

GANGADHAR MEHER UNIVERSITY, SAMBALPUR

No. 5170 /GMU

Date- 28/11/2025

QUOTATION CALL NOTICE

Quotations in sealed cover from reputed travel agencies/Tour Operators/Private Individuals are invited by the office of the undersigned through speed post/ by hand only for providing following vehicle for use on hire basis during the year 2025-2026.

Sl. No.	Category of Offices	Vehicle details	Qty.
1	Registrar	Swift Dzire (Petrol, BS-VI)	1

Quotations should reach the office of the undersigned latest by **10/12/2025** upto **02.00 pm**. Other details and Quotations form are available on university website www.gmuniversity.ac.in.

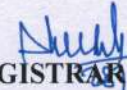
The undersigned reserves the right to reject any/all quotations without assigning any reason thereof. Corrigendum if any arises will be published in University Website only.


REGISTRAR 11/25

Memo No. 5171 /GMU

Dt. 28/11/2025

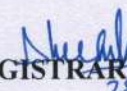
Copy to PA to VC/PA to Registrar /Deputy Registrar/COF/AC /Purchase Officer / for information and necessary action.


REGISTRAR 11/25

Memo No. 5172 /GMU

Dt. 28/11/2025

Copy to all notice boards/University website for wide circulation.


REGISTRAR 28/11/25

Memo No. 5173 /GMU

Dt. 28/11/2025

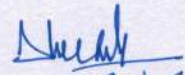
Copy forwarded to the Editor, the Sambad, Sambalpur for information and with a request to print the above notice in the daily Local Edition.


REGISTRAR 28/11/25

GANGADHAR MEHER UNIVERSITY
AMRUTA VIHAR, SAMBALPUR, ODISHA-768004
Website: gmuniversity.ac.in

TIME SCHEDULE

1	Tender Processing fee (Non-refundable)	500.00(Five Hundred Only)
2	EMD	EMD of Rs. 5000.00 (Five Thousand Only)
3	Last Date of Submission of Bid	Date- 10/12/2025 Time-02.00 pm
4	Date of opening	Date- 10/12/2025 Time- 03.30 pm
5	Address to which Bid is to be sent	The Registrar, G.M. University, Amruta Vihar, Sambalpur-768004, Odisha


28/11/25

TERMS AND CONDITIONS FOR HIRING OF VEHICLES

The following Terms & conditions must be fulfilled by the successful bidders for providing a vehicle on hire on monthly rate 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, GST registration, etc and DL of the driver available all the times.
2. The Department/Office hiring the vehicle shall not be responsible for any damage /loss caused to hire vehicles or loss of life /injury made to any person or damages to any property account of use of hired vehicle any manner whatsoever. The agency shall be responsible for all such litigation.
3. **Tender fee and Bid Security (EMD):** The Bidder shall furnish Tender Fee of Rs.500 and bid security (EMD) of Rs. 5000.00 (Five Thousand Only) deposited through IMPS/NEFT/RTGS mode in the account details given below. The firm exempted from payment of EMD will have to submit the documentary evidences.

Name of the Account Holder	M/S GMU ADMISSION FUND
Account No.	520141001627645
Bank Name with address	UNION BANK OF INDIA, 54, G.M. College Road, Sambalpur, Odisha-768004
IFSC Code	UBIN0914509
MICR Code	768017002

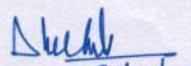
or

Completed tenders should be submitted along with tender paper fee and EMD in form of DD payable to the Comptroller of Finance, Gangadhar Meher University, Sambalpur

4. The maximum hire charges to be paid for monthly basis @ **Rs. 31,200/-** is final but does not include cost of petrol, which is to be paid separately basing on actual consumption as per existing Government norms. All the expenditure of the vehicle towards repair, replacement of spare parts, Lubricating oil engine, Gear Box & differential Coolant, Tyres and Tubes & Battery etc. will be borne by the bidder.
5. It shall be the responsibility of the bidder to provide a good driver and the salary of the driver shall be borne by the owner.
6. The driver should be well behaved, gentle and obedient in nature.
7. In case of breakdown for reason whatsoever the replacement of a vehicle of the same or better model shall be provided by the owner of the vehicle/bidder.
8. 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.
9. Monthly hire charge and reimbursement towards cost of petrol (as per actual) of selected bidder will be paid in every succeeding month, as per as possible within 15 days of the submission of bills by the service provider and no advance payment will be made.

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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. New vehicle will be given priority.
11. If the services are found to be unsatisfactory, the client 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 give one month notice before such withdraw of service and termination of agreement.
13. If the bidder violates any of the terms of contract, the authority shall forfeit the entire amount of security deposit.
14. After selection of successful bidder an agreement shall be signed between the authority of the university and himself/herself in prescribed manner.
15. The vehicle shall be used by the officials only and no vehicle owner or private person shall use the vehicle even on holiday/off day. The services of vehicle shall be done on holidays only.
16. The parking of the vehicle shall be decided by the authority at the time of agreement.
17. The vehicles shall report for duty for minimum of 25 days in a month.
18. In case of emergency, the driver will have to report for duty as per the requirement. No extra payment shall be made.
19. The initial hiring period shall be for one year from the date of agreement signed and the contract will be renewed subject to satisfactory performance till 3 (three) years.
20. For any other clarification, the bidder may refer to Finance Department, Govt. of Odisha, Office Memorandum No.15836/F, Dated-27/05/2025.


Signature 28/11/25
Quotation/Tender Calling Authority

GENERAL INFORMATION FOR HIRING VEHICLES

Sl. No.		
1	Registration No. of vehicle	
2	Type of Vehicle (AC)	
3	Year of manufacture	
4	Model	
5	Date of Registration	
6	Name & Complete address of the Owner of Vehicle	
7	Fitness Certificate validity	
8	GST Registration No.	
8	Permit validity	
9	Insurance validity	
10	Name/Address of the driver	
11	DL No. and validity of the DL of the driver	
12	Proposed hire charge of the vehicle per month excluding fuel cost	
13	Tax/GST, other charges (If any)	
14	Rate of fuel consumption/mileage per liter	
15	Contact no. of the service provider (Tender/Quotation)	

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

Seal & Signature of the
Quotationer/Tender

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29.11.25