

**INSTITUTE OF MATHEMATICS AND APPLICATIONS(IMA)**  
 (Government of Odisha)  
 Andharua, Bhubaneswar-751029  
 Advertisement No: IMA/42/ 705 /2025, Dated 22/05/2025

**TENDER CALL NOTICE FOR HIRING OF VEHICLE**

Annexure-I

Sealed quotations/tenders are invited from interested reputed Travel Agencies (Within Bhubaneswar jurisdiction) having valid GST registration number, Income Tax/GST clearance Certificate, Pan Card, First Track Banking facility etc for providing 02 (two) nos of BS-VI compliant petrol driven (A/C) Cars including driver on Monthly hiring basis, which shall confirm to the terms and conditions (Annexure-II) for engagement in the Institute of Mathematics and Applications, Bhubaneswar for official purpose. Details regarding the vehicles are as follows

**TABLE-A (Monthly Hiring Basis)**

No. of vehicle Required	Type of vehicle	Name of the vehicle	Minimum average mileage /per liter
1	BS-VI compliant petrol	MARUTI SUZUKI CIAZ/VOLKASWAGEN VIRTUS/ HUNDAI VERNA/ SKODA SLAVIA/ HONDA CITY	12K.M
1	BS-VI compliant petrol	MARUTI SUZUKI DZIRE/XCENT/ETIOS	17 K.M
Travel Agency office to IMA, BBSR & Back (Fixed KMs.)			To be quoted in Annexure-III

**TABLE-B**

**Day/Hour/KM Rental Basis depending upon requirements**

Type of vehicle	For Long Journey per KM	Detention per Hour for long journey	Detention per Hour for local after normal hour	Night Halt Charges per night (10 pm-6 am)	Per day charges for 12 Hours	Mileage per liter Deiseal
Bolero						
Dzire						
Maruti Etriga						
Innova						
Honda city						
Traveler 13 Seater						
Traveler 20 Seater						
Bus 55 seater						



1. 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, Fastag, Proof of up-to-date tax payment etc. which are mandatory for plying of vehicle.
2. The Driver of the vehicle must have a valid Driving License for driving light transport passenger vehicle and should be sufficiently experienced in driving transport passenger vehicle.
3. The Driver should be well behaved, gentle and obedient in nature.
4. Earnest Money Deposit for an amount of Rs. 5000.00(Rupees five thousand only) in shape of DD drawn in favour of Director, IMA, Bhubaneswar be submitted for each vehicle. In this case, two EMDs be submitted if one applies for both the vehicle.
5. The Successful Bidder has to furnish a performance security amount of **five** percent to the quoted contract price value (one year contract value) for each vehicle separately. The performance security shall be in the form of NSC/TDR/FD.
6. The monthly rate of hire charge be quoted separately in the General Information on hiring of Vehicles (Annexure-III) (excluding fuel).
7. The Vehicle must achieve a fuel efficiency for each vehicle as indicated in above given Table A.
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 specifically provided in the General Information to be furnished with the Tender (Annexure-III).
9. The application form of quotation / tender containing Terms and Conditions (Annexure-II) & General Bid Information (Annexure-III) for Hiring of Vehicles etc. shall only be downloaded from Institute of Mathematics and Applications, Bhubaneswar Website <https://iomaorissa.ac.in> from 23.05.2025 upto 06.06.2025. In case of any difficulties for getting the above details, the tenderer may contact to **contact.ima@iomaorissa.ac.in**.
10. The Quotation completed in all respect should reach the Registrar, Institute of Mathematics and Applications, Bhubaneswar through Registered Post/ Speed Post/Courier only latest by 06.06.2025 by 5.30 P.M.
11. The bid/sealed quotations will be opened on 09.06.2025 at 3.00 PM in the office of the Institute of Mathematics and Applications, Bhubaneswar in the presence of the bidders or their authorized representatives. The intended bidder is requested to submit his or any of his representatives contact details with phone no / copy of Aadhar Card.
12. The Bidders / Tenderers are requested to mention their Regd. Email ID as well as their WhatsApp No on the body of the sealed envelope containing quotation along with related documents.
13. The authority reserves the right to accept or reject any or all bids without assigning any reason thereof.

