



भारतीय प्रौद्योगिकी संस्थान भुवनेश्वर INDIAN INSTITUTE OF TECHNOLOGY BHUBANESWAR

कार्य आदेश / WORK ORDER

का.आ. सं/ W.O. No.IITBBS/TRANSPORTATION/2024-25/05

दिनांक / Date: 24 / 06 .2024

सेवा में / To

में. सिद्धार्थ ट्रेवल्स / M/s. Sidharth Travels

येन-5/105, आई आर सी विलेज / N-5/105, IRC Village

जयदेव विहार / Jayadev Vihar

भुवनेश्वर - 751015 / Bhubaneswar - 751015

विषय / Sub : Work Order for Hiring of Vehicle (Cars) on daily hire basis.

संदर्भ / Ref : NIT No. IITBBS/TRANSPORTATION/2023-24/013; dt 17.01.2024.

महोदय / महोदया,

Dear Sir / Madam,

With reference to the above, the undersigned is directed to convey that the Competent Authority has approved for issue of Work Order for Hiring of vehicles (Cars) on daily hire basis with the following rates and Terms & Conditions:

Sl. No.	Type of Vehicle	Qty.	Rate with Taxes Prices for up to 100 KM with 10 Hours (Rs.)	Rate for Extra charges per KM	Rate for Extra charges per Hour
1.	Compact Sedan or Equivalent A/C Cars on a daily basis (POL) (Additional Requirement) including driver (for 10 h, 100 Km) Make: Swift Dzire or equivalent (Petrol / Diesel/CNG)	1	1,700	10.5	100
2.	Luxury Sedan or Equivalent A/C Cars on a daily basis (POL) (Additional Requirement) including driver (for 10 h, 100 Km) Make: Honda City or equivalent (Petrol / Diesel/CNG)	1	2,600	13	120
3.	MUV A/C Cars on daily basis (POL) (Additional Requirement) including driver (for 10 h, 100 Km) Make: Innova Crysta or equivalent (Petrol / Diesel/CNG)	1	3,000	17	140
4.	Compact Sedan A/C Cars for pick up and drop (POL) (Additional Requirement) including driver (upto 4 h, 100 Km) Make: Swift Dzire or equivalent (Petrol / Diesel/CNG) A. Rates from IIT BBS Campus, Argul to Airport/Railway station, BBSR	1	1,500	-	-

5.	Compact Sedan A/C Cars for pick up and drop (POL) (Additional Requirement) including driver (upto 4 h, 100 Km) Make: Swift Dzire or equivalent (Petrol / Diesel/CNG) B. BBSR city to Airport/Railway station, BBSR)	1	600	-	-
6.	MUV A/C Cars for pick up and drop (Additional Requirement) including driver (upto 4 h, 100 Km) Make: Innova Crysta or equivalent (Petrol / Diesel/CNG) A. Rates from IIT BBS Campus, Argul to Airport/Railway station, BBSR	1	2,300	-	-
7.	MUV A/C Cars for pick up and drop (Additional Requirement) including driver (upto 4 h, 100 Km) Make: Innova Crysta or equivalent (Petrol / Diesel/CNG) B. BBSR city to Airport/Railway station, BBSR)	1	1,200	-	-

Above rates (both fixed charge and for extra km) will remain fixed during the entire period of contract of three years.

TERMS & CONDITIONS

1. **PERIOD OF CONTRACT:** The approved rates are valid for **Three Years** from the date of acceptance or actual date of supply of the vehicle subject to yearly satisfactory performance.
2. **SCOPE OF WORK:**
 - a) The said vehicles to be provided must have been registered in the year 2020 or latest. The vehicle must have valid permit and Insurance. Colour of the Car/SUV should White / Silver only. The Vehicle should run with Petrol/ Diesel/CNG only.
 - b) The vehicles hired on daily basis or for pick up/drop the payment will be made for distance travelled between pick/drop locations to office of the agency, as follows:
 - i. For agencies having offices in Bhubaneswar/Cuttack: maximum 10 Km if pick up/drop location is within Bhubaneswar; maximum 30 Km if pick up/drop location is IIT Bhubaneswar campus
 - ii. For agencies having offices in Jatni/Khordha: maximum 7 Km if pick up/drop location is at IIT Bhubaneswar campus; maximum 30 Km if pick up/drop location is in Bhubaneswar

No additional charges will be made for time taken for travel between agencies to pick up/drop location or vice versa.

