

OFFICE NOTIFICATION  
No. 2724, dt 11.07.2025

Address: Maa Manikeshwari University, Bhawanipatna  
Contact No: 9937398628  
Email ID: registrar@kalahandiuniversity.ac.in  
Date: 11.07.2025

**TENDER CALL NOTICE FOR HIRING OF VEHICLES**

Sealed tenders are invited from reputed travel agencies/tour operators/Individuals/private organizations, for **hiring of commercial light vehicles** on monthly basis. Details regarding eligibility criteria, terms & conditions and the format for submission of tender (technical & financial bid) are mentioned in the tender document which may be downloaded from the University website [www.kalahandiuniversity.ac.in](http://www.kalahandiuniversity.ac.in). Interested agencies may submit their tenders in a sealed envelope with superscribing on the top of the sealed envelope as "**Tender for Hiring of vehicle**".

The tender should reach the office of the undersigned by 07.08.2025 till (5.00 P.M). The tenders will be opened on 08.08.2025 at Office of the Registrar, Maa Manikeshwari University, Bhawanipatna for finalization of technical Bid at 11 AM. The financial Bid will be opened on 08.08.2025 at Office of the Registrar, Maa Manikeshwari University, Bhawanipatna at 1.00 PM. The undersigned reserves the right to reject any or all the tenders without assigning any reason thereof.

  
**REGISTRAR**  
Maa Manikeshwari University,  
Bhawanipatna

## TENDER FOR HIRING OF VEHICLES FOR OFFICIAL USE

### **Instructions to Service Providers**


1. With reference to FDOM No. 15836 dated 25/05/2025 sealed tenders are invited from interested reputed Travel Agencies/ Tour Operators//Individuals/private organizations, for hiring of vehicles for official use of following official of the university on monthly basis.

Sl No.	Official/Section	Type of vehicles	Mileage per litre	Maximum hire charges per month excluding fuel / day fare
2	Registrar	Zest / Tigor/Swift Dzire / Xcent / Etios and other vehicles of same segment or high.	17	Rs.31,200/-

2. Vehicle used for official duty of aforesaid officials of Maa Manikeshwari University, Bhawanipatna shall have to conform to the terms and conditions (Annexure-1) for Official use on monthly rent basis. Further, vehicles of same model and segment, having same mileage and hiring charges can also participate in the tender.
3. The tender is to be submitted in two parts i.e. Technical Bid (Cover-A) and Financial Bid (Cover-B). The format and document to be submitted in technical and financial bid are mentioned in the tender document. The service providers should submit their technical and financial Bid separately in two separate envelopes and these two envelopes should be put into another envelope super-scribed as "**Tender for Hiring Vehicles** " to O/o the Registrar, Maa Manikeshwari University, Bhawanipatna, 766001.
4. The technical and financial bid envelopes should be clearly marked as "Technical Bid" & "Financial Bid" on the top of the relevant envelopes.
5. The tender completed in all respects should reach the undersigned 07.08.2025 at Office of the Registrar, Maa Manikeshwari University, Bhawanipatna till (5.00 PM) and shall be opened on 08.08.2025 at Office of the Registrar, Maa Manikeshwari University, Bhawanipatna at 11.00 AM in presence of the Service Provider or their authorized representative for finalization of technical Bid.
6. The financial Bid of those service providers shall be opened on 08.08.2025 at 1.00 PM, whose technical Bids are found to be qualified.
7. The application form of tender containing General Bid Information & Terms and conditions for hiring of vehicles etc. will be available with the Office of the Registrar, Maa Manikeshwari University, Bhawanipatna on payment of Rs. 200/- (Rupees Two Hundred) only and University Website [www.kalahandiuniversity.ac.in](http://www.kalahandiuniversity.ac.in) from dated 26.05.2025 to

20.06.2025. In case the tender document is downloaded from Websites, the applicant shall furnish a Demand Draft for an amount of Rs.200 (Rupees Two hundred only) in favour of Comptroller of Finance, Maa Manikeshwari University, Bhawanipatna towards the cost of Application along with the application.

8. The service providers need to furnished Earnest Money Deposit (EMD) in the form of Demand Draft for an amount of Rs. 5000/- (Rupees Five Thousand only) in favour of Comptroller of Finance Maa Manikeshwari University, Bhawanipatna.

