



NO. 998/089 pt. 18/3/26

OFFICE OF THE DIRECTOR OF PHYSICAL PLANTS
OUAT, BHUBANESWAR.
HIRING OF VEHICLE
TENDER CALL NOTICE NO. 05/2025-26

Sealed Quotation/Tender in the prescribed proforma are invited from interested reputed Travel agencies/Tour Operators/Private individuals for providing one number of 32 seater school bus (Non-A/C) on monthly hire rent basis to be used in transportation facilities of students/other activities in College of Agriculture, OUAT, Bhawanipatna. The vehicle should not be more than 3 (three) years old from the date of initial registration and should be in a good running condition. The detail Terms and Conditions along with the Forms for hiring of the vehicle is available in the office of the undersigned on any working day during office hour from dt. 18.03.2026 to dt. 07.04.2026 upto 5.00 P.M. or can be downloaded from official website www.ouat.ac.in. The tender paper duly filled in (complete in all respect) and accompanied with the EMD amounting Rs. 76,500.00 (Rupees seventy six thousand five hundred) only in shape of NSC/KVP/POTD/TDR (duly pledged in favour of the Director of Physical Plants, OUAT, payable at Bhubaneswar) and should reach the undersigned on or before Dt. 08.04.2026 by 4.00 P.M through registered post/speed post and shall be opened on the same day at 4.30 P.M. in presence of the bidders or their authorized representatives. The EMD of unsuccessful bidders will be refunded on completion of tender process.

Memo No 999 /DPP., Dt 18/03/26
Copy to Secretary to Vice-Chancellor for favour of kind information of Hon'ble Vice-Chancellor.

Director of Physical Plants
OUAT, Bhubaneswar.

Memo No 1000 /DPP., Dt 18/3/26
Copy in duplicate along with soft copy forwarded to Deputy Director (Advertisement) & Deputy Secretary to Government, I & PR Department, Bhubaneswar for kind information and necessary action with a request to get it published in 1 no Local daily and 1 no National daily newspaper. The complimentary copy of the newspapers containing the tender Call Notice may be sent to this office in triplicate at the approved rate along with the full voucher copy, within 7 days from the date of publication of the advertisement for necessary payment.

Director of Physical Plants
OUAT, Bhubaneswar.

Memo No 1001 /DPP., Dt 18/03/26
Copy forwarded to the Registrar/Comptroller/DPME, OUAT Bhubaneswar for information and wide circulation. DPME is requested to upload the details of tender documents along with notice from 18.03.2026 to 07.04.2026 up to 5.00 P.M on website www.ouat.ac.in

Director of Physical Plants
OUAT, Bhubaneswar.

Enclosure: As above
Memo No 1002 /DPP., Dt 18/03/26
Copy forwarded to the Dean College of Agriculture, Bhawanipatna, OUAT for information and wide circulation.

Director of Physical Plants
OUAT, Bhubaneswar.

Memo No 1003 /DPP., Dt 18/03/26
Copy to Notice Board of D.P.P O.U.A.T. for information of all concerned and wide circulation.

Director of Physical Plants
OUAT, Bhubaneswar.

Memo No 1004 /DPP., Dt 18/03/26
Copy submitted to the CCE, Central Circle, Bhubaneswar /CCE, Khordha (R & B) Circle, Khordha for favour of information and wide circulation.

Director of Physical Plants
OUAT, Bhubaneswar.

Memo No 1005 /DPP., Dt 18/03/26
Copy forwarded to the E.E. R & B Division No. I/II/III /IV&V Bhubaneswar/EE R & B Division Khordha for information and wide circulation.

Director of Physical Plants
OUAT, Bhubaneswar.

Memo No 1006 /DPP., Dt 18/3/26
Copy to SDO (Electrical) I/C/ SMP I/C /all Asst. Engineers/ Jr. Engineers/Cashier/DAO, OUAT, Bhubaneswar on this office for information & wide circulation.

Director of Physical Plants
OUAT, Bhubaneswar.

