



NAAC-"A"

MAHARAJA SRIRAM CHANDRA BHANJA DEO UNIVERSITY
SRIRAM CHANDRA VIHAR, TAKATPUR, BARIPADA, 757003, MAYURBHANJ.

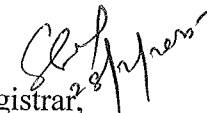
No: 1100 /MSCBU-11028/19/2023-ESTB SEC/2025

Date: 28-02-2025

TENDER CALL NOTICE FOR HIRING VEHICLE

Sealed tenders are invited from registered travel agencies for hiring of commercial light vehicles on a **monthly & daily basis**. Details regarding eligibility criteria, terms & conditions and the formats of submission of tender (Technical & Price bid) are mentioned in the tender documents which may be downloaded from the website www.nou.nic.in. Interested agencies may submit their tenders in a sealed envelope super-scribing on the top of the sealed envelope as "Tender for Hiring of Vehicles on Monthly Basis in response to Advertisement No..... through Speed post/Regd. Post/By hand.

The tenders should reach to the office of the undersigned by **7.3.2025 at 3 P.M.** The tenders will be opened at **4 PM on 7.3.2025**. The undersigned reserves the right to reject any or all the tenders without assigning any reason thereof.

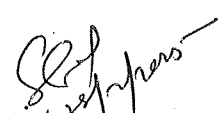

Registrar,

MSCB University.

Date: 28-02-2025

Memo No. 1101

Copy forwarded to PS to VC/ Chairman, P.G. Council/ Steno to Registrar/PA to COE/COF/Prof.-In charge, Website with request to upload the notice on the University website/notice board/Guard file of MSCB University for information and necessary action.


Registrar,

MSCB University

TENDER FOR HIRING OF VEHICLES

I. INSTRUCTION TO BIDDERS

1. Sealed tenders are invited from **Registered Travel Agencies** for hiring of **commercial light vehicles** (AC vehicles) on rental basis (Monthly basis).
2. The interested bidders may download the tender document from the website **www.nou.nic.in** and submit the same to **“Registrar, Maharaja Sriram Chandar Bhanja Deo University Sriram Chandra Vihar, Takatpur, Baripada’**.
3. The tender must be accompanied by **tender document cost** of **Rs.2,000/-** (Non-refundable) and **EMD of Rs.50,000/- (Rupees Fifty Thousand)** only in **technical bid** by way of Demand Draft / Pay Order, drawn on any Nationalized / Scheduled Bank in favour of **Comptroller of Finance, MSCBU** payable at **Takatpur, Baripada**. Tenders not accompanied by tender document cost & EMD will not be considered. EMD of the unsuccessful bidders will be returned without interest on finalization of bid. EMD of the successful bidder (s) will be returned after submission of **Performance Security**.
4. The successful bidders(s) shall have to submit a **performance security** of **Rs.40,000 (Rupees Forty thousand)** only in shape of Demand Draft / pay order, drawn on any Nationalized / Scheduled in favour of **Comptroller of Finance, MSCBU** Payable at **Takatpur, Baripada** at the time of signing of the contract. The performance security shall be refunded after completion of the terms of contract, subject to satisfactory completion of the job during the contract period. If the successful bidder violates any of the terms & conditions of the contract, the performance security shall be liable for forfeiture.
5. The tender will have to be submitted in two parts i.e. **Technical Bid (Cover-A)** and **Financial Bid (Cover-B)**. The formats & documents to be submitted in technical & financial bid are mentioned in the tender document. The bidders should submit their **technical** and **financial** bid **separately** in **two envelopes** and these two envelopes should be put into **another cover envelop** super-scribed as **“Tender for Hiring of Vehicles on Monthly Basis in reference to Advertisement No.....”** The Technical & Financial Bid envelopes should be clearly marked as **Technical Bid & Financial Bid** on the top of the relevant envelopes. The tenders (Cover& inner envelopes) should be addressed to: **“Registrar, Maharaja Sriram Chandar Bhanja Deo University Sriram Chandra Vihar, Takatpur, Baripada’**.
6. The tender should reach the office of the **Registrar, MSCBU** by **07.03.2025 at 3 PM**. and the tenders will be opened at **4 P.M. on the same day**. In case this date happens to be a holiday for MSCB University, the

Tender will be received and opened on the immediate next working day at the same designated time & place.

