



# OFFICE OF THE REGISTRAR

(Accredited with Grade 'B' by NAAC)

## PALAMURU UNIVERSITY

### MAHABUBNAGAR – TS.

No.288/Hiring of Vehicles/PU/2023

Date: 23-11-2023.

#### TENDER NOTICE

#### **TENDER NOTIFICATION FOR HIRING OF PRIVATE VEHICLES IN PALAMURU UNIVERSITY**

The Registrar, Palamuru University invites sealed tenders from interested bidders / travel agencies for hiring of diesel/petrol cars (Toyota Innova / Mahindra Scorpio / Toyota Etios / Maruti Ertiga / Maruthi Brezza / Honda Amaze / Maruthi Swift Desire / Hyundai Accent / Tata Indio LS / Tata Indica / Tata Bolt / Maruthi Ritz, etc.,) for official use of the University. The detailed Notification is available in the Palamuru University website [www.palamuruuniversity.ac.in](http://www.palamuruuniversity.ac.in) .

Note: Due to prevailing Election Code & exigency, instead of e-Procurement, University has decided to go for inviting sealed tender for hiring of vehicles required for the Examination purpose.

**Sd/-  
REGISTRAR**



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**PALAMURU UNIVERSITY**  
**MAHABUBNAGAR – TS.**

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**TENDER NOTIFICATION FOR HIRING OF PRIVATE VEHICLES IN PALAMURU UNIVERSITY**

**PRICE BIDS OF THE TENDERS WILL BE CONSIDERED ONLY IF THE BIDDING FIRM**

Travel Agents Comply with The Terms and Condition Mentioned in The Tender Such as Credentials, Pre-Qualifications, Driver Credentials, Vehicle Condition, Etc.

**LAST DATE FOR SUBMISSION OF SEALED TENDERS: 25-11-2023 Up to 1.00 PM**

**OPENING OF SEALED TENDERS : 25-11-2023 AT 3.00 PM**

**Sd/-  
REGISTRAR**



**TENDER NOTICE**  
**FOR HIRING OF PRIVATE VEHICLES IN PALAMURU UNIVERSITY**

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Tenders are invited for approved model of the vehicles (diesel/petrol) of not older than (03) three years (Only AC vehicles) of make/model as mentioned in the tender, from the prospective contractors/hirers/travel agencies/firms recognized by the department of Tourism, Govt. of India/Govt. of TS/Any other reputed public institution/Body with experience in supplying commercial air-conditioned vehicles/cars/taxis to any state/central Govt. organizations/ Universities/Educational Institutions or a large Public/Private Sector Undertaking.

S.No.	Description	ONLINE TENDER FOR HIRING OF CARS
1.	Name of the Tender	Tender for Hiring of private vehicles in Palamuru University  (Toyota In nova/Mahindra Scorpio/ Toyota Etios/ Maruti Ertiga/ Maruti Brezza/ Honda/ Amaze / Maruti Swift Desire/Hyundai Accent/ Tata Indigo LS/ Tata Indica/Tata Bolt/Maruti Ritz, etc.) for official use at Palamuru University.
2.	Sale of Tender Schedule	From 24-11-2023 @10.00 AM to 25-11-2023 upto 1.00 PM at the platform of Palamuru University website <a href="http://www.palamuruuniversity.ac.in">www.palamuruuniversity.ac.in</a>
3.	Time and last date of submission of Tender	25-11-2023 up to 1.00 P.M.
4.	Place & Address for submission of tender.	Office of the Registrar Palamuru University Mahabubnagar-509001.
5.	Date, Time and Place of opening of tenders.	09-11-2023 at 3.30 AM in the Administrative Office, Palamuru University.
6.	Cost of Tender Application form (Non-refundable)	Rs. 3,000/- (Rupees Three thousand only) in form of Demand Draft drawn in favour of "The Registrar, Palamuru University, Mahabubnagar".
7.	Quantum of Earnest Money Deposit (EMD)	EMD Rs.50,000/- (Rupees Fifty Thousand only) by way of Demand Draft drawn in favour of "The Registrar, Palamuru University, Mahabubnagar.

