

**COUNCIL OF HIGHER SECONDARY EDUCATION, ODISHA
C-2, PRAJNAPITHA, SAMANTAPUR, BHUBANESWAR-13**

QUOTATION CALL NOTICE

Bhubaneswar dated the 1st March, 2021.

No. ADM-II- 27 / 2021 / 1152 /CHSE (O)/ Sealed Quotations are invited from intending Travel Agencies located at Bhubaneswar having GST Registration, IT-Permanent Account Number with capability to supply bulk numbers of different types of vehicles to the Council on hiring basis, as and when required during the period from 01.07.2021 to 30.06.2022 for the purpose of transportation of men and materials of the Council to different colleges of Odisha.

The quotation document can be downloaded from the official website of the Council at <http://www.chseodisha.nic.in>. Quotation complete in all respect requires to be submitted with the tender fee (non-refundable) of Rs.1,000/- (Rupees One Thousand)only and Earnest Money Deposit (EMD) of Rs.10,000/- (Rupees Ten Thousand) only in shape of Demand Draft/Banker's Cheque payable at Bhubaneswar drawn in favour of "Finance Officer, C.H.S.E, Odisha, Bhubaneswar" in an sealed cover addressing Secretary, Council of Higher Secondary Education, Odisha, C-2, Prajnapitha, Samantapur, Bhubaneswar-13, through speed post / registered post/ in drop-box on or before dt. 30.03.2021 by 5.00 P.M. The Quotations shall be opened at 3.00 P.M on 31.03.2021 in the conference hall of the Council. Tender Papers without requisite Tender fees, Earnest Money and any conditional bids shall be summarily rejected.

The Council, in its discretion, reserves the right to accept or reject any or all of the Quotations without assigning any reasons thereof.

By order of Chairman


Finance Officer
C.H.S.E, Odisha, Bhubaneswar

Memo No. 1153 /CHSE (O)

Dt.01.03.2021

(1) Copy forwarded to the P.S to Chairman/P.S. to Secretary/All sections/All Zone office and office Notice Board for information of all concerned.

(2) Copy along with details of Quotation documents forwarded to Director, NIC, Bhubaneswar with a request to hoist the same in the Council Website i.e. [www. chseodisha.nic.in](http://www.chseodisha.nic.in) immediately.

(3)Copy forwarded to the Director, Information and Public Relation Department, Odisha, Bhubaneswar for publication of the same in the local daily News Paper The Samaj, The Dharitri and The Sambad in one insertion only, latest by 08.03.2021 .The cost of the advertisement shall be borne by this Office as per the approved rate of Govt.


Finance Officer
C.H.S.E, Odisha, Bhubaneswar

Contd.....P-02

COUNCIL OF HIGHER SECONDARY EDUCATION, ODISHA
C-2, PRAJNAPITHA, SAMANTAPUR, BHUBANESWAR-13

TERMS AND CONDITIONS OF THE QUOTATION

The Council of Higher Secondary Education, Odisha, Bhubaneswar is an examining body conducting time bound Higher Secondary Examinations in the colleges located through out different parts of the State. For conducting examination, the Council requires vehicles on hire "as and when require basis" to transport men and materials on short notice (sometimes on a day or two notice) to various colleges located throughout the State. During Examination period, the Council on a particular day may require 30-40 numbers of light motor vehicles (Travera, Innova, Tata Sumo, Bolero, Ertiga Indigo, Swift Dezire, Tata Tiago, Celerio etc.) and 10-15 numbers of carrier vehicles (Full Body Truck, Mini Truck, TATA-407, 909, 1109, Eicher-1110, 1009, 1095, TATA-ACE, Canter, Mini bus, Tempo Traveller & winger etc.). In view of the above requirements of the Council, the intending quotationers (travel agencies/tour operators etc.) should have the capability to provide such huge number of vehicles in a day on short notice, may be within 24 hours. Under the above circumstances, the Council invites quotations from the interested bidders located at Bhubaneswar for supply of vehicles on hire basis with the following terms and conditions;

