

# TENDER CALL NOTICE FOR HIRING OF VEHICLE

Central Tool Room & Training Centre (CTTC)-Bhubaneswar invites sealed tender for **“Hiring of Vehicles on call basis for Office use”**. Detailed description, terms & conditions and tender documents can be downloaded from the website: [www.cttc.gov.in](http://www.cttc.gov.in) and submitted the Tender along with all the required documents latest by **29.01.2024 (3.00 p.m.) through Registered post/ Speed post/Courier service/** which will be opened on the same date at **4.00pm**. Delayed receipt of Tender papers due to postal/courier service shall not be taken into consideration



## CENTRAL TOOL ROOM & TRAINING CENTRE

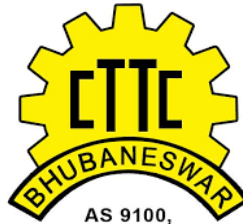
(Ministry of Micro, Small & Medium Enterprises, Govt. of India)

B-36, Chandaka Industrial Area, Bhubaneswar-751024

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AS 9100,  
ISO 9001,14001,50001  
& OHSAS 18001  
Certified

**TenderDocument**  
**for**  
**HIRING OF VEHICLES:**  
**Daily/Hourly basis**  
**(CARS/SUVS/MUVS)**

**Tender Enquiry No.:** CTTC/BBS/ADMN/2024-25/TE-      ; **Dated:** 21.12.2024

**CENTRAL TOOL ROOM & TRAINING CENTRE**  
**B-36, CHANDKA INDUSTRIAL AREA**  
**BHUBANESWAR - 751024, ODISHA**  
[www.cttc.gov.in](http://www.cttc.gov.in)  
**Email:** [cttc@cttc.gov.in](mailto:cttc@cttc.gov.in)



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CENTRAL TOOL ROOM & TRAINING CENTRE  
(Govt. Of India, Ministry of MSME)  
B-36, CHANDKA INDUSTRIAL AREA  
BHUBANESWAR - 751024, ODISHA  
[www.cttc.gov.in](http://www.cttc.gov.in)  
Email: [cttc@cttc.gov.in](mailto:cttc@cttc.gov.in)

## SECTION - 1 NOTICE INVITING TENDER

Tender Enquiry No.: CTTC/BBS/ADMN/2024-25/TE- ; Dated: 21.12.2024

**Subject:** TENDER FOR HIRING OF VEHICLE (CARS/SUVS) – Reg.

Central Tool Room & Training Centre (CTTC), Bhubaneswar invites Tenders through CPP Portal <https://eprocure.gov.in/eprocure/app> from reputed, experienced and financially sound Company/Partnership Firm/Agency for providing Vehicles in excellent condition with POL / dry lease basis to CTTC, Bhubaneswar for a period of **Three years** from the date of contract with the provisions of extension for another two year subject to satisfactory performance.

1.2 All interested Transport Agencies are requested to send their quotation in **Two Bid System** for supply of the above items as per details Technical Specification, General Terms and Conditions and other details including Annexure I to IX. Details of tender are as follows;

Sl.No	Particulars	Remarks
1	Tender Reference No. & Date	Tender Enquiry No.: CTTC/BBS/ADMN/2024-25/TE- ; Dated: 21.12.2024
2	Type of Tender	Two Bid System (Technical and Financial Bids)
3	Publish Date & Time	22.12.2024
4	Sale/document Download Start Date & Time	23.12.2024
5	Bid Submission Start Date & Time	31.01.2025
6	Bid Submission End Date & Time	31.01.2025 at 3.30 PM
7	Time and Date for Opening of Bid	31.01..2025 at 4.30 PM
8	Contact Telephone Numbers	0674-2654707
9	For queries Contact through E-mail	<a href="mailto:cttc@cttc.gov.in">cttc@cttc.gov.in</a>

1.2.1 Please refer CPPP system generated DATESHEET for Tender ID and Critical Dates.

1.3 The Tender document and details of terms and conditions can be downloaded from our website [www.cttc.gov.in](http://www.cttc.gov.in)

1.4 Bidder may submit their bid at <https://eprocure.gov.in/eprocure/app>

1.5 The Purchaser may, at its discretion, extend the deadline for submission of bids by amending the bid documents under Clause relating to Amendment of Bidding Documents in which case all rights and obligations of the Purchaser and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

1.6 Guidelines for online bid submission on CPPP [https://eprocure.gov.in/cppp/hassle\\_free\\_bid\\_submission.pdf](https://eprocure.gov.in/cppp/hassle_free_bid_submission.pdf)

**The offer must comprise of the following failing which it will be treated as non-responsible hence rejected:**

- 1) **Conditional tenders will not be accepted.**
- 2) **Price Bid (BoQ) must be submitted in as per Annexure–II MS Excel format only, no other format will be accepted.**
- 3) **ONE BID PER BIDDER:** Each bidder shall submit only one tender either by himself or as a partner in joint venture or as a member of consortium. If a bidder or if any of the partners in a joint venture or any one of the members of the consortium participate in more than one bid, the bids are liable to be rejected.
- 4) **COST OF BID:** The bidder shall bear all costs associated with the preparation and submission of his bid and CTTC will in no case shall be responsible or liable for those costs, regardless of the conduct or outcome of the tender process.
- 5) **CLARIFICATION OF TENDER DOCUMENT:**
  - A) The bidder shall check the pages of all documents against page number given in indexes and, in the event of discovery of any discrepancy or missing pages the bidder may inform CTTC in writing to [cttc@cttc.gov.in](mailto:cttc@cttc.gov.in) for clarification. They may reach the office through 0674-2654707/707.

