

Expression of Interest for Empanelment Of LMV Driving Training Institute under Govt. Funded scheme



OFFICE OF THE PRINCIPAL, GOVT. DRIVING TRAINING SCHOOL
GOVT. OF ODISHA
BHUBANESWAR-751009
PH NO: 0674-2597084

DISCLAIMER

This EXPRESSION OF INTEREST ("EOI") is not an agreement or offer by Principal, Government Driving Training School, Bhubaneswar. The Purpose of this EOI is to provide information to interested parties that may be useful to them for expressing their interest for empanelment.

The Government Driving Training School, Bhubaneswar and its employees make no representation or warranty and shall have no liability to any person including any application under any law. Statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost expenses which may arise from or be incurred or suffered account of anything in this EOI or otherwise.

The Principal Government Driving Training School, Bhubaneswar may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this EOI,

**Principal,
Government Driving Training School,
Bhubaneswar**

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Driving training institutes for imparting LMV driving training to the youth belonging to BPL, SC, ST & WOMEN of the State of Odisha, funded by Govt. of Odisha Existing Driving Training Institute providing training under Government funded schemes are also required to apply for empanelment to avail Govt. funding under the scheme.

Under this scheme, training shall be of non residential type and the training cost would include provisions for study material, driving training to the candidates and cost towards acquiring the driving license as per scheme made by the Government of Odisha.

New application for the grant of license shall be made in Form 12, to the respective RTOs, where the school or establishment is situated and shall be accompanied by fees of Rs.2500/- as specified in Rule 32 of CMV Rules, 1989. Payment of fees shall be made at the respective RTO offices.

In case Driving Training Institute is already having valid & renewed license, they may be exempted from payment of fees subject to fulfillment of other eligibility criteria stipulated in the Gazette Resolution 4267/LC-TR-55/2014 (Pt)/T dated 22nd July 2014 issued by Government of Odisha Besides this, requirement of provisions contained under M.V. Act, 1988 and Rules made there under shall be adhered.

Note: The applicants are requested to read the Gazette Resolution 4267-LC-TR-55/2014 (Pt)/T dated 22nd July 2014 in detail to know the various aspects of this scheme. This resolution has been uploaded on www.orissatransport.nic.in under the heading "Notifications & Tenders>Gazette Notification.

a) Who can apply?

- Government /private Driving Training School/Institute
- Any Government/private Industrial Training Institute /Industrial Training Center

b) General Conditions of Establishment of LMV Driving School:

- The driving training institute established for instructions in driving motor vehicles should have a valid license for establishment of a school for imparting instructions in form 11 of CMV Rules, 1989
- The applicant and the staff working should be of good moral character and qualified to give driving instructions
- The institute, where imparting instructions in driving training is proposed to be conducted, should be owned or taken on lease by the applicant with adequate provision of infrastructure mentioned in this EOI document
- The financial resources of the proposed institute or establishment should be sufficient to provide for its continued maintenance
- The applicant should own and maintain a minimum of one motor vehicle (for a batch of 25 candidates) each of the type in which instruction is imparted in the school or establishment

- Vehicles used for imparting training should be fitted with dual control facility to enable the instructor to control or stop the vehicle.
- The Institute should maintain the minimum infrastructure, apparatus, equipment and other requirement as per Rule 24 of CMV Rules,1989
- The Training institute should not shift the Institute from the premises mentioned in the license without the prior approval in writing of the licensing authority. which grates the license
- Conduct the training course according to the syllabus prepared in Rules 31 of CMV Rules,1989
- Issue to every student, who has completed the course, a certificate in form 5 of CMV Rules,1989
- All Training vehicle should exhibit in conspicuous manner on all the motor vehicle used for imparting instructions the name, full address of the institute and the telephone number in bold letters
- The premises of the Institute / establishment , records and registers maintained by it should be made accessible at all reasonable time for inspection by the licensing authority or any person authorized in this behalf by the licensing authority

C) Mandatory Documents to be submitted along with the application for Empanelment:

Interested Organizations/Training Institutes (Applicants) should furnish the following documents in order to be eligible for participating in this empanelment process. The application of ineligible applicants would be liable for rejection. The self-attested Photostat copies of documents in support of the eligibility criteria must be submitted for consideration & further evaluation.

