



**Mahatma Gandhi University
Yellareddyguda – Nalgonda – 508254 (T.S) India**

TenNo:/PR/DIS/2021/HiringVehicles

Date:

**TENDER NOTIFICATION FOR HIRING OF PRIVATE VEHICLES
IN MAHATMA GANDHI UNIVERSITY**

TheRegistrar, Mahatma Gandhi 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 IndioLS /Tata Indica/Tata Bolt/Maruthi Ritz, etc..) for official use of the University. The detailed Notification is available in the Mahatma Gandhi University website ["www.mguniversity.ac.in"](http://www.mguniversity.ac.in)

Sd/-
REGISTRAR,
Mahatma Gandhi University.

327/PR/DIS/2021/HiringVehicles

Date:

TENDER NOTIFICATION FOR HIRING OF PRIVATE VEHICLES IN

MAHATMA GANDHI UNIVERSITY

PRICE BIDS OF THE TENDERS WILL BE CONSIDERED ONLY IF THE BIDDING FIRM/TRAVEL AGENT SCOMPLY WITH THE TERMS AND CONDITION MENTIONED IN THE TENDERS SUCH AS CREDENTIALS, PRE-QUALIFICATIONS, DRIVER CREDENTIALS, VEHICLE CONDITION, ETC

LAST DATE FOR SUBMISSION OF SEALED TENDERS: 23-11-2021 BY

2.00 PM OPENING OF SEALED TENDERS : 23-11-2021 AT 3.00 PM

Tender to be submitted to:

THE REGISTRAR,

MAHATMA GANDHI UNIVERSITY

Name of the Bidder/Travel Agency _____

TENDER NOTICE FOR HIRING OF PRIVATE VEHICLES IN MAHATMA GANDHI UNIVERSITY

Tenders are invited for approved model of the vehicles (diesel/petrol) of not older than (3) 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.

Description		ONLINE TENDER FOR HIRING OF CARS
1.	Name of the Tender	Tender for Hiring of private vehicles in Mahatma Gandhi University (Toyota Innova/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 Osmania University
2.	Sale of Tender Schedule	From 08/11/2021 to 23-11-2021 (11 A.M – 4.00 P.M.) at The Office of the Director (Infrastructure), Administrative Building, OU (on all working days) for any other details/information visit website www.mguniversity.ac.in ph: -----
3.	Time and last date of submission of Tender	23/11/2021 upto 2.00 P.M.
4.	Place & Address for submission of tender.	Office of the Director (Infrastructure) Administrative Building, Osmania University, Hyderabad – 500 007
5.	Date, Time and Place of opening of tenders.	23/11/2021 at 3.00 PM in the Committee Room, Administrative Building, Hyderabad – 500 007
6.	Cost of Tender Application form (Non-refundable)	Rs. 40,000/- (Rupees forty thousand only) in form of Demand Draft drawn in favour of “The Registrar, Osmania University, Hyderabad”.
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, Osmania University, Hyderabad”.
8.	Quantum of Security Deposit.	As per terms of the tender.
9.	Terms of payment of Bills.	As per terms of the tender.
10.	(Penalty clause) Liquidated Damages	AS DESCRIBED IN THE PENALTY CLAUSE OF THE CONTRACT
11.	Duration of the contract.	24 months
12.	Annual turnover for the last three financial years (2018-19, 2019-20 and 2020-21)	Rs. 1 crore per year in the last three consecutive financial years.
13.	Taxes	Rates quoted should include all Taxes, Octroi, GST and other charges like Transportation. However, I.T. and Service taxes if applicable shall be deducted at source while making monthly bills.
14.	Electronic Payment (If available) or through Cheque to be issued by the University	Electronic payment shall be preferred. PI furnish bank details: Bank details: Name of the bank: Name of the branch: Account no: Name of the holder: IFSC CODE: PAN: _____ TAN: _____ SERVICE TAX REG NO: _____
15.	Any additional Information	

Note: Any additional detail if required on a case-to-case basis may be added/included. The University reserves the right to cancel or postpone the tenders at any stage without assigning any reason.

Sd/-
REGISTRAR, MGU

TERMS AND CONDITIONS OF THE CONTRACT

1. Tenderer offering the bid to hire the car to the University shall be referred to hereafter 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 reserve 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 condition 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 GHMC 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 40 vehicles to the University at any given point of time, whenever summoned for.
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, turnover tax etc. in respect of this contract, as applicable, shall be payable by Travel Agencies. No advance will be granted in any case.
11. Deduction at source 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 upkeep of the vehicles, all incidental charges for maintenance of the vehicle etc., shall be borne by the Travel Agencies. The vehicles should be available for use by the University in all hours in the month including all emergencies.
15. Actual parking toll charges/inter state/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 Nagonda 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 drivers 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. Logbook 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 with all details 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 liability 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 call 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 sets 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 wish to conclude the contract on any reason whatsoever it may be.

Sd/-
REGISTRAR

Bid Format
(On the letterhead of the bidding firm/travel agency submitting the bid document)

To
The Registrar
Mahatma Gandhi
University
Yellareddyguda –
Nalgonda - 508254

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,

Date:.....

AUTHORISED SIGNATORY
Company seal full address and Telephone No.....
... Mobile No.....
.....
& Fax
No.....

Enclosures:–

1. Copy of Firm Registration No.
2. Copy of Service Tax Registration.
3. Copy of PAN No.
4. Turnover Certificate and Income & Expenditure Statement for the last three years (2018-19, 2019-20 and 2020-21).
5. Copy of ITR of last three financial years.
6. Copy of Partnership Deed (If any).
7. EMD of Rs. _____ vide DD No. _____ Dt.
8. Copy of Registration Certificate of ten (10) Vehicles.
9. Copy of Earlier Contracts.
10. Financial Bid in Separate Envelop.

