



Central Tool Room & Training Centre

MSME - TOOL ROOM, BHUBANESWAR

AS 9106, ISO 9001, 14001, 50001 & OHSAS 18001 Certified
A Govt. of India Society, Ministry of Micro, Small and Medium Enterprises



SHORT TENDER CALL NOTICE

Sealed offers are invited from the reputed transport operator/travel agent/Vehicle owner having valid document for hiring of following vehicle.

Sl No	Tender No	Bid Submission Closing Date & Time	Bid Opening Date & Time	Initial Hiring Period	Type of Vehicle Required	EMD (Rs.)
1	TE-122	25.09.2018, at 3.00 PM	25.09.2018, at 4.00 PM	3 Months	Hiring of Bus on Monthly Basis (Non AC 32 Seater)	10,000.00

The detail terms & condition may be obtained or downloaded from our website www.cttc.gov.in. Demand Draft for Rs 10,000/- in favour of Central Tool Room & Training Centre, Payable at Bhubaneswar should be submitted along with offer. Tenders without EMD shall be treated as non responsive and liable to be rejected. CTTC reserves the right to accept or reject any tender(s) without assigning any reason.



Managing Director
Central Tool Room & Training Centre
B-36, Chandka Industrial Area, Bhubaneswar-751024
Phone: (0674) 3011710
Fax: (0674) 3011750/3011710, Email: cttc@cttc.gov.in

IMPORTANT INSTRUCTION: Bidders should read and comply with the instructions given in tender documents. Submission of tender shall mean that the bidder has read and understood all the terms and conditions including the special terms and conditions of the tender if any and agrees and binds himself/themselves to the same. Tender documents on stationery with bidder's letter head clearly showing the Bidder's complete name and address duly signed by the bidder and witnesses at appropriate place to be submitted otherwise their bid (s) is/are liable to be rejected.

Tender No: TE-122

Date: 10.09.2018

Bid Submission Closing Date: 25.09.2018, at 3.00PM

Opening At : 04.00PM.

Part-I

Invitation to e - Tender

From

**The Managing Director
Central Tool Room & Training Center
B-36 Chandka Industrial Area,
Bhubaneswar- 751024**

Tender enquiry no, date & due date should be clearly mentioned on the envelop while submitting the **EMD**.

To

1. Sealed tenders are invited by the Managing Director, Central Tool Room & Training Centre, Chandka Industrial Area, BBSR (here in after called the Centre) for the supplies/services noted in the Column (2 &3) of part III. Please fill in column (4) there of showing the units and rates at which you offer to supply any or all of them and sign and submit the tender below along with the general and special conditions attached here of so as to reach the Centre on or before the date and time mentioned above. The supplies/services will be subject to approval by the undersigned or any officers of the centre before they are finally accepted and should you on receipt of orders to that effect fail to make any supplies/services in accordance with the conditions noted in General & Special conditions of contract and the acceptance of tender. The Centre reserve to themselves the right of accepting the whole or any part of the tender or portion of the quantity offered and you shall supply the same at the rate quoted.
2. General Conditions governing the contract given on the reverse may also be duly signed by you in token of acceptance and returned to the Centre.
3. Date and time upon which Tenders shall be received are indicated above. Tenders shall be opened immediately thereafter.
4. Tenders must be send in a Strong Sealed Cover addressed to the Managing Director and not any officer by name. Number of the Tender & Time of opening must be distinctly indicated on the cover.
5. All amendments/alterations must be initialed by you.
6. The Centre reserve to themselves the right to reject any or all the offers received without assigning any reason.
7. **Our GST No – 21AAABC0056G1ZI.**

Station : Bhubaneswar

Date -----

For MANAGING DIRECTOR

**Part – II
TENDER**

To

The Managing Director.
Central Tool Room & Training Centre
B – 36, Chandka Industrial Area,
Bhubaneswar- 751024

I/We agree to furnish if required supplies/services as detailed in the Schedule of Requirements or such portions there of as you may specify in the Acceptance of Tender at the prices given in part III in accordance with the above conditions and the General and Special conditions governing the contract enclosed here to on receipt of order for the same.

Station _____

Date _____

Signature of Tenderer.

Part – III
SCHEDULE OF REQUIREMENTS
Delivery/Services required: As per Order

Sl. No. (1)	Name of supplies or Services (2)	QTY required (3)	Rate (4) Per Rs. P.
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(1) Hiring of Non AC 32 Seater Bus on Monthly Basis.