1. The Quotation must be accompanied with a Bank Draft amounting to Rs. 1000/- (Rupees One Thousand) only towards tender fee, which is non-refundable and another for Rs.10,000/- (Rupees Ten Thousand) only towards Earnest Money Deposits (EMD) drawn in any nationalized bank in favour of the "FINANCE OFFICER, C.H.S.E, ODISHA" payable at Bhubaneswar.
2. Quotations in the prescribed format along with self attested copy of GST Registration Certificate, IT-PAN of the firm, copy of IT returns of last two years and also page 01 to 06 of this Quotation papers duly signed with date and seal as acceptance of terms & conditions of Council.
3. The Bank Draft so deposited towards EMD shall be returned to the unsuccessful Quotationers soon after finalization of Quotations and the EMD of the successful Quotationers shall be retained as Security deposit till termination of their contract/agreement.
4. Quotation without EMD & Tender Fee shall be treated as invalid and shall not be taken into consideration.
5. The Quotation should be submitted in the prescribed Quotation Format only. It should reach the **SECRETARY, COUNCIL OF HIGHER SECONDARY EDUCATION, ODISHA, BHUBANESWAR** in a sealed cover super scribing on the top of the envelop "**QUOTATION FOR SUPPLY OF HIRED VEHICLES**" by 5.00 PM on or before **30.03.2021** in person or by Regd/Speed Post/in drop box available in the office chamber of the Secretary, CHSE, Odisha. The Quotations received after the due date and time will be summarily rejected.
6. The Quotations shall be opened in presence of the Quotationers or their authorised agents, if any, at 3.00 P.M. on **31.03.2021** in the Conference Hall of the **C.H.S.E, ODISHA, BHUBANESWAR**.
7. The Council reserves the right to accept/reject/negotiate any or all part of the Quotation without assigning any reasons thereof.
8. The Quotationer should quote their rates inclusive of all taxes except toll gate charges.
9. The rate shall be finalized on the basis of L-1 and the rate as would be finalized through this Quotation process shall be valid for one year without any price variation and changes. The Council may enlist more than one Firm for supply of vehicles at the rate so finalized.

10. The firms to be enlisted shall have to enter into an agreement with the Council for the purpose of supplying vehicles for a period of one year. Further, the contract may be renewed for subsequent year on satisfactory performance of the firms concerned.
11. If the successful quotationer fails to undertake the work, in such case SECURITY MONEY so deposited shall be forfeited and the Travel Agency shall be Black listed.
12. The successful quotationer /firm shall be required to supply the vehicles having valid fitness certificate, up to date Insurance, M.V.Tax clearance and having registration for commercial use. Self attested documents in support of the above along with the copy of the valid Driving License of the Driver are required to be submitted to the Council at the time of reporting of the vehicles. Council will not held responsible in case of Pvt./Personal vehicles are engaged for the said purpose.
13. The Travel Agencies should comply with RTA and State Govt. Rules and Registrations in force and any breach of these rules shall be at the complete risk of the Travel agencies/bidders concerned and the Council shall, in no way, be responsible for any damage/losses/any incident occurred during the travel/journey and the expenditure incurred in such incidents shall be borne by the concerned travel agencies.
14. The Council shall not be held responsible for any legal dispute in connection with the vehicles/owner or any other accident and the travel agency shall be liable for any loss/damages caused due to negligence of the driver.
15. The starting and closing point of all the vehicles shall be from the premises of the Council at Plot No-C/2, Samantapur, Bhubaneswar 10 K.M will be permitted for the journey to the Council Office in a booking for to and fro journey to the Council Office.
16. The claim towards hiring charges shall be finalized basing upon the total Kilometers and hours mentioned in the duty slip as well as Log Book, and the terms fixed by CHSE.
17. Vehicles covered more than 200 K.Ms in duty slip shall be treated as long running duty. Vehicles covering within 200 K.Ms in duty slip shall be treated as local running duty. The vehicle have registered under carriage permit.
18. To determine the detention hour charges in respect of long running duty the average running of vehicles shall be calculated at the rate of 50 K.M per hour in respect of light vehicles like Indica/Indigo/Swift Dezire/Tata sumo/Bolero/Qualis/Tavera/Innova/Ertiga etc. and 40 K.M per hour in respect of heavy vehicles like Bus/Truck/Canter/Tata-407/Eicher/Pick-up Van/Tata Ace Tempo Traveller , Winger etc.
19. Similarly in respect of local running duty local charges at the rate of 10 K.M per hour in respect of light vehicles i.e Cars, Tata Sumo, Bolero, Qualis, Tavera, Innova, Honda City etc. and 08 K.M per hour in respect of heavy vehicles i.e. Truck, Canter, Tata 407, Eicher, Tata 909, Pick-up van, Tata Ace Tempo Traveller Winger etc. shall be deducted from the total distance covered and the balance Kilometers shall be paid as per running Kilometer rate besides per hour local rate.
20. In case of hiring of vehicle for local duty a minimum of six hours shall be treated as duty period.
21. No part claim or advance for fuel shall be paid to the travel agencies for hiring of vehicles.
22. The first party shall place requisitions of required numbers of vehicles at least 12 hours before with the second party, if requirement is for more than three vehicles at a time. In case of one or two number of vehicles, the second party shall supply within one hour of the requisition.
23. The Second party will supply required number of commercial vehicles of perfectly running/road worthy conditions so as to cover the route in time and must be having paid up-to-date Road Tax, valid vehicle Insurance, road permit, fitness certificates of the vehicles, free from all mechanical troubles and valid driving license of the driver of the vehicle. Photo copies of all above documents be submitted to the Council office at the time of reporting of the vehicle or else the vehicle shall not be accepted for duty.