TECHNICAL BID FORM

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 _____
(Sole proprietor or Partnership firm or a Company or a Government Department or a Public Sector Organization) (Attach proof).
5. Certificate of Registration/Incorporation with Registration Number of the Firm

(attested photocopy of registration should be attached)
6. Registration of Travel Agency with RTA concerned (attach proof)
7. PAN Number of Tenderer/Travel Agency: _____ (Enclose Xerox copy)

(Attested copy should be attached)
8. TAN Number Registration _____ (Enclose Xerox copy)
9. GST Registration _____ (Enclose Xerox Copy)
10. Service Tax Registration Number (attach certified copy)
11. Earnest money/demand draft No. _____ dated _____
_____ from Bank. Name _____ Amounting to Rs. _____
_____ as earnest money deposit.
12. Annual turnover of firm of two crores (attach proof) for the last three consecutive financial years (2018-19, 2019-20 and 2020-21) (Enclose with Profit and Loss Statement and Balance Sheet of Travel Agency along with certified Audit Report).
13. Income Tax Clearance Certificate (attach certified copy) (enclose ITR returns for the last three years).
14. Whether each page of Tender and Annexure has been signed and stamped. Yes/No.
15. Detailed profile of the bidder/travel agency.
16. Number of vehicles that can be supplied on any given day within a short notice.
17. List of Important Organizations with address and telephone number to whom services have been provided during the last three years with period of contract to be enclosed.
18. Ownership details and Registration Nos. of at least five (5) Cars together with make, year of purchase and kilometers run along with photocopies of registration book & valid insurance should be attached in a separate sheet.
19. Any other information important in the opinion of the tenderer.

Dated: _____

(Authorized Signature) Seal of the firm

LIST OF APPROVED VEHICLES

Vehicles should not be older than THREE 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/model of vehicles.

Eligibility criteria:

1. The bidder/travel agency should have at least experience of more than 2 years.
2. The car should be in good working condition and well maintained. It should be in good look-wise i.e., outer body/upholstery should be of decent look.
3. The vehicle must have been registered with local RTO of the concerned jurisdiction and should have permission for hiring.

Penalties

S.No	Details	Penalty in rupees per instance
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.	Breakdown – failure to arrange an alternative good car	500/-
9.	Recurrent malfunction of vehicle and leading to disruption of official work of the University	Termination o
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 (ADHAR 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. LICENCE DETAILS:
13. ADDRESS OF THE DRIVER:
14. TELEPHONE NOS OR MOBILE NO 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.)



MAHATMA GANDHI UNIVERSITY

ANNEXURE- COMMERCIAL BID

TENDER FOR HIRING OF PRIVATE VEHICLES

S.No.	Description	AMOUNT QUOTED			
		Tata Indica/Bolt/ Swift/Ritz**	Tata Indigo/Swift Dezire /Toyota Etios/Ertiga/Brezza/ Amaze/Hyundai X-Cent**	Toyota Innova/Mahindra Scorpio/ Hyundai Creta**	Mini Vans
		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 –4hours/40kms				
2.	Full Day –8hours/80kms				
3.	Day & Night 24hours/300kms (including the driver service and battha)				
4.	Full calendar month – 300hours/2500kms (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.

Seal and signature of the tenderer

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

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UNIVERSITY, Yellareddyguda Nalgonda
ANNEXURE-II
Terms&Conditions

TENDER FOR HIRING OF PRIVATE VEHICLES

Local Travel/Travel For short Distances:

1. Booking for more than 8 hours/80Kms will be taken as full day.
2. Extra KM and Extra hour will be only after 8 hours/ 80KMS

Out Station:

3. The Number of days will be the calendar days.
4. The average per day 300Kms/24 hours

General:

5. Mileage and time: Will be calculated from Office of Travel Agency to the pickup point, not more than 10Kms or actual distance whichever is less.
6. Booking will be considered as terminated at 00 Hours and thereafter shall be treated as next booking.
7. Payment will be made within 14 working days from the date of submission of bill if they are submitted in proper order.
8. Marginal adjustment will be made when prevailing fuel prices increase or decrease beyond Rs.10/- (Rupee ten only).
9. The Travel Agency shall invariably supply the vehicles for use either for City or Out stations as and when required.
10. Out stations will be considered beyond 50Kms from HMDA jurisdiction.

MAHATMA GANDHI
UNIVERSITY Yellareddyguda –
Nalgonda ANNEXURE-III

TENDER FOR HIRING OF PRIVATE VEHICLES

ADDRESSES OF TRAVEL AGENCIES

NAME OF THE TRAVEL AGENCIES	ADDRESS	CONTACT TELEPHONE NOS.



MAHATMA GANDHI UNIVERSITY
Anneparthi, Yellareddigudem
NALGONDA – 508254

Tender No. 06/MGU/NLG/2021-22

Dated: 12-01-2022

OPEN TENDER NOTICE

For
FOR HIRING OF PRIVATE VEHICLES

Important Dates

Date of release of Tender through e-procurement	: 13-01-2022
Last date & time for submission of Bid	: 29-01-2022 at 4.30 p.m,
Date & time for opening of Technical Bid	: 01-02-2022 at 3.00 p.m.
Date & time for opening of Financial Bid	: 01-02-2022 at 4.30 p.m.

Open Tenders are invited for approved model of the vehicles (diesel/petrol) of not older than Three years (AC / Non-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 n supplying commercial air-conditioned vehicles / cars / taxis to any state / central Govt. organizations / Universities / Educational Institutions or a large Public / Private Sector Undertaking at Mahatma Gandhi University, Nalgonda as per the technical specification and as per the terms & conditions of the Contract through Open tendering procurement process.

REGISTRAR