Part – IV

GENERAL CONDITIONS OF CONTRACT

- Tenders to be submitted by reputed Travel Agents/Tour operators or private individuals** for providing of Non AC Bus having sitting capacity for 32 persons including Driver, which shall confirm to the Terms and Conditions mentioned in **Annexure-I** for official use i.e. in the Office of the Managing Director, Central Tool Room & Training Centre, B-36, Chandka Industrial Area, Bhubaneswar on monthly rent basis. **Copy of GST No, PAN No and Service Tax Registration No etc to be submitted along with offer.**
- The vehicles must be in road worthy condition, shall not be more than 5 years old from the date of initial registration and must have valid Registration Certificate, Insurance Certificate, Fitness Certificate, Valid Contract Carriage Permit, Proof of upto date tax payment etc. which are mandatory for plying of the vehicles.
- The Driver of the vehicles must have valid Driving License for driving Heavy transport passenger vehicle and should be sufficiently experienced in driving transport passenger vehicles.
- The Driver should be communicative in English/Hindi, well behaved, gentle and obedient in nature.
- Security deposit of **Rs 10000/- (Rupees ten thousand only)** in shape of DD from any schedule/nationalized Bank favoring “Central Tool Room & Training Centre” payable at Bhubaneswar. DD to be submitted along with offer. After completion of the tender process the security deposit shall be refunded to the unsuccessful bidder.
- The monthly rate of hire charge be quoted separately in the general bid information **Annexure-II**.
- The details of the make and year of manufacture of the vehicle, registration number, 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 Information Form (**Annexure-II**) to be furnished with the Quotation/Tender.
- The period of agreement for supplying the vehicle shall depend on the requirement.
- The authority reserves the right to reject any or all quotations without assigning any reason thereof.
- The payments shall be made on monthly basis and within 15 days of submission of bill along with documents certified by the concerned official.
- Tenders should keep their offers valid for acceptance for 60 days from the date of opening.

WITNESS

Signature _____
Name _____
Address _____
Designation _____
Station _____ Date _____

SIGNATURE OF

Tenderer _____
Name in Block _____
Letters _____
Date _____
Station _____

GENERAL INFORMATION FOR HIRING OF 32 SEATER BUS ON MONTHLY BASIS

The following terms & condition must be fulfilled by the successful bidder for providing the vehicle on hire on monthly rent basis.

1. The hired vehicle(s), during period of contract, shall have all necessary valid Motor Vehicle documents such as Valid Registration Certificate, Insurance Certificate, Fitness Certificate, Pollution Control Fitness Certificate, Valid Contract Carriage Permit, Proof of upto date Tax payment etc. and Driving Licence (DL) of the Driver available all the times. CTTC shall not be responsible for any damage/loss caused to hired vehicle(s) or loss 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 not be responsible for all such litigations.
2. The hiring charges to be paid for monthly basis is final and includes cost of driver running of 500Kms. Service provider has to quote for extra kilometer or extra fuel consumed beyond 500Kms per month. All the expenditure of the vehicle towards repair, replacement of spare parts, Lubricating oil of engine, gear box & differential coolant, Tyres& tubes, Battery etc. will be borne by the owner/bidder.
3. It shall be the responsibility of the owner/bidder to provide a good driver and the salary of the driver shall be borne by the service provider.
4. In case of breakdown for reasons whatsoever the replacement of a vehicle of the same or better model shall be provided by the owner of the vehicle/bidder without any additional cost.
5. In case of the vehicle do not report regularly, the authority will be at liberty to reject the agreement and may engage vehicle from other source.
6. The vehicles shall report for duty on all the working days from 7 AM to 7 PM. However if the vehicle is called before or after the defined time, the payment shall be made for the extra hour on hourly basis. If the vehicle shall report for duty on any holiday same shall be compensated latter on.
7. In case of emergency, the driver will have to report for duty as per the requirement of CTTC.
8. Monthly hiring charges and reimbursements towards cost of fuel/extra km running (as per actual) will be paid in every succeeding months, as far as possible within fifteen days of the submission of bills by the service provider and no advance payment will be made.
9. Toll gate and other charges during running shall be reimbursed at actual as per receipt.
10. The vehicle shall not be of more than 5 years old from the initial registration and also in good running condition during the period of contract.
11. If the services are found to be unsatisfactory, CTTC shall give one month notice and terminate the agreement.
12. In case the service provider intends to withdraw the services of his vehicle and terminate the agreement, it shall be mandatory upon him to grant one month notice before such withdrawal of service and termination of agreement.
13. If the bidder violates any of the terms of contract, CTTC shall forfeit the entire amount of security deposit.

GENERAL INFORMATION FOR HIRING OF VEHICLES ON MONTHLY BASIS

- 1) Registration No. of Vehicle: _____
- 2) Type of Vehicle (AC/Non-AC): _____
- 3) Year of manufacture: _____
- 4) Make & Model: _____
- 5) Date of Registration: _____
- 6) Name, Mobile Number & Complete address of the owner of vehicle:

- 7) Fitness Certificate Validity: _____
- 8) Permit validity: _____
- 9) Insurance Validity _____
- 10) Pollution Control Fitness Certificate with validity _____
- 11) Name, Mobile No. & complete Address of Driver:

- 12) D.L.No. & Validity of the DL of the Driver: _____
- 13) Quoted Hiring charges per
Month excluding fuel cost (for 12 hrs per day) _____
- 14) Hiring Charges per hour beyond 12 hrs a day _____
- 15) Rate of fuel consumption/Mileage per litre: _____
- 16) Name, Mobile No. & Address of the Agency (If other than Owner):

- 17) Pan No. of the Owner/Agency: _____
- 18) Service Tax Regn. No. _____

Certified that the information submitted above is true to the best of my knowledge and belief.

**Seal & Signature of the
Tenderer/Owner/Agency**