**The Tender document comprises of:**

- (i) **Notice of Invitation of Tender: Section-I**
- (ii) **Instructions**
- (iii) **Bid preparation and Submission**
- (iv) **Eligibility Criteria, Scope of Service, Evaluation of Bids: Section-II**
- (v) **Special Terms and Conditions of the Contract: Section-III**
- (vi) **Technical Bid-Bidders Profile (Annexure–I)**
- (vii) **Price Bid BoQ format (Annexure – II)**
- (viii) **Undertaking (Annexure– III)**
- (ix) **Declaration for Non Blacklisting (Annexure–IV)**
- (x) **Bid Security Declaration (Annexure–V)**
- (xi) **Vendor Master Form (Annexure–VI)**
- (xii) **Performance Bank Guarantee (PBG) (Annexure–VII)**
- (xiii) **Acceptance of Terms & Conditions of Tender (Annexure – VIII)**
- (xiv) **Certificate regarding turnover from the Transport Services during the given financial year. (Annexure – IX)**
- (xv) **Duty Slip (Annexure–X)**
- (xvi) **Check List for Technical Bid (Annexure–XI)**

B) The bidder is expected to examine all instructions, Forms, Terms and Conditions in the Tender document. Failure to furnish all information required by the Tender document or submission of a tender not substantially responsive to the Tender document in every respect will be at the bidder's risk and may result in rejection of his bid.

C) The bidder shall not make or cause to be made any alteration, erasure or obliteration to the text of the Tender document.

D) **Amendment to Tender Document:** At any time prior to the deadline for submission of bids, CTTC-Bhubaneswar may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the tender documents by amendment. The same would also be hosted on the website of the CTTC, Bhubaneswar and all prospective bidders are expected to surf the website before submitting their bids to take cognizance of the amendments, if any.

**6) PREPARATION OF BIDS**

- a. All the pages of the bid must be serially numbered and duly signed and sealed by the Authorized signatory giving detail of the page numbers in the index of the bid.
- b. Bid security Declaration and Self-Attested copy of Memorandum of Understanding (MoU) shall be provided in case the Bidder comprises of Joint venture/Consortium/Partnership or relevant document about sole proprietorship.
- c. An undertaking to the effect that the firm is not being blacklisted/banned/suspended/ debarred from any organization/institute and no case is pending with the police or in court of law against their name, duly notarized.
- d. Non-submission of any/more of these documents will make the bid as un-responsive and such bids shall not be considered as valid.

7) **VALIDITY OF TENDER:** The tender must remain valid and open for acceptance for a period of **30 days** from the date of opening of Technical Bid.

**8) BID OPENING AND EVALUATION:**

- A) The authorized representatives of CTTC, Bhubaneswar will open the Technical Bids in the presence of the Bidders or their authorized representatives who choose to attend at the specified place and time as mentioned in the NIT.
- B) CTTC reserves the right to verify the original documents for verification as and when required.
- C) The bid of any bidder who has not complied with one or more of the conditions prescribed in the terms and conditions will be summarily rejected.

**9) RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS:-**

- A) CTTC is not bound to accept the lowest bid or any bid and may at any time by giving notice in writing to the bidders terminate the tendering process.
- B) CTTC may terminate the contract if it is found that the contractor is black listed on previous occasions by the any of the Institutes/Institutions/Local Bodies/Municipalities/Public Sector Undertakings, etc.
- C) CTTC may also terminate the contract in the event the successful bidder fails to furnish the Performance Security or fails to execute the agreement.

**10) Bid Security/ EMD( Non-Interest Bearing)**

- A) The Bidders shall submit Bid Security (Earnest Money Deposit) for an amount of ₹ 10,000/- (Rupees Ten Thousand only) in the form of an Account Payee Demand Draft/FDR/BG duly pledged in Favour of General Manager, Central Tool Room & Training Centre, Bhubaneswar payable at Bhubaneswar or Direct Bank Transfer through NEFT/RTGS to CTTC Account. No other form of Bid Security (EMD) Instrument is acceptable.

B) Copy of EMD details to be uploaded along with bid and original instrument to be sent to the General Manager, Central Tool Room & Training Centre, B-36, Chandka Industrial Area, Bhubaneswar - 751024, Odisha so as to reach on or before the bid opening date.

C) MSE bidders are exempted from the submission of Bid Security/EMD. However, MSE bidder must submit the Udyam registration certificate mentioning nature of activity as Transport Services along with Bid Security Declaration, as per Annexure-V.

