc. will be solely borne by the owner.
- 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 the reasons whatsoever, the replacement of a vehicle of the same or better model shall be provided by the owner of the vehicle/bidder so as to avoid any inconvenience to the office.
- 5) In case of the vehicle do not report regularly, the authority will be at liberty to reject the agreement and may engage any vehicle from the other source.s.
- 6) The vehicles shall be report for duty for all the working days and if required on holidays.
- 7) In case of emergency, the driver will have to report for duty beyond the specified days in a month as per the requirement of hirer, no extra payment to that effect shall be demanded.
- 8) Monthly hire charges and reimbursement towards cost of diesel will be paid in every succeeding month, within fifteen days of submission of bills.
- 9) If the services are found to be unsatisfactory, WSC reserves every right to issue notice for termination of the agreement.
- 10) If the bidder violates any of the terms of contract, WSC shall forfeit the entire

amount of Security deposit.

11) The bidder or the representative should remain present at the time of opening of the tender otherwise no compliant shall be entertained.

12) The successful bidder of the vehicle shall enter into agreement on non-judicial stamp paper with the CEO, WSC.

13) The Check list given below must be verified thoroughly before submission of the quotation to avoid rejection of the tender due to non- submission of the required certificates and document.

- a) valid Registration Certificate.
- b) Insurance Certificate.
- c) Fitness Certificate ,
- d) Photo copy of PAN Card
- e) D.L of the driver
- f) Pollution Certificate

14) The CEO, WSC reserves every right to accept or reject any or all of the quotations in full or in part with out assigning any reason thereof and no intimation will be given to the bidders.

15) Only inspected and approved vehicles will be sent for service on regular basis. Vehicles sent as replacement / standby will also be subjected to inspection and approval. Institute reserves the right to inspect all / any vehicle at any time during the trip.

16) The vehicles shall run as per the schedule decided by the Institute. The vehicles will be deployed even on Sundays/ Holidays as per the Institute requirements including special duties over and above scheduled requirements as and when needed. The schedule might have timings late in the evening or early in the morning. Hence, the Transporter should have sufficient number of drivers during these hours. The Transporter should strictly follow the schedule. Exact Kms covered will be entered in the log book(s) on daily basis. The vehicles sent for services should have neat and hygienic seat covers, fire extinguisher units, first aid box etc.

17) Drivers sent with vehicles should have a valid commercial HMV driving license and they must be regular employees of the agency. All drivers and co-drivers must be physically and

mentally fit for services and not be older than 60 years. If any driver is found not fit or their behavior is not satisfactory, WSC reserves the right to ask the transporter to replace the driver immediately. Driver must be in proper uniform (dress). Sufficient drivers must be catered to run vehicles as per WSC requirement including on Sunday/ Holidays/ Special Duties over and above stipulated schedule.

18) In case of any delays/breakdown/non-reporting of the vehicle, the information should immediately be passed on to the "Authorized Person" appointed by WSC and suitable replacement has to be arranged as early as possible by the Transporter.

19) The Transporter must ensure that driver(s) is/are not under the influence of alcohol or other intoxicants while performing their duties for the WSC. WSC reserves the right to check randomly the drivers for the alcohol contents through breath analyzer. Smoking is strictly prohibited inside vehicles. The Transporter should ensure that the drivers should not play cards, gambling, or any antisocial activities during duty hours and such activities are prohibited in the parking area even after duty hours. They shall not use unparliamentary language inside the vehicles and at WSC.

20) The transporter shall solely be responsible for accidents, if anything happens. Institute will not be responsible for any litigation whatsoever under any circumstances.

21) The operation and function of vehicles and drivers shall be governed by Motor Vehicles Act and these shall be the responsibility of the transporter. Any violation of traffic rules can invite penalty that would be solely borne by the Transporter.

22) Each vehicle shall be given suitable time for maintenance as per norms, with prior consent of the WSC without affecting the schedule decided by the WSC. Once in a fortnight, the bus will be permitted to go for routine checkup and washing but without affecting the schedule given with prior consent by the Institute. One battery operated vacuum cleaner and other cleaning equipment/ accessories as necessary will be maintained by the Transporter for effective cleaning the buses. The same shall be used whenever necessary and the bus will be kept clean all the time.

23) The bus shall not be utilized by the Transporter for any other purpose than the requirement of the Institute during the contract duration and will be parked as directed by WSC.

24) **Penalty:**

- (a) Inadequate cleanliness of the vehicle: Rs. 250/- per event.
- (b) Improper servicing/ mechanical condition due to poor maintenance: Rs. 1000/- per event.
- (c) Providing invalid/ inappropriate driver/Co-driver Rs. 1000/- per event.
- (d) Driver/Co-Driver found drunk/ indulging in gambling/any other antisocial activities during duty hours Rs. 4000/- per event.

GENERAL INFORMATION FOR HIRING VEHICLES:

- 1) Registration No. of Vehicle-
- 2) Type of Vehicle(Non-NC)-
- 3) Year of Manufacture-
- 4) Model-
- 5) Date of registration-
- 6) Name & Complete Address
of the owner of vehicle-
- 7) Fitness Certificate Validity-
- 8) Insurance Validity
- 10)Name /Address of the driver
- 11)D.L. No. & Validit y of D.L of
of the Driver .

Financial Bid

Vehicle (with 50 seater capacity)	Kilometer (Per Liter)	Monthly Rent (excluding DOL the rate should inclusive of all taxes, remuneration of driver and dues if any) (In Rs.) - B
Bus	A	

12) Contact Number of the Bidder / Quotationer Telephone / Mobile No_ _ _ _ _

"I agree to abide by the terms & conditions for engagement of the vehicle and will also abide by any further terms & conditions that may be decided by the CEO, WSC, Bhubaneswar. Certified that the information submitted above is true to the best of my knowledge and belief '.

**Signature of the
Quotationer / Bidder**

DECLARATION

I/We having our office as mentioned below and declare that I/we have never been blacklisted by any State Government/Central Government or any State/Central PSU.

Signature :

Name :

Designation :

Name of the Agency :

Address of the tenderer :

Date:

Place:

Minimum qualification Criterea (copies to be attached for individual vehicles):

1. Copy of valid registration certificate .
2. Vehicles are registered after Sep,2018.
3. Insurance certificate
4. Pollution Certificate
5. Fitness Certificate
6. Proof of update tax payment
7. Copy of PAN Card
8. Bid Security
9. Tender Fee
10. Signed Bid Form
11. DL of drivers
12. Declaration of not blacklisted

The above are the minimum documents to be attached by all the bidders to qualify.