7. The financial bids of those bidders shall be opened whose technical bids are found to be qualified.

II. Eligibility Criteria

1. The agency should have provided vehicles to any Govt. /Semi-Govt. Organizations / PSUs / Banks etc. in Odisha In support of that, self-attested copies of **Work Orders received from Government / Semi-Government / PSUs / Banks etc.** are to be furnished.
2. The agency should have Annual Turnover of **Rupees 50, 00,000** in **each** of the last three financial years i.e. 2021-22, 2022-23 & 2023-24 (**Audited Profit & Loss Accounts of the last three financial years**) are to be submitted. Provisional Profit & Loss Accounts shall not be considered.)
3. The agency should have valid **GST registration & PAN**. (Self-Attested copies of GST Registration Certificate & PAN Card are to be submitted in the technical bid)

The bidders shall also furnish the following documents in support of their eligibility

- Self-attested copy of registration certificate of firm.
- Undertaking to provide vehicles in good running condition (not more than **3 years old BS-IV/VI vehicle**) during the period of contract.
- Undertaking that the firm has not been debarred / blacklisted by any Govt. Organization Semi-Govt. Organization / PSU.
- Undertaking that the vehicles to be provided will not belong to any **employee of MSCB University or his/her relative.**
- Rates must be quoted only as per format.

III. Evaluation Criteria

1. **A bidder can submit bid for Monthly basis services**
2. **Evaluation and selection:**
 - a) Evaluation shall be done for Monthly Basis.
 - b) The bids shall be evaluated in two stages i.e. technical bid evaluation and financial bid evaluation.
 - c) The financial Bids shall be opened for those bidders who will qualify in their technical bid evaluation.
 - d) GST will not be taken into consideration for valuation purpose.

e. The comparative statement shall be prepared by taking Monthly Rent and fuel (Diesel/ petrol) charge

3. The monthly rate to be paid to the agency for providing the vehicle **inclusive** of cost of *tyres & tubes, Engine Oil / Lubricant, consumables, all major and minor maintenance work with spares and all payments towards driver's salary, his fooding cost, overtime and mobile Phone (for incoming calls)*. However, the cost of fuel (Diesel / Petrol) shall not be included in the monthly rate, which will be reimbursed as per actual at the rate of fuel consumption depending upon the type of vehicle used.

The minimum mileage (KM per liter of diesel/petrol to be reimbursed) to be quoted should not be less than as detailed below (as per latest Finance Department Circular: 22924 dated 14.8.2023):

Sl. No.	*Type of Vehicle (BS-IV/VICompliant)	**Max. hire charges (Rs.)per Month "Registrar, Maharaja Sriram Chandar Bhanja Deo University Sriram Chandra Vihar, Takatpur, Baripada', but excluding taxes, fuel	Minimum K.M. per one liter of fuel
1.	Dzire(AC)/Xcent(AC)/Aura(AC)Petrol	26,000/-	17

*The vehicle to be provided shall not be **older than three (3) years** and must be **BS-IV/VI** compliant **commercial vehicle**. All category of vehicle to be provided must have power steering and rear AC vent provisions.

The monthly hire charges shall not exceed the maximum limit as fixed by Finance Department, Govt. of Odisha office memorandum no. 22924 dated 14.08.2023 and **Clarification on Engine Oil / Lubricant vide letter no.35340 dated 19.12.2024 by Finance Department, Govt. of Odisha.

IV. Award of Contract:

The lowest evaluated bid (for the type of vehicle) shall be decided based on the lowest evaluated price bid for Monthly basis) and the L1 bidder shall be decided accordingly.