**11) PERFORMANCE SECURITY (PS) (Non-Interest Bearing):**

- i. The successful bidders shall be required to furnish a Performance Security (PS) within 21 days of receipt of 'Letter of Offer' for an amount of **5% of the contract Value OR an equivalent amount of one month bill** whichever is higher in the form of an Account Payee DD, or direct credit to CTTC, Bhubaneswar Account or Bank Guarantee in an acceptable form (Annexure-VII) duly pledged in favour of the General Manager, Central Tool Room & Training Centre, Bhubaneswar and payable at Bhubaneswar. The Performance Security shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations. In case the contract period is extended further, the validity of Performance Security shall also be extended by the contractor accordingly.
- ii. **CTTC, Bhubaneswar Account Details for Online payment of Bid/Performance Security as under:**
  - Name of Account Holder:
  - Bank A/c No-
  - IFSC code-
  - MICR Code-
  - Name of Bank:

12) Failure of the successful bidder to comply with the requirements of above clauses shall constitute sufficient grounds for the annulment of the award and forfeiture of Bid Security.

**Preparation & Submission**

1.1 Bidders must submit their signed bids in first Envelope containing the following documents:

**I. Cover 1**

- Bid Security Details /EMD or for MSE bidders udyam registration + Bid Security Declaration as per Annexure-V
- Technical Bid and Bidder's details. As per Annexure-I.
- All relevant documents to be submitted as per **Section II Eligibility Criteria Sl.No 1 to 13, Checklist Annexure XI** and as per other Provisions of NIT. All Annexure I to IX (excluding price bid) duly filled & signed to be submitted along with the technical bid

**II. Cover 2**

- 1. Price Bid BoQ in Ms-Excel format

1.2. The offer must be submitted in **Two Bid – Two Envelope** though uploading in the CPP Portal and submitting sealed envelope before the last date & time for bid submission.

1.3 Quotation document (s) and all enclosures must contain the signature of the competent authority of the firm.

1.4 Bidders may submit their bid at <https://eprocure.gov.in/eprocure/app>

**SECTION-2**  
**ELIGIBILITY CRITERIA**

All the Bidders / Agencies must fulfil the following eligibility criteria and submit the documents and the declarations (**duly self-attested with stamp**) in support of their claim along with the Technical Bid. The Financial bid of only those bidders who meet all the eligibility criteria will be considered for opening. The bids not meeting the criteria and not accompanied with the requisite documents shall be treated as non-responsive hence rejected; and, the corresponding financial bids shall also not be opened.

1. *The Agency/Firm must have registered as travel agency or operation of transport business (tour operators) with Govt. of Odisha.*
2. *The Agency must have registered office in Bhubaneswar/Cuttack. In case of not having office in Bhubaneswar/Cuttack, they need to submit an undertaking to start an office at Bhubaneswar/Cuttack within one month of award of contract, failing which the contract shall be cancelled and EMD will be forfeited and/or the action will be initiated as per BID security declaration.*
3. The Agency must have Goods and Service Tax (GST) Registration Number and submit self-attested copy of certificate of Registration.
4. The Agency must have Permanent Account Number and submit self-attested copy of PAN Card.
5. The Agency must have submitted Income Tax Return for last 3 years (2021-22, 2022-23 and 2023-24). Copy to be attached.
6. The Agency must have experience of supplying vehicles to Educational Institution(s)/ Govt. organization/PSUs / IITs / NITs / IISER/NISER etc.
7. All the vehicles must be of 2022+ or latest model/registration with specific make and model in the NIT.
8. The agency must have turnover from Transport services of ₹ 5 Lakhs or more during last financial year.
9. The desirous bidders must submit the required EMD as specified above on the event of award of contract.
10. Copy of entire tender document must be numbered page-wise and duly self-attested and stamped on each page as a token of acceptance of our terms & conditions.
11. The Bank Mandate form in the prescribed format must be submitted with the technical bid for any kind of financial transaction.

12. **B.SCOPE OF SERVICES**

**The following vehicles are required to be provided along with Driver.**

Item No	Item Description:	Qty.
<b>1</b>	<b>Supply of vehicles on daily hire basis including driver/helper (including all costs)</b>	
1.01	Compact Sedan or Equivalent A/CCarson <b>on daily basis</b> (Additional Requirement) including driver (for 8 h, 80 Km) Make: Swift Dzire or equivalent (Petrol/Diesel)	1
1.02	Luxury Sedan or Equivalent A/CCarson <b>on daily basis</b> (Additional Requirement) including driver (for 8 h, 80 Km) Make: Honda City or equivalent (Petrol/Diesel)	1



1.03	MUVA/CCarson <b>dailybasis</b> (AdditionalRequirement)includingdriver (for 8 h, 80 Km) Make: Innova Crysta or equivalent (Petrol / Diesel)	1
1.04	CompactSedanA/CCarsfor <b>pickupanddrop</b> (AdditionalRequirement) including driver (upto 3 h, 50 Km) Make:SwiftDzireorequivalent(Petrol/Diesel) A. RatesfromCTTC/ITOTCampus,toAirport/Railwaystation,Bhubaneswar B. BhubaneswarcitytoAirport/Railwaystation,Bhubaneswar	1
1.05	MUVA/CCarsfor <b>pickupanddrop</b> (AdditionalRequirement)includingdriver (upto 3 h, 50 Km) Make:InnovaCrystaorequivalent(Petrol/Diesel) A. RatesfromCTTC/ITOTCampus,toAirport/Railwaystation,Bhubaneswar B. BhubaneswarcitytoAirport/Railwaystation,Bhubaneswar	1

**Note:**

1. **Numberofvehiclerequirementisindicativeonly.C T T C Bhubaneswarmayincreaseor decrease number of vehicles as per the requirement.**
2. **Also,CTTCBhubaneswarreservestherighttodropanyparticularvehiclerequirementorany of the listed item.**
3. **The technical and financial evaluation would be done independently for each category of the vehicles as per tender.**

**13. EVALUATION OF TECHNICAL BID**

- A) The authorized representatives of CTTC, Bhubaneswar will open the Pre-qualification/Technical Bids in the presence of the Bidders or of their authorized representatives.
- B) The bid of any bidder who has not complied with one or more of the conditions prescribed in the terms and conditions will be summarily rejected.
- C) The bidder must produce the original document(s) towards the eligibility/qualifying criteria on the date of opening of the tender for verification. Besides this CTTC reserves the right to verify the document(s) so submitted from those Institutes/ Organizations who have issued such certificates.