## **TERMS AND CONDITIONS OF THE CONTRACT**

1. Tenderer offering the bid to hire the car to the University shall be referred to here after as Bidder/Travel Agency in the tender.
2. Lowest bidder (L-1) shall be considered for award of the contract. However, in case the L-1 bidder fails to provide private vehicles on hiring as and when required, the University may consider hiring vehicles for its use from any other bidder/Travel Agency at the rates quoted by the lowest (L-1) bidder.
3. The acceptance of a tender will rest with the competent authority, who does not bind himself to accept the lowest tender and reserves to himself the authority to reject any or all of the tenders received, without assigning any reasons. All tenders in which any of the prescribed conditions are not fulfilled, or are incomplete in any respect are liable to be rejected.
4. Technical bid and price bid should not be altered or changed or corrected. If any tender documents are found altered/changed/modified/corrected in any form, the tender stands cancelled.
5. Tender containing any condition leading to unknown/indefinite liability, are liable to be summarily rejected. If at all any rebate(s) is/are to be offered the tenderer shall first quote his rates strictly on the terms and conditions stipulated in tender document and then show separately rebate(s) offered specifying the conditions for such rebate(s). Failure to follow this procedure will render the tender liable to summarily rejection.
6. Canvassing in connection with tenders is strictly prohibited and the tenders submitted by the bidders/travel agency who resort to canvassing will be liable for rejection.
7. The Office of the Travel Agency willing to participate in the Tender should be located within the Mahabubnagar Limits.
8. The bidder/travel agency should have at least ten (10) vehicles registered in the name of the firm itself. Copies of RC of all the vehicles registered in the name of the bidder/travel agency shall have to be submitted to the University. However, the firm must be in a position to supply around 25 vehicles to the University at any given point of time, whenever summoned
9. It will be obligatory on the part of the Travel Agency to sign the tender documents wherever necessary, and will have to enter into an agreement under rules with the competent authority of the University.
10. All taxes including Sales Tax, Octroi, or any other statutory obligation/tax on services, work contract tax, turn over tax etc. in respect of this contract, as applicable, shall be payable by Travel Agencies. No advance will be granted in any case.
11. All taxes Deduction at sources such as Income Tax/Service tax shall be recovered as applicable as per Government Rules.
12. Travel Agencies may quote their own workable rates.

13. All expenses should be borne by the Travel Agencies in case of breakdown of the vehicle.
14. All the charges towards repair / servicing, salary of the driver, all maintenance charges, maintenance of up-keep of the vehicles, all incidental charges for maintenance of the vehicles etc., shall be borne by the Travel Agencies. The vehicle should be available for use by the University in all hours in the month including all emergencies.
15. Actual parking toll charges / interstate/ entry charges shall be reimbursed to the driver.
16. The vehicle must be insured in all respects. All liabilities of any legal disputes, accidents, etc shall be borne/paid by the Travel Agencies.
17. Legal disputes, if any during the currency of the contract, shall be jurisdiction of Mahabubnagar only.
18. The character/antecedents of driver to be deployed should be properly verified and recorded by the bidders/Travel Agencies through authorized investigation or legal agencies.
19. The driver should wear neat uniform, proficient in speaking in local language, well mannered, courteous, proven integrity, healthy personal habits and should carry a mobile with him.
20. No compromise shall be made by the University towards punctuality, obedience, promptness, alertness or behavior of the driver. In case of failure, the University reserves the right to cancel the contract forfeiting the deposit without giving any notice.
21. The University will not be responsible for any wrong entry/ wrong parking/penalties / challans of the vehicle/driver.
22. Log book to be maintained.
23. CNG/ diesel/petrol may be used as fuel.
24. Sub-letting of contract is prohibited
25. The tender is not transferable.
26. The Travel Agency shall submit the bills within seven days after completion of calendar month.
27. All payments shall be made through Cheque/DD/electronic mode only.
28. All documents of the vehicle including comprehensive insurance in original to be available for examination.

29. All penalties/ taxes/insurances/ outstanding dues of any type (except loan for purchase of vehicle) payable to government agencies shall be paid to make fit the vehicle for free and fair use without any obligations. Any pending outstanding liable for the tender rejection.
30. AC functioning should be good and gas levels should be maintained at satisfactory levels.
31. No mileage will be allowed for lunch/ night halt/ morning arrival/ tea/snacks/courtesy calls of the friends or relatives or entertainments of the driver at any station during contract period.
32. Monthly rent means calendar month rent i.e 30 or 31 days. This should include all running expenses, driver wages, maintenance charges of vehicle for fit and good working condition, fuel charges etc.
33. Tender bids shall be opened in the presence of tender committee and the tenderers who wish to be present at the time of opening.
34. Towels, napkins, air-fresheners shall be replaced at regular intervals and new set should always be reserved for using in the vehicle for the officials of the University.
35. Oil change and water servicing should be done by the bidder/travel agency at least once in three months at their own cost.
36. The contract shall be for a period of twelve (12) months. However, if the services of the L-1 bidder is satisfactory and if necessary, the University shall, on prior approval of the authorities, extend the contract for further period desired thereof.
37. Contract can be terminated by giving one month notice from the University side or bidder's/travel agency's side in case either of the party wishes to conclude the contract on any reasons what so ever it may be.

