



**SWAMI VIVEKANAND NATIONAL INSTITUTE OF REHABILITATION  
TRAINING AND RESEARCH, OLATPUR, POST.: BAIROI,  
DIST.: CUTTACK, ORISSA Pin.: 754 010.  
0671-2805398, 2805552.**

**NOTICE INVITING TENDER**

Ref: AD 2B 01(b) /2010-11

Dt: 05.01.2011

Sealed tenders are invited for hiring of Vehicle –TATA SUMO Hard Top Jeep at SVNIRTAR, Olatpur, Post.: Bairoi, Dist: Cuttack, Orissa–754 010 for a period of one year. The agency should have minimum two years experience in providing such vehicles to Government Departments, Govt. Autonomous Institutions, Public Sector Undertakings or Organizations of repute in a single contract. The agency shall possess at least 5 Nos. of vehicles registered in its name.

Tender Documents along with terms and conditions may be obtained in person from the Office Superintendent, SVNIRTAR by paying Rs.100.00 in cash, towards non-refundable cost of Tender Documents, on any working day between 1000 hrs. to 1500 hrs. from the date of publication of this Notice till 20.01.2011 up to 1600 hrs.. Request to obtain the Tender Documents by Post will not be entertained.

Sealed tenders super-scribing the name of the work on the envelop along with EMD in the form of D.D. for an amount of Rs.2,000/- drawn in favour of Director, SVNIRTAR payable at CUTTACK shall be submitted by 1700 hrs. on or before 20.01.2011 which would be opened at 1030Hrs. on 21.01.2011 in the presence of representatives of tenderers.

Tenders received by FAX, received after the last date and time, submitted without EMD, not quoted as per the proforma of Tender Format and incomplete tenders are liable to be rejected.

The Director, SVNIRTAR, Olatpur reserves the right to accept or reject any or all the tenders or to accept in part or to reject the lowest tender without assigning any reason whatsoever and his decision shall be final and binding.

(Dr.S.K. Das)  
Officiating Director



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**Terms and Conditions for the work of Hiring of Vehicle - TATA SUMO Hard  
Top Jeep at SVNIRTAR:**

**1. SCOPE OF WORK:**

- a. The scope of the contract includes Hiring of TATA SUMO Hard Top Jeep for SVNIRTAR. The vehicle to be provided for hiring shall not be older than six months i.e. the date of original registration of vehicle not before July 2010.
- b. The Vehicle shall have the provision for Air Condition also. As and when required/as per the instruction of the Officer-in-Charge, the Driver shall start A.C.
- c. The vehicle is required to be parked at Office premises of SVNIRTAR or as directed by the Officer-In-Charge.
- d. Contractor should press into service only good quality **Diesel driven vehicles** with posh interior, noiseless drive and in perfect running condition, as per requirement.
- e. The vehicle shall always be provided with decent upholstery, clean white seat covers, comfortable seat cushions, hand rests, ashtrays, window curtains and other basic fittings/accessories/equipments for maximum comfort of passengers. All items shall invariably be in good working condition.
- f. The noise level outside and inside the vehicle shall always be maintained at a desirable low level befitting a well maintained vehicle. The doors of the vehicle shall be maintained in best conditions without allowing any room for noise etc. Vibration in the vehicle shall always be within desirable/tolerance limits. All repairs (Major/Minor) are under the scope of Contractor.
- g. Penalty for not providing Vehicle: Vehicle shall be made available on all days inclusive of Sundays and holidays, if required and also the driver will be made available at any time on call. If Contractor fails to provide vehicle due to any reason on any day, the recovery will be 1.5 times per day of the quoted rates, calculated on per day basis. Further, if Contractor fails to provide the vehicle for total period of more than seven (7) days, SVNIRTAR has the right to terminate the contract.