➤ **16. EVALUATION OF FINANCIAL BID**

- A) Financial bids of only the technically qualified bidders will be opened for evaluation.
- B) The financial bid shall contain the exact charges as applicable against the vehicles (as per the tender) daily basis/per km/per hour as the case may be.
  - (i) **For daily hiring basis** the total cost will be calculated as follows:  
Total Cost (Rs.) = [Quoted Basic Rate (including all costs and GST) + (quoted extra charges per km) + (quoted extra charges per h)].
  - (ii) **For Pick and drop basis** the total cost will be calculated as follows:  
Total Cost (Rs.) = [Quoted Basic Rate (including all costs and GST) + (quoted extra charges per km and per hour)].

C) **Contract shall be awarded to the lowest evaluated bidder L1. There will be individual evaluation for each item. However, CTTC may consider empanelment of remaining vendors (L2, L3 etc.) on matching at L1 price.**

D) Further, the Institute also reserves the right to cancel the financial bid of an agency if it is found that the charges quoted is unreasonable or un-justified.

### **SECTION-3**

#### **SPECIAL TERMS & CONDITIONS**

1. The Vehicles must be in excellent condition and must be of 2021 or later-on registration. Charges must be quoted as per the models specified in the financial bid form.
2. The color of vehicles shall be **White/Silver for Cars/SUV**. The hiring period will be for **Three years**. The period of contract may be curtailed or extended depending upon the performance of the agency and requirement of the Institute. Vehicle with LPG etc. will not be accepted.
3. Vehicles may also require to carry students/staffs/faculty members/guests for various academic/extra academic work to other places within Odisha.
4. The vehicles hired on daily basis or for pickup/drop the payment will be made for distance travelled between pick/drop location to office of the agency, as follows:  
No additional charges will be made for time taken for travel between agencies to pick up/drop location or vice versa.
5. For daily hired vehicles/pickup and drop the vehicle must reach the pickup point at least 15 minutes before the starting time.
6. CTTC-Bhubaneswar Bhubaneswar may provide travels lip to the agency for maintaining the record travel.
7. The agency shall deploy helper/cleaner in all the buses failing which penalty @ 500/- per day per person shall be imposed on the agency. In case of frequent violation, the contract may be terminated by CTTC. The Driver(s) and Helper(s) deployed should not be below 18 year.
8. The agency will take care of Insurance of the vehicles as well as of the Drivers/Helpers.
9. The vehicles provided to the Institute must have valid permits.
10. The driver running the vehicles should have valid driving license and the vehicles should be registered with the concerned authorities of Government of Odisha. A certificate to this effect should be provided. The drivers of the vehicle provided must follow traffic rules and other regulations prescribed by the Government from time to time. Original copies of Registration, Insurance of Vehicle & Driving License of Driver must be produced before engagement of Vehicle.
11. The drivers and helpers must observe all etiquette and protocol while performing the duty. They must be neatly dressed, should wear **proper uniform** to be decided by the institute at the time of engagement for which no extra payment will be provided and must carry a mobile phone (with what's app facility) in working condition, for which, no separate payments shall be made by the Institute. All drivers should be provided with mobile phones.
12. During duty hours or within CTTC premises if any driver/helper found under intoxicating condition, they must be replaced immediately and for which institute will put penalty on the agency as per CTTC guideline. The drivers and helpers should behave cordially to the students/staffs/faculty/guests members travelling in the vehicle. The agency need to replace the driver/helper immediately in case of any reported incident of misbehavior/offence by them.