Director of Physical Plants
OUAT, Bhubaneswar.



2025-2026

**OFFICE OF THE
DIRECTOR OF PHYSICAL PLANTS,
O.U.A.T., BHUBANESWAR – 751003**

**DOCUMENT FOR HIRING OF
32 SEATER SCHOOL BUS (NON-AC)
ON MONTHLY HIRE RENT BASIS FOR COLLEGE OF
AGRICULTURE, BHAWANIPATNA UNDER OUAT)**

(TO BE FILLED UP BY THE BIDDER)

SOLD TO Sri / Smt. M/s. : _____

Present Address: _____

Permanent Address _____

GST NO. _____ **Mob. No.** _____

To be filled up by the Bidder


1) Name of the Bidder :- _____ GST No. _____ PAN No. _____

2) EMD amount in shape of NSC/KVP/POTD//TDR duly pledged in favour of DPP, OUAT Payable at Bhubaneswar

: Rs. _____ (No. _____ Dt. _____)

Sign of Bidder

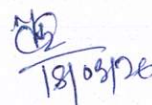
Director of Physical Plants


18/03/26
18/3

TERMS AND CONDITIONS

- 1) The service provider shall have a valid GST registration to participate in the tendering.
- 2) The vehicle must be in Road worthy condition, shall not be more than 3 years old from the date of initial registration and must have valid Registration certificate, insurance Certificate, Fitness Certificate, valid contract carriage permit, Proof of up to date tax payment etc. which are mandatory for plying of vehicle.
- 3) The driver of the vehicle must have a valid driving license for driving heavy transport passenger vehicle and should be sufficiently experienced in driving transport passenger vehicle.
- 4) The driver should be well behaved, gentle and obedient in nature.
- 5) A sum of Rs.76,500/- shall be deposited for each Bus by the intending bidders in shape of NSC/KVP/POTD/TDR duly pledged in favor of the Director of Physical Plants, OUAT payable at Bhubaneswar and submitted along with the Tender as security deposit. After completion of tender process, the amount will be refunded to unsuccessful bidders.
- 6) The monthly rate of hire charges shall be quoted separately in the prescribed format (**Annexure-III**) as financial bid information (excluding fuel, lubricants & taxes). Maximum hire charges per month (excluding taxes) will be as per finance department Govt. of Odisha office memorandum No.15836/F, date 27/05/2025 .The bidder should write general bid and financial bid on the top of the sealed envelope separately (one for general and one for financial bid). The two envelopes should be put into another large single envelope which should be sealed tightly and be superscripted on the top as BID FOR HIRING OF 32 SEATER SCHOOL BUS.
- 7) The vehicle must achieve a **minimum fuel efficiency of 06 Kms per liter**, as per the finance department Govt. of odisha office memorandum No.15836/F, date 27/05/2025.
- 8) The details of the make and year of manufacture of the vehicle, registration no., mileage (Kms covered per liter) and name of the driver with driving License No and period of validity should be specially provided in the general bid information to be furnished with the Quotation / Tender. (**Annexure-II**).
- 9) The quotations completed in all respect should reach the undersigned on or before Date 08.04.2026 by 4.00 P.M. through registered post/speed post. The bids shall be opened on the same day at 4.30 P.M. in presence of the bidders or their authorized representatives.
- 10) The application form of quotation/ Tender containing general bid information & terms & conditions for hiring of Vehicles etc. will be available in the Office of the Director of Physical Plants, OUAT, Bhubaneswar from Dt.18.03.2026 to Dt.07.04.2026 up to 5.00 P.M. or can be downloaded from office website www.ouat.ac.in.
- 11) The authority reserves the right to cancel all Tender process at any time or at any stage without assigning any reason thereof.
- 12) The quoted monthly rate at hire charges **must be excluding GST rate**.