- h. The vehicle will be spared to for two days (not consecutive) in a month for attending regular servicing & maintenance, for which no deduction will be made towards the absence of the vehicle for duty. However, the vehicle for maintenance will be spared on a convenient day as fixed by the Officer-in-Charge.
- i. It will be the responsibility of the Contractor to ensure that the vehicle is registered as per the latest Motor Vehicle Act. The Driver's License, RC Book and other documents should always be available with the Driver.
- j. The vehicle shall also generally carry accessories like tool kit, consumable spares, rain coat, umbrella, torch light, first aid box, etc. which are to be arranged by the Contractor. The vehicle shall be fitted with a name board of the Institute in the front as:

**ON DUTY OF SVNIRTAR  
( GOVT. OF INDIA )**

- k. The vehicle shall have to report for duty as per the prior instructions of Officer-in-Charge at the given place and time. In case delay in reporting of the vehicle at the assigned place is more than ½ an hour it will treated as the vehicle is unavailable for the whole day and proportionate per day charges shall be deducted from the monthly payment.
- l. The vehicle will be kept absolutely in good running condition and Contractor should maintain the vehicle regularly. In the event of non availability of this vehicle, on any account, the contractor have to provide suitable alternate vehicle with in 6 (Six) hours.
- m. In case of requisition/seizure of the vehicle by RTO or any other authority, it will be the responsibility of the Contractor to get the vehicle released, during such period of requisition/seizure, Contractor has to arrange alternate vehicle with in 6 (Six) hours.
- n. The vehicle will be utilized generally within in Cuttack/Bhubaneswar Districts. However, in the event of specific requirement, the vehicle will be required to be sent for outstation duty/out of State duty also, as per the directions of Officer-In-charge.
- o. Contractor should make arrangements on his own for the stay/accommodation of the driver, so that the latter remains available at all reasonable hours of the day. The Driver should abide by the rules laid down by Transport Authority or any Authority relevant to the subject and should always strictly follow the traffic rules and regulations so as to ensure safety of the passengers.
- p. The Driver shall always be in uniform and shall be courteous, sober and never be under the influence of liquor/intoxicants while on duty and shall

avoid over speeding or hazardous driving, ensuring safety and comfort of the passengers. The Driver shall be conversant in both Oriya and Hindi languages.

- q. The Driver should possess all documents likes Driving License, Registration Certificate, Pollution Control Certificate etc. and copies shall be provided to the Institute. The Driver should also have some knowledge of vehicle mechanism so that he could attend minor repairs and should be well conversant with roads and routes in Bhubaneswar/Cuttack and adjacent areas.
- r. In case the Contractor is deputing a substitute Driver, during the leave/ absence period of the regular Driver, the particulars related to the substitute Driver along with copy of valid Driving License shall also be submitted to the Institute.
- s. The contractor shall submit copies of all the relevant documents like Commercial Registration, Certificate of Fitness, Registration Certificate, Road Permit, Goods Tax Payment Receipt, Insurance etc., while submitting the tender. The contractor shall also submit copy of Work Order of similar nature to determine the experience of the Firm/Contractor that the vehicle has been deputed and work has been completed satisfactorily.
- t. The Driver shall obtain the signature of user of vehicle in the Log Book immediately after performing the duty. The initial Meter Reading shall be taken either at the Institute gate or at the place of start of duty and shall get terminated at the Institute gate or any other place where the duty ends.
- u. Log Book has to be maintained making all the entries of the movements of the vehicle on duty. The Log Book shall be handed over to SVNIRTAR at the end of the contract.

## **2. AWARD VALUE:**

- a. The total Contract Value of the work will be based on quoted rates and the break-up of total Contract Price as quoted in the Bill of Quantities enclosed herewith.
- b. The Contract Price shall be FIRM and no escalation in price on account of any reason whatsoever will be allowed during the currency of the contract. The Contract Price shall be inclusive of all types of Taxes, Duties, Levies, Check Gate, Parking and Service Charges except Service Tax which will be paid extra on actual Bill Amount. No variation in above Taxes, Duties etc.. will be entertained during the currency of the contract.

### **3. DURATION OF CONTRACT**

The contract will be initially for a period of one year, i.e., 12 months commencing from the date of award/deputing the vehicle. Thereafter SVNIRTAR reserves the right to extend the contract for a further period as per the same rates, terms & conditions of contract. However, if the performance of the Contractor is not found to be satisfactory, SVNIRTAR reserves the right to terminate the contract without assigning any reason thereof. In the event of such termination, the Contractor shall have no right to claim for the balance period.

