



**SWAMI VIVEKANAND NATIONAL INSTITUTE OF REHABILITATION
TRAINING AND RESEARCH, OLATPUR, POST.: BAIROI,
DIST.: CUTTACK, ORISSA PIN.: 754 010.
0671-2805398, 2805552. 2805856**

NOTICE INVITING TENDER

Ref: AD 2B 01(c) /2009-10

Dt: 04.02.2010

Sealed tenders are invited for hiring of 2 Nos. of 52 Seater Buses for SVNIRTAR, Olatpur, Post.: Bairoi, Dist: Cuttack, Orissa – 754 010 for a period of two years. 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.

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.5,000/- drawn in favour of Director, SVNIRTAR payable at CUTTACK shall be submitted by 1500 hrs. on or before **26th February 2010** which would be **opened at 1530 hrs. on the same day** in the presence of representatives of tenderers, if any.

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.

Offg. Director



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Terms and Conditions for the work of Hiring of Vehicles

1. SCOPE OF WORK:

- a. The scope of the contract includes Hiring of 2 Nos. of 52 Seater Buses for SVNIRTAR at Olatpur. The vehicles to be provided for hiring should be in good running condition. Valid Fitness Certificate of the vehicles issued by the Regional Transport Authority to be enclosed.
- b. The vehicles shall report at Cuttack/Bubaneswar/Office premises of SVNIRTAR at the time as may be directed by the Officer-In-Charge from time to time.
- c. Contractor should press into service only good quality **Diesel driven vehicles** with good interior, noiseless drive and in perfect running condition as per requirement.
- d. 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 vehicles 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.
- e. Penalty for not providing Vehicles: Vehicles 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 vehicles 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 vehicles for total period of more than seven (7) days, SVNIRTAR has the right to terminate the contract.
- f. The vehicles will be spared 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 vehicles for duty. However, the vehicles for maintenance will be spared on a convenient day as fixed by the Officer-In-Charge.
- g. It will be the responsibility of the Contractor to ensure that the vehicles are registered as per the latest Motor Vehicles Act. The Drivers License with badge, RC Book and other documents should always be available with the driver.

- h. The vehicles shall also generally carry accessories like tool kit, consumable spares, rain coat, umbrella, torch light, first aid box etc. which are to be supplied by the Contractor. The vehicles shall be fitted with a name board of the Institute in the front as :

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

- i. The vehicles 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 vehicles, at the assigned place is more than ½ an hour it will be treated as the vehicles are unavailable for the whole day and proportionate per day charges shall be deducted from the monthly payment.
- j. The vehicles will be kept absolutely in good running condition and Contractor should maintain the vehicles regularly. In the event of non availability of vehicles, on any account, the contractor has to provide suitable alternate vehicles within 6 (Six) hours.
- k. In case of requisition/seizure of the vehicles by RTO or any other authority, it will be the responsibility of the Contractor to get the vehicles released, during such period of requisition/seizure, Contractor has to arrange alternate vehicles within 6 (six) hours.
- l. The vehicles will be utilized generally within Cuttack/Bhubaneswar. However, in the event of specific requirement, the vehicles will be required to be sent for outstation duty/out of State duty also, as per the directions of Officer-In-charge.
- m. Contractor should make arrangements on his own for the stay/ accommodation of the drivers & helpers, so that the latter remains available at all reasonable hours of the day. The drivers and helpers 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.
- n. The drivers & helpers 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 drivers & helpers shall be conversant in both Oriya and Hindi Languages.
- o. The drivers should possess all documents like Heavy vehicle driving license with badge, registration certificate, pollution control certificate etc. and copies shall be provided to the Institute. The drivers & helpers should also have required knowledge of vehicle mechanism so that they could attend minor repairs and should be well conversant with roads and routes in Cuttack/Bhubaneswar and adjacent areas.

- p. In case the Contractor is deputing a substitute drivers & helpers during the leave/absence period of the regular drivers & helpers. The particulars related to the substitute drivers & helpers along with copies of valid driving licenses shall also be submitted to the Institute.
- q. The Contractor shall submit copies of all the relevant documents like commercial registration, certificate of fitness, registration certificate, road permit, 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 vehicles have been deputed and work has been completed satisfactorily.
- r. The drivers shall obtain the signature of user of vehicles 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.
- s. Log book has to be maintained making all the entries of the movements of the vehicles 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. 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 two years, i.e. 24 months commencing from the date of award/deputing the vehicles. 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, 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. Drivers of the Vehicles should fill up the opening meter reading when the user boards the vehicles and also the final meter reading shall be got verified and signed from user of the vehicles by drivers.
- e. The Diesel, Mobile and other lubricants will not be supplied by SVNIRTAR and no charge thereof towards the cost of fuel, mobile, lubricants etc. will be reimbursed by SVNIRTAR.
- f. All the road taxes, comprehensive insurance etc. of the vehicles for the full seating 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 drivers, 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. two years. 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 herein above, 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 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 drivers 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 hereinbefore 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 thereof re-enactment OR any scheme, rules made thereunder 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 2 NOS. 52 SEATER BUSES

Constitution of the Firm/Company (Govt./ Public / Private / Partnership / Proprietorship Firm) and year of constitution.	
Annual turnover for the previous three years	2006-2007 Rs 2007-2008 Rs. 2008-2009 Rs.
Name 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 Vehicles to be deputed:	1. 2.
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 VEHICLES–2NOs. 52 SEATER BUSES

Sl. No.	Description	Unit	Qty.	Rate Per Month	Amount Per Month
01	Monthly Fixed Hiring Charges for deputing vehicle with driver, helper & fuel from Monday to Saturday for running up to 2000 km. per month	Nos.	02		
Total:					

In Words (Rupees)

02	Charges per km over and above 2000 kms per month.	Rs.	
03	Additional Hiring charges for Sundays / Holidays if vehicle is required for journey other than Bhubaneswar/Cuttack	Rs.	

Details of EMD :

Signature of the Tenderer :

Date :

Name & Address of the Tenderer :



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Sealed tenders are invited for Hiring of 2 nos. of 52 Seater Buses for SVNIRTAR.

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 10.00 Hrs to 15.00 Hrs from the date of publication of this Notice up to a period of one week. Request to obtain the Tender Documents by Post will not be entertained. For further details please log on to our website www.nirtar.nic.in

Offg. Director