13. Drivers selected by the agency will be assessed by CTTC before his engagement is finalized.
14. All maintenance servicing of the vehicles should be done by the Agency at their own cost. The interior and the exterior conditions of the vehicles should be well maintained.
15. In case of breakdown, the Agency will be responsible for repair and maintenance of the vehicle and will arrange alternate vehicle within one hour. CTTC will not pay any type of compensation for maintenance of the vehicle.
16. In case of any accident/incident arise due to the vehicle within CTTC premises or outside the campus, it will be the sole responsibility of the agency to handle and settle the matter with police/regulatory authority, institute shall in no way be liable for any such incident.
17. During parking or movement of vehicle within institute premises, the cost of repair of any damage to the institute property due to the vehicle, will be recovered from the agency.
18. In case of frequent violation of the terms and conditions, the contract can be cancelled forthwith at the cost of the agency.
19. CTTC reserves the right to relax any of the eligibility criteria given in the tender document for award contract in the best interest of the Institute.
20. CTTC is not bound to accept the lowest rates and reserves the right to accept tender in whole or in part or can reject it entirely without assigning any reason.
21. In case of default or abrogation of the condition stipulated, the EMD shall stand forfeited.
22. The Agency should submit their bids(s) in the format attached.
23. The Agency shall abide by all statutory laws, rules and regulation of the state Govt./Central Govt. as per jurisdiction.
24. **All the certificates, testimonials desired in tender as per the eligibility criteria will be verified** with the original documents to be presented by the firms/agencies on the date of opening of the Technical bids. Accordingly all the bidders desirous in participating in bidding process must attend the bid opening and come prepared with all the original documents of which copies have been submitted with the tender for verification. Any bidder fail to submit the original documents, their offers will be summarily rejected.
25. It is the responsibility of the agency to pay the wages to the Drivers and Helpers as per the Minimum Wages Act. As notified by the Ministry of Labour from time to time. **Minimum wages should be paid to the drivers and the cleaners as per the GoI norms and this is the sole responsibility of the vendor.** The contract may be canceled if any complaints received from the drivers/Helpers in this issue. The agency shall provide all the facilities to the driver engaged under this contract during the lease period. CTTC shall not have any liability towards payment of salary, perks or other benefits to the Driver employed by the agency. **The bidders have to consider the wages to be paid to the drivers and quote the hiring charges of the vehicle including wages of the driver and helper in their price bid.**
26. **Payment terms :**

Payment will be made on monthly basis on submission of GST Invoice, certified logbook and Duty slip (Attached as Annexure) latest by the 5<sup>th</sup> of the succeeding months.

**The agreed price will remain fixed during the entire duration of the contract.**
27. No manpower should be engaged exclusively for this contract; when the contract terminates there shall be no physical or moral pressure on CTTC, on grounds of "person displaced from job". The institute shall not entertain such claim.

28. During the agreement period, all safety measures must be taken care of by the agency for the vehicle and the personnel engaged under this contract. Any safety hazard occurring during the lease period shall be the sole responsibility of the Agency. CTTC shall in no way be liable for any such incident occurring during or in connection with this contract.
29. CTTC rules shall be binding for execution of the contract. Further in case of any dispute arising out of or in connection with the aforesaid contract either during subsistence of the contract or thereafter, the General Manager, CTTC, Bhubaneswar is the sole arbitrator to decide the same or his decision is final and binding on both the parties. If differences persist even after arbitration and there are compelling reasons to go to the court, it will be decided in the court of Bhubaneswar only.
30. The vehicle can be de-hired giving prior notice of one month considering the requirement of CTTC for which no payment will be made by the institute. In case of unsatisfactory services the work order of the Agency may be terminated giving one week's notice.
31. The Institute reserves the right to cancel /reject any or all proposals without assigning any reason thereof.
32. The need of the vehicle may increase/decrease in future.
33. The contract cannot be outsourced to third party.
34. **Arbitration:** In case of any dispute or difference arising out of or in connection with the tender conditions / job order and contract, CTTC and the contractor will address the dispute / difference for a mutual resolution and failing which, the matters shall be referred for arbitration to a sole Arbitrator to be appointed by CTTC, Bhubaneswar.

The Arbitration shall be held in accordance with the provisions of the Arbitration and Conciliation Act, 1996 and the venue of arbitration shall be Bhubaneswar. The decision of the Arbitrator shall be final and binding on both the parties.

35. **Jurisdiction:** The court at Bhubaneswar alone will have the jurisdiction to try any matter, dispute or reference between parties arising out of this tender / contract. It is specifically agreed that no court outside and other than Bhubaneswar court shall have jurisdiction in the matter.
36. **Force Majeure:** If at any time during the currency of the contract, either party is subject to force majeure, which can be termed as civil disturbance, riots, strikes, tempest, acts of God etc. which may prevent either party to discharge his obligation, the affected party shall promptly notify the other party about the happening of such an event. Neither party shall by reason of such an event be entitled to terminate the contract in respect of such performance of their obligations. The obligations under the contract shall be resumed as soon as practicable after the event has come to an end or ceased to exist. The performance of any obligations under the contract shall be resumed as soon as practicable after the event has come to an end or ceased to exist. If the performance of any obligation under the contract is prevented or delayed by reason of the event beyond a period mutually agreed to if any or seven days, whichever is more, either party may at its option terminate the contract.

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**Annexure-I**

**TECHNICAL BID-HIRING OF VEHICLES  
QUALIFYING REQUIREMENT DATA**

<b>Sl. No.</b>	<b>General particulars of the Agency</b>	<b>Details to be filled up by the Bidder</b>
<b>1.</b>	(a) Name of the Agency	
	(b) Registered Address with Telephone No., Fax, Mobile No & Email ID	
	© Year of Establishment/Incorporation	
	(d) Authorized Person's	
	a. Name & Designation	
	b. Tel. No. Landline	
	c. Email ID	
	d. Mobile	
	e. Fax	
<b>2.</b>	Type of Firm: Private Ltd./Public Ltd./ Cooperative/ NGO/ PSU. (Please enclose copy of Memorandum/Articles of Association/ Certificate of Incorporation)	
<b>3.</b>	Details of bid document amount (Tender Fee) DD No., Date, Amount, Drawn On:	
<b>4.</b>	Details of Earnest Money Deposit (EMD) DD No., Date, Amount, Drawn On:	