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- l) In case, the condition of vehicle is found unsatisfactory, it shall be returned for immediate replacement. In case no replacement is provided in time, the authority shall have the right to hire a vehicle from the market and additional cost incurred by the authority shall be deducted from the monthly payment due to the agency. Repeated failure to provide vehicles as and when required by the society will make the agency liable for Blacklisting.

5. The obligations of the MSCB University

- a) Payment shall be made on **monthly basis** after submission of bill along with the daily log book and duty slip signed by the designated authority of University.
- b) MSCB University shall make the payment towards hiring charges of the vehicle at the end of every month by credit into the bank account of the Agency within 30 days from the date of receipt of bills complete in all respect. The MSCB University shall pay the agency all amounts on an invoice that are not the subject of a bona fide dispute within 30 days of receipt of a valid invoice that complies in all material respects in terms of this Agreement.
- c) The payment shall be subject to any deductions such as penalties, statutory deduction etc.
- d) The MSCB University shall accept the log book entries updated by Driver. Failure to take action on log book entries updated by Driver shall result in auto acceptance of reading provided by service provider.
- e) The MSCB University shall be responsible for costs relating to fuel, toll gate charges, parking charges and other statutory levies, if any paid during the journey would be billed on actual and shall be paid by MSCB University.
- f) All distances shall be calculated from the reporting point. No payment shall be made for journey from garage to reporting point.
- g) Rates to be finalized shall be fixed for a period of **one year** from the date of agreement. However, the cost of fuel (Diesel / Petrol & Mobil) shall be paid at the prevailing rate on the day of travel.

6. Terminations:

- a) The MSCB University shall have the right to terminate this Agreement, upon it giving 1 (one) month notice in writing.
- b) The Agency shall have the option to terminate this Agreement upon giving 1 (one) month notice in writing and upon refund of any rental fees paid in advance, over and above the notice period.
- c) Final payment after termination of the contract shall be released on submission of the log book(s) of the vehicle, car pass and pass/id card issued to the driver, if any.

7. Force majeure

Neither party to this Agreement shall be liable for failure to perform any of its obligations here under if prevented from doing so by reason of force majeure.

8. Entire agreement

This Agreement together with the schedules and annexes hereto constitutes the entire agreement and understanding between the Parties and supersedes all previous agreements, understandings and/or representations between the Parties.

9. Waiver of remedies

No forbearance, delay of indulgence by either Party in enforcing the provisions of this Agreement shall prejudice or restrict the rights of either Party nor shall any waiver of its rights operate as a waiver of any subsequent breach and no right, power or remedy herein conferred upon or reserved for the Party is exclusive of any other, power or remedy available to the Party and each such right, power or remedy shall be cumulative.

10. Assignment & change in ownership/management:

- a) The Agency shall not assign or transfer its obligations and or rights under this Agreement to any third party, whether an associated entity or not, whether in whole or in part without the prior written consent of the Principal.
- b) The Agency shall immediately notify to MSCB University of any change of ownership or management of the Agency's business.

11. Resolution of disputes:

MSCB University and the selected agency will make every effort to resolve amicably by direct negotiation, any disagreement or dispute arising between them under or in connection with the work assigned. In case of their failure to resolve, the matter will be referred to MSCB University whose decision will be final and binding on both the parties. The arbitration proceeding if any shall be held in Baripada.

12. Applicability of laws:

The Agreement shall be governed by the Indian Laws for the time being inforce.

13. Legal jurisdiction

All legal disputes are subject to the jurisdiction of Baripada courts / High Court of Odisha only.