**Sd/-  
REGISTRAR**

## **BID FORMAT**

**(On the letter head of the bidding firm/travel agency submitting the bid document)**

To  
The Registrar  
Palamuru University  
Mahabubnagar-509001.

Sub: Submission of Tender for hiring of private vehicles

Sir,

With reference to your tender enquiry No.\_\_\_\_\_ dated  
\_\_\_\_\_, our registered office is located at\_\_\_\_\_. Detailed  
address and contact details are as under:

I submit herewith my tender for your kind consideration please. I have read the terms and conditions and enclosed documents and instructions given in the tender document.

Yours faithfully,

**(Authorized Signatory)**

Date: .....

Company seal full address

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Mobile No.....

Enclosures: -

1. Copy of Firm Registration
2. Copy of PAN No.
3. Copy of ITR of last three financial years.
4. EMD of Rs. \_\_\_\_\_ vide DD No. \_\_\_\_\_ Dt. \_\_\_\_\_
5. GST Registration (Mandatory)
6. Financial Bid in Separate Envelop.

# **TECHNICAL BID**

## **TENDER FOR HIRING OF PRIVATE VEHICLES**

1. Name of the Tenderer/Travel Agency : \_\_\_\_\_
2. Registered Office Address : \_\_\_\_\_  
(with Tel & Mob No.)
3. Address and telephone number : \_\_\_\_\_  
for correspondence
4. Nature of the concern : \_\_\_\_\_
5. Registration of Travel Agency : \_\_\_\_\_
7. PAN Number of Tenderer/Travel Agency : \_\_\_\_\_  
(Enclose Attested copy should be attached)
8. GST Registration (enclose a copy Mandatory) : \_\_\_\_\_
9. Earnest money / Demand Draft No. & Date : \_\_\_\_\_
  - i. Bank Name : \_\_\_\_\_
  - ii. Amount : \_\_\_\_\_

(Rupees: ..... only)
10. Income Tax (enclose IT Returns for the last three years).

Yours faithfully,

**(Authorized Signatory)**

Date: .....

Company seal full address

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.....

.....

Mobile No.....



## **LIST OF APPROVED VEHICLES**

Vehicle should not be older than FIVE YEARS. Quotes should be submitted only for Air-conditioned vehicles as per the requirement of the University, i.e. for Toyota Innova/Mahindra Scorpio/Hyundai Creta/ Toyota Etios/Maruti Ertiga/Maruti Brezza/ Honda Amaze/ Hyundai X-Cent/Maruti Swift Desire/Hyundai Accent/Tata Indigo LS/Tata Indica/ Tata Bolt/Maruti Ritz, etc., or any other make/models of vehicles.

### **Eligibility criteria:**

1. The car should be in good working condition and well maintained. It should be go In look-wise i.e., outer body / upholstery should be of decent look.
2. The vehicle must have been registered with local RTO of the concerned jurisdiction and should have permission for hiring.

### **Penalties**

<b>S. No.</b>	<b>Details</b>	<b>Penalty in rupees per instance</b>
1.	Late arrival beyond 30 minutes	100/-
2.	Beyond three delays in a week	500/-
3.	Attire / turnout of the driver inappropriate	50/-
4.	On repetition of the same beyond once in a week	200/-
5.	Un-cleanliness of vehicle	200/-
6.	On repetition of the same beyond once in a week	500/-
7.	Car not functioning - failure to arrange a good alternative car immediately	500/-
8.	Break down - failure to arrange an alternative good car	500/-
9.	Recurrent malfunction of vehicle and leading to disruption of official work of the University	Termination of Contract
10.	Driver poor knowledge/bad behavior	500/-

**Signature of The Contractor**

### **DETAILS OF THE BIDDER AND DRIVER**

1. Name , Address Of The Bidder : \_\_\_\_\_
2. Telephone Nos/ Mobile Nos : \_\_\_\_\_
3. Permanent Address : \_\_\_\_\_
4. Pan Details : \_\_\_\_\_
5. Personal Id (Aadhar Card) : \_\_\_\_\_
6. Bank Details : \_\_\_\_\_
7. Details of The Vehicle Offered : \_\_\_\_\_
8. Make, Model, Colour, Of The Vehicle : \_\_\_\_\_
9. Year of The Vehicle : \_\_\_\_\_
10. Driver Details : \_\_\_\_\_
11. Name of The Driver : \_\_\_\_\_
12. License Details : \_\_\_\_\_
13. Address of The Driver : \_\_\_\_\_
14. Mobile Number of the Driver : \_\_\_\_\_
15. Address of The Owner : \_\_\_\_\_  
Where Driver Earlier Worked
16. Any Other Information : \_\_\_\_\_