5.	The firm/agency should be registered with GST Department	GST Reg. No. _____ (Copy of certificate attached) Yes/No
6.	The firm/agency should have PAN No.	PAN No. _____ (Copy of certificate attached) Yes/No
7.	The bidder should have at least three (3) year' experience in work of similar nature with Govt. offices / IITs / NITs/ PSU's and must have executed the similar contract as mentioned in the eligibility criteria.	Copy of the same to be attached
8.	Copy of Work Order & Satisfactory Performance Report from at least two clients where the Agency has been working/worked during last one year attached	Yes/No
9.	IT Returns for the last one year Copy of the same to be attached	Yes/No
10.	Annual Turnover for the last one year	Yes/No

**Note:** Agencies/ Bidders not submitting full information/documents at the first instance shall be rejected.

Signature with stamp: \_\_\_\_\_

Date: \_\_\_\_\_

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## 1. PriceBidAsperBoQ

The details of the Vehicles to be hired on call basis are as under:

Sr. No.	Category	Only AC	Description	Rate Contract (Rs)
1.	Sedan - Normal Vehicle (MarutiDzire, Toyota Etios, Honda – Amaze, etc.)	AC	Minimum Hiring Charge	
			Rate per hour for Local Tour	
			Rate per Extra KM (Local/long)	
			Detention per hour (Long)	
			Night Halt charges	
2.	Sedan-Luxury vehicle (Honda City /Hyundai Verna / MarutiCiaz, etc.)	AC	Minimum Hiring Charge	
			Rate per hour for Local Tour	
			Rate per Extra KM (Local/long)	
			Detention per hour (Long)	
3.	MPV (Innova etc. or equivalent)	AC	Minimum Hiring Charge	
			Rate per hour for Local Tour	
			Rate per Extra KM (Local/long)	
			Detention per hour (Long)	
4.	SUV (Mahindra -Bolero, Scorpio, XUV or equivalent)	AC	Minimum Hiring Charge	
			Rate per hour for Local Tour	
			Rate per Extra KM (Local/long)	
			Detention per hour (Long)	
5.	Tempo Traveller 30 seats	AC	Minimum Hiring Charge	
			Rate per hour for Local Tour	
			Rate per Extra KM (Local/long)	
			Detention per hour (Long)	
			Night Halt charges	
Rates are to be quoted for Petrol/Diesel & CNG Vehicle/ Electric Vehicle separately				

**UNDERTAKING**

**(TO BETYPED ON A LETTER HEAD OF THE TRANSPORT AGENCY)**

To

The General Manager  
Central Tool Room & Training Centre  
B-36, Chandka Industrial Area  
Bhubaneswar - 751024 Odisha

**Subject: Submission of undertaking for providing Transport Services in CTTC, Bhubaneswar vide tender notification No..... dated .....**

Dear Sir,

We, the undersigned, are submitting our bid for providing transport services in your organisation in accordance with your Tender Enquiry No.:..... dated .....

We hereby declare that all the information and statements made in this bid are true and we accept that any misinterpretation or false information /documentation contained in it may lead to our disqualification.

We accept all the terms and conditions of this tender document and we are not deviating from your terms and conditions. Our bid is binding upon us. We understand that CTTC, Bhubaneswar is not bound to accept any bid.

Your sincerely,

Authorized Signature [*In full and initials*]

Name and Title of Signatory: \_\_\_\_\_

Name of Bidder: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone (Office): \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_



**DECLARATION REGARDING NON-BLACKLISTING/DEBARRING FOR PARTICIPATION IN TENDER**

(To be executed & attested by Public Notary / Executive Magistrate on Rs.100/- non-judicial Stamp paper by the bidder scan copy to be submitted along with bid and original to be sent to CTTC, B-36, C.I Area Bhubaneswar-751024.)

**Tender Enquiry No.:**

I / We \_\_\_\_\_ (Name Of Authorized Signatory) of  
M/S. \_\_\_\_\_ (Firm/Agency Name)

hereby declare that the firm/agency namely M/s. \_\_\_\_\_  
has not been blacklisted or debarred in the past by Union/State Government, PSU/Autonomous organization  
from taking part in Government tenders in India. And no case is pending with the police or in court of law against their  
name or firm/agency.

**Or**

I / We \_\_\_\_\_ (Name Of Authorized Signatory) of  
M/s. \_\_\_\_\_ (Firm/Agency Name)

Hereby declare that the Firm/company namely M/s. \_\_\_\_\_ was  
blacklisted or debarred by Union / State Government or any Organization from taking part in Government tenders  
for a period of Year w.e.f. \_\_\_\_\_ to \_\_\_\_\_. The period is over and now the  
firm/company is entitled to take part in Government tenders. And no case is pending with the police or in court  
of law against their name or firm/agency.

In case the above information found false or submission of false documents detected, I/we are fully aware  
that the tender/ contract will be rejected/cancelled by Registrar, IIT Bhubaneswar and EMD/Performance  
Security and Security deposit shall be forfeited. And I/We accept that I/We may be disqualified from bidding for  
any tender/contract with you for a period of two year from the date of notification.

In addition to the above Director, IIT Bhubaneswar will not be responsible to pay the bills for any completed  
/Partially completed work.