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TENDERFORM

Part- I Form T1

(Technical Bid)–Cover A

(The documents have to be arranged **serially** as per the order mentioned below)

1	Name of the Organization	
2	Address of the organization with telephone no.	
3	Email id of the Organization	
4	Name of authorized signatory	
5	Specimen signature of the authorized signatory	
6	Telephone number of authorized signatory	
7	Instrument No. and date of the tender document cost of Rs.2,000/- (Non-Refundable) submitted by the organization	(In shape of Demand Draft)
8	Instrument No. and date of the EMD of Rs.50,000/- Submitted by the organization	(In shape of Demand Draft)
9	Registration Certificate of the Firm (Partnership Firm / Company)	(Attach self-attested copy of the Registration Certificate of the firm)
10	GST Registration	(Attach self-attested copy of GST Registration Certificate)
11	PAN	(Attach self-attested copy of PAN Card)
12	Turnover for last 3 Financial Years i.e. 2021-22, 2022-23 & 2023-24.	(Attach self-attested copies of Audited Profit & Loss Accounts of the last three financial years i.e. 2020-21, 2021-22 & 2022-23). Furnish as per required Tender Form T2
13	Proof of provision of vehicles to Govt./ Semi-Govt. Organizations / PSUs / Banks etc.	(Attach self-attested copies of Work Orders received from Government / Semi-Government/PSUs/Banks etc.
14	Undertaking to provide good conditioned vehicles (not more than 3 years old BS IV/VI compliance vehicle) along with all necessary documents required under traffic rule.	Attach the undertaking with signature & seal of the Organization
15	Undertaking that the vehicle to be provided will not belong to any employee of MSCB University	Attach the undertaking with signature & seal of the organization

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16	Undertaking that the firm has not been debarred/ blacklisted by any Govt. Organization / Semi Government Organization / PSUs	Attach the undertaking on a <u>nonjudicial stamp paper of Rs.20/-</u> -(Original Copy) with signature & seal of The organization
17	Bank Details of the Firm/Agency: The bidders have to furnish the Bank Details as mentioned below for return of EMD /Payment of Bill if any (if selected) a. Name of the Bank: b. Name of the Account & Full address of the Branch concerned: c. Account no. of the bidder: d. IFS Code of the Bank:	

DECLARATION:

I/we hereby certify that the terms and conditions given with the tender notice have been read carefully and acceptable to me/ us and that the information furnished above are full and correct to the best of my/ our knowledge. I/ we understand that in case of any deviation/ false information in the above statement at any stage, our Firm/ Agency will be blacklisted / debarred and will not have any dealing with your organization in future.

Place:

Date:

(Signature & Seal of the Authorized Signatory)

Copy

FORM-2

(To be furnished in Technical Bid-Cover-A)

Audited Annual Turnover Statement

(In the letter head of the Chartered Accountant)

The audited Annual Turnover for the last 3 (three) financial years of M/s _____
are given below and certified that the statement is true and correct.

Sl. No.	Financial Year	Turnover in (Rs.)
1	2021-22	
2	2022-23	
3	2023-24	

Date:

Signature of Auditor/Chartered Accountant

Place:

(Name in Capital)

Seal

Membership No.:

UDIN No.:

N.B:

- 1) It is mandatory to specify the Membership no. & UDIN No. of the Auditor/Chartered Accountant.
- 2) The annual turnover statement should also be supported by **copies of audited annual statement of the last three financial years/Annual Report** and the turnover figures mentioned above should be highlighted there.

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TENDERFORM

Part II-Financial Bid-Cover B

A. Monthly Basis Rate (exclusive of GST)

Sl. No.	Type of Vehicle (BS IV /VI)	**K.M. per one Liter of diesel/petrol	Monthly Rent per vehicle (Rs.) including Lubricant / Engine Oil cost but excluding fuel(Petrol /Diesel cost &GST
a	B	c	d
1	Dzire(AC)/Xcent(AC)/Aura(AC)Petrol		

****Pl. refer to the criteria of Min.KM per one liter of petrol/diesel mentioned in the Evaluation procedure (Clause 3) mentioned in tender document]**

B. GST: Please mention the % of GST as applicable: _____.

Note: GST will be paid extra as applicable and will not be taken into account for evaluation.

Place:

Date:

(Signature & Seal of the Authorized Signatory)