Director of Physical Plants


18/03/26

183

TERMS & CONDITIONS FOR HIRING OF VEHICLES

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

- 1) The hired vehicles, during period of contract, shall have all necessary valid MV documents such as :- valid Registration Certificate, Insurance Certificate, Fitness Certificate, valid Contract Carriage permit, Proof of up to date tax payment, pollution etc. and D.L of the driver (To be available all the times).
- 2) The Department Office hiring the vehicle shall not be responsible for any damage/loss caused to hired vehicles 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 be responsible for all such litigation.
- 3) The hire charge to be paid for monthly basis is final but does not include cost of fuel, which is to be paid separately basing on actual consumption with minimum fuel efficiency and lubricants as per existing Government norms. **All the expenditure of vehicle towards repair, replacement of spare parts, Lubricating Oil of engine, Gear Box & differential coolant, Tyres & tubes, Battery etc. will be borne by the bidder.**
- 4) It shall be the responsibility of the bidder to provide a good driver and helper .**The salary of the driver & helper shall be borne by the owner.**
- 5) In case of the breakdown, for reasons whatsoever, the immediate replacement of a vehicle of the same or better model shall be provided by the owner of the vehicle / bidder.
- 6) In case of the vehicle do not report regularly, the authority will be at liberty to terminate the agreement without prior notice.
- 7) The vehicles shall report for duty for minimum of 25 days in a month.
- 8) In case of emergency, the driver will have to report for duty as per the requirement of hirer. No extra payment shall be permitted. However, Fuel payment will be done as per actual.
- 9) Monthly hire charges of vehicle will be paid in every succeeding month, as far as possible within fifteen days of the submission of bills by the service provider and no advance payment will be made.
- 10) The vehicle shall not be more than 3 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, the client shall be issued 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) The bidder should have adequate insurance for all passenger. Any unforeseen events if happens all the liabilities including medical expenses and life insurance coverage for all students and driver and other attendant shall be born by the bidder OUAT in no way shall be responsible.
- 14) In case the non-availability of vehicle/replacement of such vehicle without prior notice during normal duty hours will also attract a penalty of Rs-2000/- per day.
- 15) The vehicle provider along with the vehicle , driver and attendant should be ruled by the policy on **transport of school children, 2016** notified vide resolution no 6395/T.,dated-31/08/2016 by commerce & transport department , government of odisha .
- 16) In case the driver misbehaves, he is liable to pay a penalty of Rs-1000/- for the first time, Rs-2000/- for the second time and final replacement if he continuous further.
- 17) If the vehicle provider violates any of the terms of contract, the authority shall forfeit the entire amount of security deposit.

Director of Physical Plants

18/09/26

18/9

GENERAL INFORMATION FOR HIRING VEHICLES.

1	Name of the Service Provider	:	
2	Complete address	:	
3	GST Number	:	
4	Bank Account No and IFSC Code	:	
5	Registration No.of Vehicle	:	
6	Year of Manufacture	:	
7	Make &Model	:	
8	Date of registration	:	
9	Name & complete address of the owner of vehicle	:	
10	Fitness Certificate validity	:	
11	Pollution Certificate validity	:	
12	Permit validity	:	
13	Insurance validity	:	
14	Name/Address of the Driver	:	
15	D.L.No& validity of the D.L. of the Driver	:	
16	Contact Number of the Service provider	:	
17	Contact Number of Driver	:	
18	Proposed hire charges of the vehicle per month excluding fuel cost	:	
19	Rate of fuel consumption / Mileage per liter	:	

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

Seal & Signature of
Quotationer/Tenderer

FINANCIAL BID FORMAT (HIREING OF 32 SEATER SCHOOL BUS)

Sl. No.	Particulars	Rate quoted by the bidder (Excluding GST)	
		(In Figure)	(In Word)
1.	Monthly fixed hiring charges (24 x 7 hours) for deputing vehicles (School bus) with driver & helper of 32 seater School bus (Non-AC) (Excluding POL Charges & GST.)		
	Total = 01(One) Item only		

Total = 06 (Six) Pages only

Director of Physical Plants

[Handwritten Signature]
18/03/26 18/3/26