  
**REGISTRAR**  
Maa Manikeshwari University,  
Bhawanipatna

## TERMS & CONDITIONS FOR HIRING OF VEHICLES

### 1. Fitment

1. Fitment by the service provider: - Minor modifications to be done by the service provider for fixing of some equipment / gadgets etc. and accommodation of a stretcher, stickering on the vehicle etc.

The user agency may request further fitment at its cost during the course of hire on need basis.

2. **Fitment by the user agency:** - Safety light bar, Stretcher, Fire extinguisher, Ropes, First Aid Kit, stickering etc. on front, rear and sides.

### 3. Service providers are required to submit bids for All types of vehicles as mentioned above.

### 4. Other Conditions:

- 1 The vehicles shall be in good condition and shall not be older than three years at the time of submission of bid. Vehicles older than seven years should be replaced by new vehicles by the service Provider. Vehicle must have valid Registration Certificate, Insurance Certificate, Fitness Certificate, valid Contract Carriage Permit, proof of up-to-date tax payment etc. which are mandatory for plying of vehicle.
- 2 The service provider shall have a valid GST registration to participate in the tendering.
- 3 The contract will remain valid for a period of 3 years and can be extended by one year at the discretion of the user.
- 4 The Driver should be well behaved, gentle and obedient in nature
- 5 The service provider shall provide vehicles on hire basis.
- 6 The service provider will provide driver holding a valid LMV license
- 7 In the event of any breakdown / servicing and repairing of vehicles, the service provider at his own cost, shall make alternate arrangement by providing similar vehicle.
- 8 Service provider shall ensure that vehicle is deployed at designated location on time and with full or sufficient fuel in the tank.
- 9 Drivers of the vehicles deployed for the duties are required to maintain polite courteous behavior towards public as well as the departmental staff.
- 10 The vehicles shall report for duty for minimum of 25 days in a month.
- 11 The monthly rate of hire charge, excluding GST be quoted separately, excluding fuel.

### 5. Other Special Conditions:

1. The user agency hiring the vehicle shall not be responsible for any damage/loss caused to hired vehicle or loss of life/injury made to any person or damaged to any property on account of use of hire vehicle any manner whatsoever. The service provider shall be responsible for all such litigations.
2. The hire charges to be paid on monthly basis is final but does not include cost of Petrol. Petrol cost will be borne by the Maa Manikeshwari University. All the expenditure of the vehicle towards repair, replacement of spare parts, Lubricating oil of Engine, Gear Box and differential coolant, tyres and tubes, battery etc. will be borne by the bidder.
3. KMPL shall be fixed by the user or its authorized representative on the day of reporting. KMPL shall be fixed (as per Govt. rule) or actual as per the actual POL test report whichever is higher.



4. It shall be the responsibility of the service provider to provide alternate driver in case of illness of first driver.
5. The salary and other legal dues of the drivers shall be borne by the service provider. The service provider will provide the names of drivers with address, DL detail in advance for verification by the users.
6. The service provider will comply with the Labour Law, EPF, GIS, Minimum Wages Act applicable and other statutory compliances.
7. The driver will put on white Pant and Shirt used for driver to be provided by the service provider.
8. The service provider is responsible to depute suitable substitute driver in case of absence of the driver engaged.
9. The service provider shall maintain record of daily kilometer run and time from the point of departure to arrival which will be signed by the authorized signatory of the user. It will be tallied with the GPS kilometers recording.
10. The service provider shall up-date the log book on daily basis.
11. **Performance security:** The successful bidder shall have to enter into an agreement with the tender calling authority for successful completion of stipulated period and also for performance warrantee for a period of 2 (two) years extendable to another one year. In this regard the bidder has to furnish the security deposit at the rate of Rs. 10,000/- per vehicle in the form of NSC/Post Office Savings Bank A/C /FDR/ Bank Guarantee from any nationalized bank duly pledged in favour of Tender Calling Authority.
12. If the bidder violates any of the terms of contract, the Tender Calling Authority shall forfeit the entire amount of performance security deposit.
13. The bidder will submit a checklist as per Annexure-III regarding the documents enclosed in the tender.
14. Each page of this tender document should be signed by the bidder with seal in token of having read, understood and accepted the terms and conditions of this contract.
15. The tenders (also called bids), not submitted in prescribed format, in the prescribed manner or required security deposit etc. shall be rejected by the Tender Committee at the risk and responsibility of the bidder.
16. A bid submitted cannot be withdrawn. The bidder or his authorized representative (one person only) will be allowed to be present at the time of opening of tenders. They will not participate in the discussions. Clarifications sought, if any may be provided to them.
17. All or any of the tenders (or bids) submitted can be rejected without assigning any reason thereof. No claim, whatsoever, shall be admissible for the alleged loss/damage suffered by the bidders on account of such rejections.
18. **Termination:** Tender Calling Authority shall have the discretion to terminate agreement / work order at any time if the service provider fails to comply the statutory rules or the service is found to be satisfactory. Whereupon the agency will immediately cease the provision of the services and submit a bill for costs incurred to provide the contracted services to the date of termination.
19. Either party can terminate the contract by giving 30 days notice without assigning any reason