 - c) Daily hired vehicles / pick up and drop the vehicle must reach the pick up point at least 15 minutes before the starting time. IIT Bhubaneswar may provide travel slip to the agency for maintaining the record travel.
 - d) The drivers should be available during the scheduled duty hours and in case of no duty they should be available on phone to reach the campus on call within 1 h for any additional/emergency duty. In case of leave/absence of the assigned Driver, the agency has to provide the substitute. (It is to mention IIT Bhubaneswar will use the vehicle on all days, hence for any day including Sundays or Holidays if the regular driver will be off duty, a substitute driver to be provided by the agency). In case the assigned driver is not available for any required additional/emergency duty other than the regular scheduled duty, substitute driver to be provided by the agency. If the agency fails to provide the substitute of Driver/Vehicle, a penalty @ 2 times per day on the hiring cost of the vehicle shall be imposed.

- e) The agency will take care of Insurance of the vehicles as well as of the Drivers/Helpers.
- f) The Drivers deployed should not be below 18 years and must have required license. (as heavy vehicle license is required). In case of violation, the contract may be terminated by the Institute.
- g) The contract cannot be outsourced to third party.
- h) The need of the vehicle may increase /decrease in future.
- i) Payment will be made on actual deployment of Cars.
3. **PAYMENT TERMS:** a) Payment shall be effected through the bank account of the agency after effecting admissible TDS and all other applicable Duties/Levies after submission of Bills with proper recommendation from the user.
- b) The agency would furnish the bills duly accompanied by the driver's duty list and initial and final meter reading and time duly signed by the guest/authorized officer of this institute.
4. **PERFORMANCE SECURITY (PS) (Non-Interest Bearing):** i. The successful bidder 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 IIT Bhubaneswar. Account or Bank Guarantee in an acceptable form (Annexure-VII) duly pledged in favor of the Registrar, IIT 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. IIT Bhubaneswar Account Details for Online payment of Bid/Performance Security as under:
Name of Account Holder: Registrar, IIT Bhubaneswar
Bank A/c No- 006101055198 (Saving A/c)
IFSC code- ICIC0001985
MICR Code- 751229009
ICICI Bank Ltd., Jatni Branch.
5. The drivers must observe all etiquette and protocol while performing the duty. He must be neatly dressed. The Agency at its own cost, should provide a mobile phone (with WhatsApp facility) and two pairs of white uniform and two pairs of black shoes per year, to all its drivers engaged to this Institute.
6. A Log Book has to be maintained making all the entries of the movements of the vehicle on duty. This may be verified by the concerned official appointed by the Institute.
7. All maintenance servicing of the vehicles should be done by the Agency at its own cost. The interior and the exterior conditions of the vehicles should be well maintained.
8. During duty hours or within institute premises if any driver found under intoxicating condition, they must be replaced immediately and for which institute will put penalty on the agency as per institute guideline. The drivers should behave cordially to the students/staffs/faculty members travelling in the vehicle. The agency need to replace the driver immediately in case of any reported incident of misbehavior/offence by them.



9. In case of break down, the Agency will be responsible for repair and maintenance of the vehicle and will arrange alternate vehicle within one hour. Institute will not pay any type of compensation for maintenance of the vehicle.
10. All the road taxes, tollgate charges, comprehensive insurance etc. of the vehicles shall be paid by the Agency at its own cost. Any third party damage caused due to the negligence of the driver will be borne by the Agency.
11. 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.
12. **TERMINATION OF CONTRACT:** a) In case of violation of the terms and conditions of contract or non-supply of vehicles on time it can be cancelled forthwith at the cost of the Agency without any notice.
- b) The contract can also be terminated at any stage by giving one month notice by either party.
13. **ARBITRATION:** In case of any dispute or difference arising out of or in connection with the tender conditions / job order and contract, the Institute and the contractor will address the dispute / difference for a mutual resolution and failing which, the matter shall be referred for arbitration to a sole Arbitrator to be appointed by the Institute.
- The Arbitration shall be held in accordance with the provisions of the Arbitration and Conciliation Act, 1996 and the venue of arbitration shall be at Bhubaneswar. The decision of the Arbitrator shall be final and binding on both the parties.
14. **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.
15. All other Terms and Conditions will be applicable as mentioned in our Tender Document.

सहायक कुलसचिव (एस एंड पी) Assistant Registrar (S&P)

Copy to:

- 1) PIC Transportation.
- 2) Office of the Director and Registrar
- 3) Asst. Registrar (F&A)
- 4) Office File

सहायक कुलसचिव (भं. एवं क्र.)
Asst. Registrar (S & P)
भा.प्रौ.सं. भुवनेश्वर / IIT Bhubaneswar
एगुल, जटनी/Agul, Jatni-752050, ओडिशा/Odisha