  
REGISTRAR

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Institute of Mathematics and Applications  
Andharua, Bhubaneswar-751029

Copy to:

1. P.S to Principal Secretary to Government, Science and Technology Department, Government of Odisha for information.
2. System Analyst to request to host the material in Institute of Mathematics and Applications, Bhubaneswar website on the date of its publication in Newspaper.
3. Notice Boards of Institute of Mathematics and Applications, Bhubaneswar.

  
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TERMS & CONDITIONS FOR HIRING OF VEHICLES

The following terms and 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 etc. and D.L. of the driver available all the times. Institute of Mathematics and Applications 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.
2. The hire charges to be paid on monthly basis are final. This does not include cost of petrol which is to be paid separately basing on actual consumption as per existing Government norms. All other expenditure of the vehicle towards repair of engine, body, and replacement of spare parts Gear Box, differential Coolant, Tyres & Tubes and Battery etc. will be borne by the bidder/ owner. Lubricant, Engine oil is not be reimbursed from office of IMA. It has to be borne by the Travel Agency.
3. 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.
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 extra cost.
5. In case of the vehicle do not report regularly the authority will be at liberty to reject the agreement with giving sufficient time and may engage vehicle from other source.
6. In case of emergency and/or outside / field tour the driver will have to report for duty as per the requirement of hirer. No extra payment shall be demanded.

7. Monthly hire charges and reimbursements towards cost of petrol (as per actual) for the 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.
8. 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.
9. If the services are found to be unsatisfactory, Institute of Mathematics and Applications shall give one month notice and terminate the agreement.
10. 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.
11. The vehicle will ordinarily be used between 8.00 A.M. to 8.00 P.M. during Govt. working days. However, in case of emergency the vehicle shall also be made available beyond the time limit, even on holidays for which no additional charges will be paid.
12. The vehicle logbook shall be maintained by the driver daily with attestation by the concerned officer(s) using the vehicle. A copy of the logbook shall be kept in the office for reference and audit.
13. The owner shall be responsible for any police /court case concerning the vehicle during engagement; Institute of Mathematics and Applications shall have no liability on this account.
14. Change of driver is not advisable, in normal situation. However, in case of exigency the owner will consult Institute of Mathematics and Applications and submit the copy of valid driving license of the concerned new driver while changing.
15. If the owner/ bidder violates any of the terms of contract, Institute of Mathematics and Applications shall forfeit the entire amount of security deposit.
16. All expenses will have to be borne by the firm in case of breakdown of the vehicles supplied. Immediate replacement of breakdown vehicle will have to be provided.

17. Payment of all kind of taxes or duties except toll taxes & parking fees wherever required while plying the vehicle will be liability of the firm. The toll taxes and parking fee shall be paid by the firm and billed to IMA at the end of a month. As per the latest Govt. instruction 5% CGST/SGST will be paid over and above the bill value of hiring charges only and deposited in GST Head of the Travel Agency on basis of RCM.
18. EMD cost as decided in Tender Document is to be submitted for each vehicle separately.
19. The successful bidder shall be required to sign an agreement with IMA, Bhubaneswar and deposit **five** percent to the quoted contract price value for each vehicle separately as security deposit by way of NSC/TDR/FD and pledged to Director, IMA.

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GENERAL INFORMATION FOR HIRING VEHICLES

1. Registration No of Vehicle -
2. Type of Vehicle (AC) -
3. Year of Manufacture -
4. Model -
5. Date of Registration
6. Name & Complete address  
(with Email ID & WhatsApp no)-----  
of the owner of vehicle —.....  
.....
7. GST Registration Certificate & Up-to-date GST Clearance Certificate-
8. PAN of the owner -
9. Fitness Certificate validity -
10. Permit Validity
11. Insurance validity -
12. Name / Address and Contact No of the Driver —
  
13. D.L No & Validity of the D.L. of the Driver -
14. Proposed hire charge of the vehicle per month excluding fuel cost -  
Vehicle No.1-  
Vehicle No.2-
14. Rate of fuel consumption / mileage per liter -
15. Minimum kilometer to be charged/quoted from  
Travel Agency to IMA and back-
16. Contact Number of the Service provider  
(Tenderer/ Quotationer)  
Mobile Telephone

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

Seal & Signature of the Quotationer / Tenderer