(Vendors Satisfying the Terms and Conditions as Mentioned Above May Only Apply)



## PALAMURU UNIVERSITY :: MAHABUBNAGAR

## COMMERCIAL STAGE

## PART – II

S.No.	Particulars	Unit	Rate (Excluding GST)
1	Vehicle Tavera, Ertiga (A/c)	Per Kilo Metre	
2	Vehicle Tavera, Ertiga (Non - A/c)	Per Kilo Metre	
3	Vehicle Vista, Verito, Swift Dezyre (A/C)	Per Kilo Metre	
4	Vehicle Vista, Verito, Swift Dezyre (Non-A/C)	Per Kilo Metre	
5	Eicher Light & Medium Duty Trucks (DCM)	Per Kilo Metre	
6	Driver Batha for Car	Per Day	
7	Driver Batha for Eicher Light & Medium Duty Trucks (DCM)	Per Day	

- \* The taxes extra as applicable shall be paid over and above the quoted rates.
- \* TDS shall be effected as applicable from time to time.
- \* Too charges will be paid actual of the bill submitted by the bidder.

**Seal and signature of the tenderer**

\*\* Any other make/model of the vehicle equivalent to the above vehicles.



## PALAMURU UNIVERSITY :: MAHABUBNAGAR

## COMMERCIAL STAGE

## PART – II

## TENDER FOR HIRING OF PRIVATE VEHICLES

S. No.	Description	AMOUNT QUOTED		
		Tata Indica/Bolt/ Swift/Ritz **	Tata Indigo/ Swift Dezire/Toyota Etios/Ertiga/ Breezza/ Amaze/Hyundai X-Cent **	Toyota Innova/ Mahindra Scorpio/Hyundai Creta **
		Basic model Air-conditioned cars	Sedan/LUV Air-conditioned cars	MUV/SUV Air-conditioned cars
		Amount (Rs.) Excl. of taxes as applicable	Amount (Rs.) Excl. of taxes as applicable	Amount (Rs.) Excl. of taxes as applicable
1.	Half Day - 4 hours/40 kms			
2.	Full Day - 8 hours/80 kms			
3.	Day & Night 24 hours/300kms (including the driver service and battha)			
4.	Full calendar month - 300 hours/2500 kms (including the driver service and battha)			
5.	Extra hours			
6.	Extra kilometers			

\* The taxes extra as applicable shall be paid over and above the quoted rates.

\* TDS shall be effected as applicable from time to time.

\*Toll charges will be paid actual of the bill submitted by the bidder.

**Seal and signature of the tenderer**

\*\* Any other make/model of the vehicle equivalent to the above vehicles.



## PALAMURU UNIVERSITY :: MAHABUBNAGAR

## COMMERCIAL STAGE

## PART – III

## TENDER FOR HIRING OF PRIVATE VEHICLES

S. No.	Particulars	Rate per Day (Excluding GST)
1	Vehicle Tavera, Ertiga (A/c) Mileage per Liter 8 KM	
2	Vehicle Tavera, Ertiga (Non - A/c) Mileage per Litre 10 KM	
3	Vehicle Vista, Verito, Swift Dezire (A/C) Mileage per Liter 10 KM	
4	Vehicle Vista, Verito, Swift Dezire (Non-A/C) Mileage per Liter 10 KM	
5	Driver Batha per day	

# **PALAMURU UNIVERSITY :: MAHABUBNAGAR**

## **Terms & Conditions**

### **TENDER FOR HIRING OF PRIVATE VEHICLES**

#### **General:**

1. Mileage and time: Will be calculated from Office of Travel Agency to the pickup point, not more than 10 Kms or actual distance whichever is less.
2. Booking will be considered as terminated at 00 Hours and shall be treated as next booking.
3. Payment will be made within 7 working days from the date of submission of bills if they are submitted in proper order.
4. Marginal adjustment will be made when prevailing fuel prices increase or decrease beyond Rs. 10/- (Rupees ten only).
5. The Travel Agency shall invariably supply the vehicles for use either for Mahabubnagar or Outstations as
6. Outstations will be considered beyond 10 Kms. from Mahabubnagar Town jurisdiction.

**PALAMURU UNIVERSITY, MAHABUBNAGAR**

**ANNEXURE – III**

**TENDER FOR HIRING OF PRIVATE VEHICLES**

**ADDRESSES OF TRAVEL AGENCIES**

NAME OF THE TRAVEL AGENCIES	ADDRESS	CONTACT TELEPHONE NOS.