- Application form for a license to engage in business of imparting instructions in driving of motor vehicles as per Form 12 of CMV Rules.1989 (Application Form)
- Self-attested copy of License in original issued to the school or establishment by the licensing authority (in case of institutes already providing driving training)
- Copy of the lease Agreement in case the institute / school is rented and not owned
- Self attested copy of the PAN Card.
- Self-attested copy service tax number (if applicable)
- Brief Institute Profile as per format (Form-2)
- Employee Details of the Institute (Form-3)
- Training Institute Infrastructure details format (Form-4)
- Duly sealed and signed self-certified undertaking of non-black listing by Central/State Govt. / PSU

II. Important Dates

Sl. No.	Key Activities	Date
1	Date of publication of EOI on the official website of Transport Commissioner, Govt. of Odisha (http://www.orissatransport.nic.in)	08.02.2016
2	Publication of Advertisement in news papers for empanelment of LMV Driving Training Institutes	09.02.2016
3	Pre-application queries:- All queries should be sent to Principal, Govt. Driving Training School, Bhubaneswar on or before 16.02.2016, through Tel. No.:0674-2597084 or e-mail: principal_dts@yahoo.co.in	16.02.2016
4	Last date of submission of application & required documents to Principal, Govt. Driving Training School, Bhubaneswar	24.02.2016
5	Last date of submission of application with enclosures to concerned Zonal DCTs for necessary field visit by the 'Field Visit Team' constituted vide O/O No.10411/TC Dt.15.09.2014	27.02.2016
6	Last date of submission of field visit reports by Zonal DCTs and meeting of State Level Committee constituted vide O/O No.10411/TC Dt.15.09.2014	14.03.2016
7	Submission of Field Visit Reports to concerned Collectors through RTOs for empanelment	15.03.2016
8	Last date of receipt of copies of Licenses of empanelled DTIs from RTOs	24.03.2016
9	Release of list of newly empanelled DTIs on official website of Transport Commissioner, Govt. of Odisha (http://www.orissatransport.nic.in)	30.03.2016

Please Note:

- i. The authority shall not be responsible for delay in submitting applications. Applications received after due date shall not be considered
- ii. It is the responsibility of the applicant to check any modification done by Govt. from time to time, if any, before the deadline for submission of application.
- iii. Any addendum issued shall be part of the empanelled documents and shall be communicated through the official website of Transport Commissioner, Govt. of Odisha (<http://www.orissatransport.nic.in>).

III. General Instructions to the Applicants

- a) The applicant should submit application in accordance with the requirements contained in this EOI document
- b) Interested & eligible Organizations/Training Institutes are advised to study the EOI document carefully. Submission of applications shall be deemed to have been done after careful study & examination of the EOI document with full understanding of its implications.
- c) Govt. reserves the right to update, amend and supplement the information in this document including the qualification process before the last date and time of receipt of proposals. For any further changes, if any, based on feedback/queries from applicants, in this document, please see updated version on the official website of the Transport Commissioner (www.orissatransport.nic.in)

d) Statutory/judicial authority or a public sector undertaking, as the case may be, from participating in any assignment and the bar subsist as on the date of the proposal would not be eligible to submit a proposal. Self-certificate in this regard to be submitted along with application

e) All pages of the proposal shall be attested and signed by the applicant representative

f) The application should be submitted to Principal, Govt. Driving Training School, Type-III, Block-8, Unit-I, Bhubaneswar-751009 in sealed envelope super scribed as '**Application for empanelment as LMV Driving Training Institute**'. Date of submission and Name and Address of the Institute should be mentioned on the envelope

IV. Minimum Infrastructure requirement for Training Institutes

As per the Gazette Resolution 4267/TR-55/2014 (Pt)T dated 22nd July 2014, the following requirement is to be specified for one batch i.e., 25 number of trainees, In case the Institute /Organization has the capacity to run multiple batches simultaneously, additional form mentioning the infrastructure as mentioned in Form-4 in the EOI document should be submitted,

- Class room of adequate size with seating arrangements to accommodate 25 trainees at a time.
- Adequate no. of chairs and benches to accommodate one batch of 25 trainees.
- One black/ white/green board for writing, road sign chart, and traffic Signal chart (hand & light)
- Minimum two trainers
- Model of engine, gearbox, brake shoe and drums etc. as mentioned in Motor Vehicle Act
- Chart showing various components of a LMV and cut section of an engine
- Minimum one jeep / car with dual control of clutch and brake
- Puncture kit with tyre lever, wheel brace, jack and tyre pressure gauge
- Spanners, a set each, of fit spanners, box spanners, pliers, screw drivers, screw spanners and hammer
- A collection of books on automobile mechanism, driving, road safety, traffic regulations, law relating to motor vehicles and related subjects
- A fully equipped first-aid box for use in emergency at the premises

V. Procedure for empanelment of LMV Driving Training Institute

- a) The Principal, Government Driving Training School, Bhubaneswar, being the Nodal Officer, will solicit Expression of Interest (EOI) from the willing Institutes
- b) Eligible institute / organizations should submit application in prescribed Form at O/O Principal, Govt. Driving Training School, Bhubaneswar along with all the mandatory document as mentioned in the EOI document
- c) Field verification will be made by appropriate Field Visit Team, constituted by Transport Commissioner, Odisha vide O/O No. 10411/TC Dt.15/09/2016

- d) State Level Committee, so constituted by Transport Commissioner, Odisha shall recommend the names of the Driving Training Institutes, found eligible by the Field Visiting Team to respective Collectors through respective RTOs for their Empanelment.
- e) All Institutes empanelled under the scheme will be issued license under CMV Rules, 1989 and scheme formulated by the Government.