DEPONENT (Bidder)

Name  
Address

**Bid-Security Declaration Form**  
**(to be submitted by MSE Bidder only along with Uydham registration for claiming EMD exemption)**

Date: [insert date (as day, month and year) of Bid Submission]

**Tender Enquiry No.:** Tender Enquiry No.: CTTC/BBS/ADMN/2024-25/TE- ; Dated: 21.12.2024

To: [insert complete name and address of Purchaser]

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of two years from the date of notification if I am/We are in a breach of any obligation under the bid conditions, because I/We

(a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid;

or

(b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or refuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed:

(insert signature of person whose name and capacity are shown) in the capacity of (insert legal capacity of person signing the Bid Securing Declaration).

Name: (insert complete name of person signing the Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of: (insert complete name of Bidder)

Dated on \_\_\_\_\_ day of \_\_\_\_\_ (insert date of signing)

**Corporate Seal (where appropriate)**

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid)

**VENDOR MASTER FORM**

**(To facilitate registration under PFMS and fund transfer through RTGS, NEFT/INTRA BANK Transfer-One time information required)**

<b>Sl No.</b>	<b>Information required</b>	<b>Data furnished</b>
1	Name of the supplier company/firm	
2	CIN Number (in case of company)	
3	Complete contact address with PIN number	
4	Landline phone number	
5	Mobile number of contact person/ Finance Executive (for SMS on payment details)	
6	e-Mail ID (for receiving payment details)	
7	PAN Number	
8	GST Registration Number (with copy of GST registration certificate)	
9	TAN Number	
10	Bank account number (with a copy of cancelled cheque or Xerox copy of cheque leaf)	
11	Name of the Bank	
12	Name of the Bank Branch	
13	IFSC Code of Bank	
14	MICR Code of Bank	
15	Bank Account details where LC is to be opened in case of foreign suppliers	

I/We hereby declare that the particulars given above are correct and complete. If the transaction is delayed or credit is not effected at all for reason of incomplete or incorrect information, CTTC, Bhubaneswar will not be responsible.

**Authorised signatory with date and seal**

**FORMAT FOR PERFORMANCE BANK GUARANTEE**

(To be typed on Non-judicial stamp paper of the value of Indian Rupees of One Hundred) (TO BE ESTABLISHED THROUGH ANY OF THE NATIONALISED BANKS (WHETHER SITUATED AT BHUBANESWAR OR OUTSTATION) WITH A CLAUSE TO ENFORCE THE SAME ON THEIR LOCAL BRANCH AT BHUBANESWAR OR ANY SCHEDULED BANK (OTHER THAN NATIONALISED BANK) SITUATED AT BHUBANESWAR. BONDS ISSUED BY CO-OPERATIVE BANKS ARE NOT ACCEPTED.)

To,  
The General Manager  
Central Tool Room & Training Centre  
B-36, Chandka Industrial Area,  
Bhubaneswar - 751024, Odisha

***LETTER OF GUARANTEE***

WHEREAS Central tool Room & Training Centre, Bhubaneswar, (Buyer) have invited Tenders vide Tender No.....Dt.....for purchase of ..... AND WHEREAS the said tender document requires that any eligible successful tenderer (seller) wishing to supply the equipment / machinery etc. in response thereto shall establish an irrevocable Performance Guarantee Bond in favour of “**General Manager, Central Tool Room & Training Centre, Bhubaneswar**” in the form of Bank Guarantee for ..... Rs ..... and valid till **three years** from the date of issue of Performance Bank Guarantee may be submitted within 30 (Thirty) days from the date of acceptance as a successful bidder.

NOW THIS BANK HEREBY GUARANTEES that in the event of the said tenderer (seller) failing to abide by any of the conditions referred in tender document / purchase order / performance of the equipment / machinery, etc. this bank shall pay to Central Tool Room & Training Centre, Bhubaneswar on demand and without protest or demer Rs..... (Rupees.....).

This bank further agrees that the decision of Central Tool Room & Training Centre, Bhubaneswar (Buyer) as to whether the said Tenderer (Seller) has committed a breach of any of the conditions referred in tender document / purchase order shall be final and binding.

We, ..... (name of the bank & branch) hereby further agree that the guarantee herein contained shall not be affected by any change in the constitution of the Tenderer (Seller) and/ or Central Tool Room & Training Centre, Bhubaneswar (Buyer).

**Notwithstanding anything contained herein:**

1. Our liability under this Bank Guarantee shall not exceed Rs..... (Indian Rupees ..... only).
2. This Bank Guarantee shall be valid upto ..... (date) and
3. We are liable to pay the guaranteed amount or any part thereof under this bank guarantee only and only if CTTC, Bhubaneswar serve upon us a written claim or demand on or before ..... (date).

This Bank further agrees that the claims if any, against this Bank Guarantee shall be enforceable at our branch office at ..... situated at ..... (Address of local branch).

Yours truly,

Signature and seal of the guarantor:

Name of Bank:

Address:

Date:

**Instruction to Bank:** Bank should note that on expiry of Guarantee Period, the Original Guarantee will not be returned to the Bank. Bank is requested to take appropriate necessary action on or after expiry of bond period.

