

# **TENDER DOCUMENT**



**Mahatma Gandhi University**  
Nalgonda, Telangana State – 508 254

**For**  
**Work Contract relating to**  
**HIRING OF VEHICLES FOR THE EXAMINATION BRANCH**  
**for the University Examinations.**

**Tender No: 05/MGU/NLG/2026-27**

**Date: 12-05-2026**

**TENDER NOTIFICATION FOR HIRING OF PRIVATE VEHICLES**

The Registrar, Mahatma Gandhi University invites sealed tenders from interested bidders/travel agencies for hiring of MOTOR CARS 4 seating capacity and Goods carrier 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  
NALGONDA



**Mahatma Gandhi University**  
Nalgonda, Telangana State – 508 254 INDIA

**Tender No:05./MGU/NLG/2026-27**

**Date: 12-05-2026**

**TENDER FOR HIRING OF VEHICLES FOR MAHATMA 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:26-05-2026 By 5.00 PM

Tender to be submitted to:

THE REGISTRAR,  
MAHATMA GANDHI  
UNIVERSITY, NALGONDA

Name of the Bidder/Travel Agency to whom issued: \_\_\_\_\_



## 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 NMC/GHMC limits.
8. The bidder/travel agency should have at least five (03) 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 30 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, 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. Deduction at sources such as Income Tax/ Service tax/ GST 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 Nalgonda 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 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. Tender bids shall be opened in the presence of tender committee and the tenderers who wish to be present at the time of opening.
33. 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.
34. Oil change and water servicing should be done by the bidder/travel agency at least once in three months at their own cost.
35. 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.
36. 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  
Mahatma Gandhi University  
Nalgonda – 508 254

**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.....

Enclosures:–

1. Copy of Firm Registration No.
2. Copy of Service Tax Registration.
3. Copy of PAN No.
4. Copy of GST No.
5. Turnover Certificate and Income & Expenditure Statement for the last three years 2022-23, 2023-24 and 2024-25.
6. Copy of ITR of last three financial years ending 2024-25.
7. Copy of Partnership Deed (If any).
8. EMD of ₹. \_\_\_\_\_ vide DD No. \_\_\_\_\_ Dt.
9. Copy of Tender Form Cost.
10. Copy of Processing Fee.
11. Copy of Registration Certificate of two (02) Vehicles.
12. Copy of Earlier Contracts.
13. 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. GST Registration \_\_\_\_\_ (Enclose Xerox Copy)
9. Service Tax Registration Number (attach certified copy)
10. Earnest money/demand draft No. \_\_\_\_\_ dated \_\_\_\_\_ from Bank. Name \_\_\_\_\_  
Amounting to ₹. \_\_\_\_\_ as earnest Money deposit.
11. Annual turnover of firm of ₹.5.00 lakhs (Rupees 5000000) (attach proof) for the last three consecutive financial years (2022-23, 2023-24 and 2024-25) (Enclose with Profit and Loss Statement and Balance Sheet of Travel Agency along with certified Audit Report).
12. Income Tax Clearance Certificate (attach certified copy) (enclose IT Returns for the last three years).
13. Whether each page of Tender and Annexures have been signed and stamped. Yes/No.
14. Detailed profile of the bidder/travel agency.
15. Number of vehicles that can be supplied on any given day within a short notice.
16. 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.
17. Ownership details and Registration Nos. of at least Five (05) Cars together with make, year of purchase and kilometres run along with photocopies of registration book & valid insurance should be attached in a separate sheet.
18. Any other information important in the opinion of the tenderer.

Dated: \_\_\_\_\_

(Authorized Signature)  
Seal of the firm

### **LIST OF APPROVED VEHICLES**

Vehicle should not be older than FIVE YEARS AS ON 01-03.2026.

Quotes should be submitted only for Air-conditioned vehicles as per the requirement of the University, i.e. for Maruti Swift Desire /Tata Indigo LS /Tata Indica /Tata Bolt /TATA ACE, etc., or any other make/models of vehicles.

#### **Eligibility criteria:**

1. The bidder/travel agency should have at least experience of more than 3 years.
2. The car should be in good working condition and well maintained. It should be good In 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.

SIGNATURE OF THE CONTRACTOR

**DETAILS OF THE BIDDER AND DRIVER**

<b>S.No.</b>	<b>Particulars</b>	<b>Details</b>
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.)

**ANNEXURE - I**

**COMMERCIALBID**

**TENDER FOR HIRING OF PRIVATE VEHICLES**

<b>S. No.</b>	<b>Description</b>	<b>MOTOR CAR 4 SEATING CAPACITY</b>		<b>TATA ACE</b>	
		<b>Basic model Air-conditioned cars</b>		<b>For transport purpose</b>	
		<b>Amount (₹..) Excl. of taxes as applicable</b>		<b>Amount (₹..) Excl. of taxes as applicable</b>	
		<b>AC</b>	<b>Non AC</b>	<b>AC</b>	<b>NON AC</b>
1	Vehicle Rent per day				
2	Fuel Mileage Per liter/ per KM				
3	Driver service and batha per day				
4	Toll Charges				

- The taxes extra as applicable shall be paid over and above the quoted rates.
- TDS shall be affected as applicable from time to time.

Seal and signature of the tenderer

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

**ANNEXURE – II**  
**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 thereafter shall be treated as next booking.
3. Payment will be made within 15 working days from the date of submission of bills if they are submitted in order.
4. The Travel Agency shall invariably supply the vehicles for use either for City or Outstations as and when required.

**ANNEXURE – III**

**TENDER FOR HIRING OF PRIVATE VEHICLES**

**ADDRESSES OF TRAVEL AGENCIES**

<b>NAME OF THE TRAVEL AGENCIES</b>	<b>ADDRESS</b>	<b>CONTACT TELEPHONE NOS.</b>