17/3/21

24. The second party shall be fully responsible for proper safety and confidentiality of transportation of men and materials of the authorized persons and materials of the first party to be transported. For any loss or damage caused during the tour/transit, the first party shall have the right to recover the loss from the second party and the second party agrees to bear the loss.
25. In the event of failure on the part of Second party to provide required number of vehicles within the stipulated time, the First party may impose fine on the Second party evaluating loss or inconveniences sustained by the First party, besides black listing the Second party.
26. In case of the vehicles supplied by the second party goes out of order en-route, the second party shall take immediate steps to make the vehicle road worthy immediately or replace the vehicle by supplying another vehicle to the spot at his own cost. In case the second party fails to comply the above, the first party shall hire vehicles from local market and the entire payment made to the third party shall be recovered from the second party.
27. The Second party shall take steps for recording/maintaining of the Tour particulars in prescribed form by their drivers as per point to point destination and duly signed by touring Officer submit the same along with the bill to the First party for payment within seven days of completion of the journey. The First party shall ensure payment of hiring charges within one month of submission of the bills.
28. The Second party shall ensure journey by the shortest possible route of the route chart provided by the First Party and the First party will instruct the deputed officials to ensure economical use of the vehicle and to countersign the tour particulars prepared by the driver of the vehicle. Driver of the vehicle as well as the user of the vehicle (deputed officials of the first party) shall jointly and severally be responsible for recording of any unusually high distance covered between any two destinations in the assigned journey. Otherwise payment will be made as per road mileage fixed by Govt. of Odisha to the destination from the leaving place.
29. The tax deducted at source (TDS) shall be made by the First Party while making payment as per the provisions of the Income Tax and GST Act and Rules made there under in the applicable cases and a certificate to this effect shall be provided by the First Party.
30. In case of any dispute arises between both the parties while carrying out transactions as per this agreement the same shall be resolved through negotiations. Alternatively the dispute shall be referred to the authority, CHSE, Odisha for his decision and the decision of the Chairman shall be binding upon both the parties.
31. All disputes shall be under the jurisdiction of the court at the place where headquarter of the authority, who has executed this agreement, is located.
32. This agreement shall remain valid from the date of its execution till 30.06.2022, unless it is extended for further period by mutual understanding. However, renewal of this agreement shall be on the satisfactory performance of the Second Party and on the same rate as well as same terms and conditions of this original agreement.


Finance Officer
C.H.S.E, Odisha, Bhubaneswar

COUNCIL OF HIGHER SECONDARY EDUCATION, ODISHA
PRAJNAPITHA, SAMANTAPUR, BHUBANESWAR-13

QUOTATION FORM

1. Name of the Firm (in capital letters)

a) Name (s) of the Proprietor/Partners :

b) Address :-

c) Mobile No : _____

d) E-Mail-id : _____

e) G.S.T Regn. No : _____ (self signed copy enclosed) Yes/ No

f) PAN No : _____ (self signed copy enclosed) Yes/ No

g) Tender fee details : Rs. _____ (Rupees _____) Bank
Draft enclosed Yes/ No

Bank Draft No. _____ Date. _____

Name of the Bank _____

h) EMD detail : Rs. _____ (Rupees _____) Bank Draft enclosed Yes/ No

Bank Draft No. _____ Date. _____

Name of the Bank _____

2. List of Documents Attached:

a) GST Regn. Certificate.

b) IT Pan Card.

c) Tender fee B.D Rs. 1000/-.

d) EMD. B.D Rs. 10000/-.

e) Duly signed & sealed- Page- 01 to 06 of this Quotation papers.

f) List of other documents, if any.

i.

ii.

iii.

iv.

Rate of hiring charges in respect of the following vehicles including all Taxes except Toll Gate charges.

Type of Vehicles	For long journey above 200 K.M			For Local duty within 200 K.M		No of vehicles can be supplied at a time.
	Rate per K.M		Detention Charges	Rate per Hour		
	A/C	Non A/C	Per Hour	A/C	Non A/C	
1	2	3	4	5	6	7
(a) Full Body Truck						
(b) Big Truck (10 MT Capacity)						
(c) Eicher-1110 TATA-1109 (8 Ton capacity)						
(d) Eicher-1095 TATA-909 (6 Ton capacity)						
(e) Eicher-1009 3 ½ Ton capacity						
(f) TATA- 407 2 ½ capacity						
(g) Pick- Up Van						
(h) TATA ACE						
(i) Bus-(1) Upto 31 seaters						
(2) 32 seaters and onwards						
(j) Tempo Traveller						
(k) Winger						
(l) Bolero/ Tavera /Ertiga Similar type of vehicle						
(m) Innova						
(n) Honda City						
(o) Tata Tiago/Celerio/ Similar type of vehicle						
(p) Swift Dezire or Similar type of vehicle						
(Q) INDIGO						