**(To be given on Company Letter Head)**

**Date:**  
**To,**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Sub: Acceptance of Terms & Conditions of Tender.**

**Tender Reference No:** \_\_\_\_\_

**Name of Tender/Work:-**

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely: .....

as per your advertisement, given in the above mentioned website(s).

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. \_\_\_\_\_ to \_\_\_\_\_ (including all documents like annexure(s), schedule(s), etc .), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organisation too have also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s)/ corrigendum(s) in its totality / entirety.

5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.

6. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,  
**(Signature of the Bidder, with Official Seal)**

**CERTIFICATE REGARDING TURN-OVER FROM THE TRANSPORT SERVICE ONLY OF  
THE TENDERER DURING THE LAST THREE FINANCIAL YEARS  
i.e. 2021-2022, 2022-23 & 2023-24**

I \_\_\_\_\_ / \_\_\_\_\_ We, \_\_\_\_\_ M/s

\_\_\_\_\_,  
the Bidder/Tenderer/Transport Agency for providing transport services on Daily Contract Basis, hereby confirm that the average total turn-over of the firm/company and profit from Transport Services only during the last three financial years i.e. [ 2021-2022, 2022-2023 & 2023-24 ]

Sl.No.	FINANCIAL YEAR	ANNUAL TURN-OVER FROM TRANSPORT SERVICE ONLY	PROFIT EARNED FOR THE YEAR
1	2023-24		
2	2022-23		
3	2021-22		

**SIGNATURE & SEAL OF THE BIDDER**

**CERTIFICATE BY CHARTERED ACCOUNTANT**

I/We, \_\_\_\_\_, Chartered Accountants, certify that the figures regarding Annual Turnover and profit earned from transport services only for the financial year mentioned above in respect of M/s. \_\_\_ are checked and found correct and true as per their Books of Accounts and other related records.

**SIGNATURE & SEAL OF THE CHARTERED ACCOUNTANT**

**NAME, ADDRESS AND CONTACT DETAILS:**

**FRN:**

**UDIN:**

**Central Tool Room & Training Centre,  
Bhubaneswar**

**DUTYSLIP**

Name of Agency : .....

Name of Traveller with Deptt : .....

Journey: From.....To .....Date of Journey ..... Vehicle

No.:..... Type of Vehicle.....(A.c./Non A.C.)

OpeningK.M. withtime.....

ClosingK.M.withdate &time.....

Total Running in K.M. ....

Name&SignatureofPassenger  
/Authorized Person

Name&SignatureofDriver

**Note:- The Copy of this duty slip must be enclosed with the agency's claim bill.**

**Central Tool Room & Training Centre,  
Bhubaneswar**

**DUTYSLIP**

Name of Agency : .....

Name of Traveller with Deptt : .....

Journey: From.....To .....Date of Journey ..... Vehicle

No.:..... Type of Vehicle.....(A.c./Non A.C.)

OpeningK.M. withtime.....

ClosingK.M.withdate &time.....

Total Running in K.M. ....

Name&SignatureofPassenger  
/Authorized Person

Name&SignatureofDriver

**Note:- The Copy of this duty slip must be enclosed with the agency's claim bill.**

**ChecklistforTechnicalBid**

<b>Sl. No.</b>	<b>Documentsaskedfor</b>	<b>Yes /No</b>	<b>If Yes, PageNo.:</b>
1.	EMDDetails/Udyamregistration+BidsecurityDeclaration,as applicable.		
2	AuthorizationletterfromtheMD/CMDorOwner/Proprietor.		
3.	Self-attestedcopyofthePANcardissuedbytheIncomeTaxDepartment		
4.	Self-attestedcopyofGSTRegistrationNo.		
5.	Self-attestedcopyofvalidRegistrationnumberofthefirm/agency.		
6.	Oneself-attestedrecentpassportsizephotographoftheAuthorizedpersonof the firm/agency, with bidders profile (Annexure I).		
7.	ProofofexperiencesoflastonefinancialyearasspecifiedintheNITalong with satisfactory performance certificates from the concerned employers.		
8.	CopiesofIncome-TaxReturnofthelastonefinancialyear.		
9.	SpecificCertificatefromSatisfactoryAuditorsconsistingAnnualturnoverof last financial year as per Annexure IX)		
10.	VendorMasterForm		
11.	Undertaking for providing Monthly Wages/ Salary to be paid Breakup of the wages,EPFandESItodriversoncleaners(AsperGoINorms)including provisionofmobile phones, Uniform, Shoes etc. as per tender document.		
12.	An undertaking to the effect that the firm is not being blacklisted / banned / suspended/debarredfromanyorganization/Instituteandnocaseispending withthepoliceorincourttoflawagainsttheirname,dulynotarized,asper AnnexureIV.		
13.	ProofofregisteredbranchofficeinthecityofBhubaneswar/Cuttack. An undertaking to start an office at above places within one month (if the agency is not having office at above places at the time ofTender)		
14.	Proofofownershipandcontrol		
15.	Assigned&stampedcopyofTenderdocumenttobesubmittedastokenof acceptanceof ourterms&conditions		
16.	Acceptanceof Terms & Conditionsof Tender asper Annexure – VIII		
17.	Check list Annexure XI		
18	EligibilityrelateddocumentsasperPara1to13ofSection II		
19.	Anyotherrelevantdocument(s).		

SignatureoftheBidder(NameandAddressoftheBidder)