### **4. PAYMENT TERMS:**

- a. The Monthly Bills payable shall be released after deduction of statutory levies within 15 days from the date of submission of Bill in proper form.
- b. Contractor should submit a Bill for the previous month. The payment shall be released on monthly basis and after certification by the Officer-in-Charge.
- c. Income Tax will be deducted at source from the Monthly Bills payable as per the IT Act and Certificate will be issued as per statutory regulations.
- d. Driver of the vehicle should fill up the opening Meter Reading when the user boards the vehicle and also the final Meter Reading shall be got verified and signed from user of the vehicle by Driver.
- e. The Mobile Oil and other Lubricants will not be supplied by SVNIRTAR and no charge there of towards the cost of Fuel, Mobile Oil, Lubricants etc. will be reimbursed by SVNIRTAR.
- f. All the Road Taxes, Comprehensive Insurance etc. of the vehicle for the full sitting capacity will be paid by the Contractor at his own cost.
- g. For any damage caused to the third party or to SVNIRTAR's property due to negligence of the Driver, the same will be made good by the Contractor at his own cost.

### **5. SECURITY DEPOSIT:**

The EMD of the successful bidder will be converted as Security Deposit and will be released without any interest on successful completion of contract period i.e. one year. In case, the Contractor fails to complete the contract as per the agreed terms and conditions, the contract stands terminated in between and the amount of Security Deposit will be forfeited.

**6. RISK PERFORMANCE:**

In the event of failure of the Contractor to execute the contract as per the terms & conditions of award, SVNIRTAR reserves the right to engage vehicles from outside Agencies at his risk & cost. Further notwithstanding anything stated hereinabove, SVNIRTAR reserves the right to terminate the contract by giving one month's written notice to Contractor without assigning any reason whatsoever.

**7. GENERAL CONDITIONS:**

Income Tax and other Taxes as applicable at the time of payment shall be deducted at source unless Contractor/Agency is exempted by concerned Tax Authorities. Contractor shall not sublet any portion of the contract without the prior approval of SVNIRTAR.

If any property/fitting or fixture of SVNIRTAR is damaged by Contractor/his Driver during the working hours, the cost as fixed by the Officer-in-Charge shall be recovered from Contractor's Monthly Bills.

**8. SETTLEMENT OF DISPUTES & ARBITRATION :**

All the questions and disputes relating to the meaning and instructions under this contract herein before mentioned shall be referred to sole Arbitrator of the SVNIRTAR. The award of the sole Arbitrator shall be final, conclusive and binding on both the parties. Notwithstanding anything, any dispute between the parties, Contractor shall not be entitled to withhold, delay or defer his obligations under the contract and same shall be carried out strictly in accordance with the terms and conditions of contract.

The arbitration shall be conducted in accordance with the provisions of the Arbitration and conciliation Act, 1996 or any statutory modifications there of re-enactment OR any Scheme, Rules made there-under and for the time being enforce.

The venue of arbitration shall be Olatpur. The Courts of Cuttack shall have exclusive jurisdiction in all matters arising out of the contract.

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**TENDER FORM**

**NAME OF THE WORK: HIRING OF VEHICLE – TATA SUMO Hard Top Jeep**

Constitution of the Firm/Company (Govt./ Public/Private/Partnership/Proprietorship Firm) and year of constitution.	
Annual turnover for the previous three years	2008-2009 Rs. 2009-2010 Rs. 2010-2011 Rs.
Names of the Government Departments/ Undertakings and other reputed organizations with whom the same nature of contract was executed.	1. 2. 3.
Service Tax Registration No.	
P.F Code No. if any	
PAN No.:	
Registration No. of Vehicle to be deputed:	
No. of vehicles owned/possessed by the Agency and their Registration No.	
1.	
2.	
3.	
4.	
5.	



## **BILL OF QUANTITIES**

### **NAME OF THE WORK: HIRING OF VEHICLE – TATA SUMO HARD TOP JEEP**

Sl. No.	Description	Unit	Qty.	Rate Rs.	Amount Rs.
01	Monthly Fixed Hiring Charges for deputing vehicle with Driver. (Fuel will be supplied by SVNIRTAR)	LS	01		
	Service Tax @.....%				
	Total				

02	Mileage per Litre with A.C	
03	Mileage per Litre without A.C	

#### Note:

1. Vehicle will be required to run with AC, as and when necessity arises, in accordance with Cl.1 b of Terms and Conditions.
2. Fuel will be supplied by the Institute. Other maintenance like lubricants etc. will be in the scope of Contractor.

#### Details of EMD:

Signature of the Tenderer, Date :  
Name & Address of the Tenderer :