20. The Tenders/bids received in the prescribed time shall be opened by the tender committee at the prescribed date time and place. Any bid found incorrect or incomplete in any manner would be summarily rejected by the said committee.
21. The authorities are not bound to accept the lowest financial bid.

  
**REGISTRAR**  
Maa Manikeshwar University  
Bhawanipatna  
(Tender Calling Authority)

**ANNEXURE: - II****TENDER FORM****Part-I-Technical Bid-Cover A**

(The documents have to be arranged serially as per the order mentioned below)

1	Name and GSTIN	
2	Address with telephone no. & fax	
3.	E-mail id of the Organization	
4.	Name of authorized signatory	
5.	Specimen signature of the authorized signatory	
6.	Telephone number of authorized signatory	
7.	Instrument No. and date of the tender document cost of Rs. 200/- (Non-Refundable) submitted by the organization	(In shape of Demand Draft)
8	PAN	(Attach self-attested copy of PAN card)
9	Undertaking to provide good conditioned vehicles (not more than 3 years old) along with all necessary documents required under traffic rule.	Attach the undertaking with signature & seal of the organization
10	Undertaking that the vehicle to be provided will not belong to any employee of the University or his / her relative.	Attach the undertaking with signature & seal of the organization
11	Undertaking that the firm has not been debarred / blacklisted by any Govt. Organization / Semi Government Organization / PSUs.	Attach the undertaking with signature & seal of the organization

**DECLARATION:**

I/we hereby certify that the terms and conditions given with the tender notice have been read carefully and acceptable to me/I/us that the information furnished above are full and correct to the best of my / our knowledge. I/we understand that in case of any deviation / false information in the above statement at any stage, our Firm / Agency will be blacklisted / debarred and will not have any dealing with your organization in future.

**Place:****(Signature & Seal of the Authorized Signatory)****Date:**

# ANNEXURE: - III

## Check List of documents to be enclosed to General bid Form

(Reference SI. 9 of General Conditions of contract)

Sl. No.	Description	Remarks (Yes (Y), No (N), Not Applicable (NA) (V Tick whichever IS applicable)		
		Y	N	NA
1	Scanned copies of Tender document signed by the bidder or Authorized Person on all pages along with seal.			
2	Scanned Self-Attested Photo copy of PAN Card			
3	Scanned Self Attested Photo copy of the computerized receipt (Online/RTGS/NEFT) towards payment of cost of Tender Paper.			
4	Scanned Self attested Photo copy of the computerized receipt (Online/RTGS/NEFT/DD) towards payment of cost of EMD/Bid Security			
5	Self-Attested Photo copy of "Partnership Deed" duly registered, if applicable			
6	Self-Attested copy of Bid form duly filled and signed.			
7	Self-Attested copy of the Check list duly filled in			
8	Self-attested copy of Undertaking regarding genuineness of the documents/information submitted duly filled in and signed.			
9	Self-attested copy of GST Registration certificate			

Signature & Seal of the bidder



TENDER FORM

Part II - Financial Bid - Cover B

A Monthly Basis Rate (Exclusive of GST)

Sl No.	Purpose	Type of Vehicle	Monthly rent excluding fuel & lubricant per vehicle
2.	Registrar	Zest / Tigor/Swift Dzire / Xcent / Etios and other vehicles of same segment or high.	

B. GST: Please mention the % of GST as applicable:

Note: GST will be paid extra as applicable and will not be taken into account for evaluation.

Place:

Date:

(Signature & Seal of the Authorized Signatory)

**Form of Undertaking**

I \_\_\_\_\_ hereby agree to receive all communication with  
regards to hiring of vehicle for official use on the email  
ID \_\_\_\_\_ provided by me in the tender form.

**Place:**

**Date:**

**(Signature & Seal of the Authorized Signatory)**