



**UTKAL UNIVERSITY**  
**VANI VIHAR, BHUBANESWAR-751004**  
**QUOTATION NOTICE**

No Estt. IV/1052/

20487/2021

Dated:- 18.5.21

Sealed Quotations in prescribed form are invited from Registered Travel Agencies/ Firms/Individuals suppliers for supply of Vehicles (Innova, Swift D-zire or equivalent and Indigo or equivalent) on hire basis for engagement in examination and other official duties of the University for the Year, **2021-2022 and 2022-2023 on monthly /daily basis**. The details of the quotation paper are available in the website of Utkal University .The filled in quotation along with bank draft of Rs.500/- (Rupees five hundred )only in favour of the comptroller of finance( non-refundable) towards processing fees shall be sent to the Registrar, Utkal University through Speed post/Registered post by 07.06.2021 positively.

The sealed quotations will be opened on the same day at **4.30P.M.** in the office of the undersigned in presence of bidders or their authorized representatives. Tender received after due date and time will not be entertained. The Vehicles should have up-to date Registration Number, Road Tax, Insurance, Fitness Certificate and Driving Certificate of the concerned Driver at the time of engagement of vehicles.

The authorities of the University reserve the right to reject any or all Quotations without assigning any reason thereof.

  
**REGISTRAR**

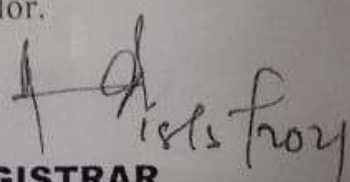
Memo No Estt. IV/1052/

20488 /2021

Dated:- 18.5.21

**Copy communicated to:-**

1. Prof. I/C- Computer Centre, Utkal University for information. He is requested to upload in university web site.
2. The Comptroller of Finance, Utkal University.
3. The Controller of Examinations, Utkal University.
4. The P.A. to Vice Chancellor, for kind information of the Vice-Chancellor.
5. The P.A. to Registrar, for kind information of the Registrar.
6. Notice Board and Guard File of the University.

  
**REGISTRAR**

QUOTATION PAPER

1. Name of the Firm/ Individual :
2. Detailed Address :
3. Number of Vehicles in good condition with year of Manufacturer/ make (documents to be attached) :
4. Whether ITCC/STCC vehicle Tax have been paid up to date (copy of the Clearance certificate is to be attached) :
5. Average annual turnover for last 3 years\_ :
6. Whether the Party is willing to
  - (a) Security deposit of Rs.5,000.00 :
  - (b) Deduction from bills as per rule :
  - (c) Mileage timings from University Head Quarters
  - (d) One year contract period subject to rules
    - (i) Per K.M.
    - (ii) Halting charges per hour and manner of calculation :
    - (iii) Rates for local run :
    - (iv) Rate for run over 200 K.M.
    - (v) Monthly hiring charges (Vehicle wise) :
7. Previous experience if any
8. Maximum capacity to supply vehicles One time :

**SIGNATURE**