VI. Terms & Conditions of Empanelment

- a) The empanelment of the training institute will be for a period of 5 years as per Rule 25 of CMV Rules, 1989 and shall also be guided by the terms and conditions given in this EOI document
- b) Any officer authorized by Govt. reserves right to inspect the site of the Training Institute at any time
- c) In case of non-compliance to requirement of new Gazette Resolution 4267-LC-TR-55/2014 (Pt)/T dated 22nd July 2014, the empanelment of the Institute will be cancelled
- d) If training institute suppress information or gives wrong information or is guilty of misrepresentation, empanelment of that training institute shall be cancelled
- e) Amendments to be incorporated in the Gazette Resolution 4267-LC-TR-55/2014 (Pt)/T dated 22nd July 2014 made from time to time by Govt. of Odisha and provisions of M.V. Act, 1988 and rules made there under shall be binding in the empanelled institute. Any violation of the same shall lead to cancellation of empanelment of the Institute.

I. Formats & Annexure

II. Application Form-

FORM 12[See Rules 24(2)] of CMV Rules, 1989

**FORM OF APPLICATION FOR A LICENCE TO ENGAGE IN THE BUSINESS
OF IMPARTING INSTRUCTIONS IN DRIVING OF MOTOR VEHICLE**

TO

The Regional Transport Officer

The undersigned hereby applies for obtaining a license to run the business of imparting instructions in driving of motor vehicle:

1. Full name of the application: _____

2. Son/Wife/Daughter of: _____

3. Address: _____

4. Place where the application desires to start his business: _____

5. Nature and extent of facilities available: _____

6. Qualification of staff engaged for imparting instruction: _____

7. Make and model of engines to be used for training purposes: _____

8. Details of the registration marks of the vehicle used for imparting driving instruction: _____

9. I have paid the fee of Rs: _____

Dated.....

Signature of the Applicant

ii. Form -2 [Brief Institute Profile]

SL. No.	Parameters	Details
1	Full Name of the Organization	
2	Website Address (If Any)	
3	Organization Type Proprietorship / Partnership / Private Limited / Public Limited / Others	
4	Date of Incorporation / Commencement	
5	Quality Certification (If Any)	
6	Details of business activity	
7	Name of the Owner	
8	Address of the Corporate / Registered Office along with (Tel / Fax / Email)	
9	Details of Contact Person for this Empanelment (Name / Designation / Tel / Mobile / Email)	

Dated.....

Signature and seal of the Applicant

iii. Form-3 [Employee Details Format]

SL. No.	Name	Designation	Date of Joining the firm	Qualification	Total Experience

Dated.....

Signature and seal of the Applicant

iv) Form -4 [Infrastructure Details Format for the Institute]

As per the Gazette Resolution 4267 LC-TR-55/2014 (Pt)/T dated 22nd July 2014, the following requirement is to be specified for one batch i.e. 25 number of trainees. In case the Institute/ Organization can run multiple batches simultaneously then the same should be mentioned in additional form.

Minimum requirement is mentioned for one batch i.e. 25 numbers of trainees in clause no.VII of the EOI.

Sl. No.	Infrastructure Details	Particulars
1	Vehicle (Minimum one car / jeep)	Reg./No.: Type of Vehicle : Fuel of Vehicle : Whether fitted with dual control clutch & Brake:
2	Class Room [Adequate size with suitable arrangement to accommodate 25 trainees at a time	Size of room: Whether class is owned by DTS owner: If rented. then Lease period: (copy of lease agreement to be enclosed)
3	Chair, Tables & Benches	No. or chairs & Benches provided : No. of chairs & Benches in the class Room:
4	Writing Board (min. one Black board)	Type of board available (Black/White/Green) and size:
5	Road Signage Chart on Flex or Metal	Road Signage Chart on Flex/metal: Flex/Metal board of Size:
6	Traffic Signals (hand & Light) chart on flex or metal board	Traffic signals (hand & light) chart on Flex/metal board of size:
7	Chart showing various components of vehicle and cut sections on flex or metal board	Chart showing various components of vehicle and cut sections on flex or metal board of size and details:
8	Driving Instructions Manual & Book for reference and study	1. 2. 3.
9	Availability of garage for exposure of trainees to actual components/ working /preventive & break down maintenance.	Own or agreement signed for regular usage of training purpose. If agreement signed. then period of agreement and copy of agreement to be enclosed
10	Availability of Theoretical trainer [(ITI) /Diploma /Degree In Mechanical /Automobile Engineering]	Name of Trainer: Qualification: Total Years of Experience: Education Details:

Sl. No.	Infrastructure	Particulars
11	Driving Trainer (having LMV -DL minimum 05 years)	Name of Trainer: Driving license No. & Validity: Past experience:
12	Availability of additional facility if any	Details:

Dated.....

Signature and seal of the Applicant