



OsmaniaUniversity
HYDERABAD - 500007, INDIA

Ten No: 278/PR/DIS/2024/Hiring Vehicles/2nd Call

Date: 30-08-2024

TENDER NOTIFICATION FOR HIRING OF PRIVATE VEHICLES IN OSMANIA UNIVERSITY

The Registrar, Osmania University invites sealed tenders from interested bidders/travel agencies for hiring of diesel/petrol/EV cars (ToyotaInnovaCrysta/Mahindra Marrazzo / MarutiErtiga / MaruthiBrezza / Honda Amaze / MaruthiSwift Desire / Hyundai Accent /Kia Setlos /Honda City etc.) for official use of the University. The detailed Notification is available in the osmania University website “www.osmania.ac.in”

Sd/-
REGISTRAR,
OSMANIA UNIVERSITY.



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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: 10-09-2024 BY 2.00 PM

OPENING OF SEALED TENDERS : 10-09-2024 AT 3.00 PM

Tender to be submitted to:

THE REGISTRAR,
OSMANIA UNIVESITY
HYDERABAD - 500 007

Name of the Bidder/Travel Agency _____

TENDER NOTICE FOR HIRING OF PRIVATE VEHICLES IN OSMANIA UNIVERSITY

Tenders are invited for approved model of the vehicles (diesel/petrol/EV) of not older than (03) three years (2021 and above model) (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 Osmania University (Toyota Innova Crysta /Mahindra Scorpio/Marrazzo/KIA Carens /Maruti Ertiga/Maruti Brezza/Honda Amaze/Maruti Swift Desire/Hyundai Accent etc.) for official use at Osmania University
2.	Sale of Tender Schedule	From 30/08/2024 to 10/09/2024 (11 A.M - 4.00 P.M.) at The O/o the Director (Infrastructure), Administrative Building, OU (on all working days) for any other details/information visit website www.osmania.ac.in ph: +91 8331997140, 8331997139 email id director_is@osmania.ac.in
3.	Time and last date of submission of Tender	10-09-2024 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.	10/09/2024 at 3.00PM in the Committee Room, Administrative Building, Hyderabad - 500 007
6.	Cost of Tender Application form (Non-refundable)	Rs. 20,000/- (Rupees Twenty 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. 3,00,000/- (Rupees Three lakh only) by way of Demand Draft drawn in favour of "The Registrar, Osmania University, Hyderabad".
8.	Terms of payment of Bills.	As per terms of the tender.
9.	(Penalty clause) Liquidated Damages	AS DESCRIBED IN THE PENALTY CLAUSE OF THE CONTRACT
10.	Duration of the contract.	24 months
11.	Annual turnover for the last three financial years (2021-22, 2022-23, 2023-24)	Rs. 1 crore per year in the last three consecutive financial years.
12.	Taxes	Rates quoted should include all Taxes, Octroi GST and other charges like Transportation. However, I.T and GST if applicable shall be deducted at source while making monthly bills.
13.	Electronic Payment (If available) or through Cheque to be issued by the University	Electronic payment shall be preferred. Pl furnish bank details: Bank details: Name of the bank: Name of the branch: Account no: Name of the holder: IFSC CODE: PAN: GST REG NO:
14.	Any additional Information	

Note: Any additional details if required on 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, OU

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 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 GHMC limits.
8. The bidder/travel agency should have at least (10) Ten vehicles registered in the name of the firm itself or hired vehicles for a long term. Copies of RC of all the vehicles to be submitted to the University. However, the firm must be in a position to supply around 50 vehicles to the University at any given point of time, whenever summoned for and an undertaking should be submitted.
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 **GST**, 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. Deduction at sources such as Income 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, Batha 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 travel agency.
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 Hyderabad 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/EV 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 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. No charges will be paid for this by University
35. Oil change and water servicing should be done by the bidder/travel agency atleast once in three months at their own cost.
36. The contract shall be for a period of (24) 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.
38. There should be a first aid box, dustbin and air freshener spray in all vehicles.
39. There should be a GPS tracking module device installed in all vehicles used by the University and the bills will be cleared on basis of the GPS tracking.
40. Travel Agency should have paid ESI and PF for atleast Ten (10) Drivers for the last three (3) years i.e. from 2021-22, 2022-23 and 2023-24

Sd/-
REGISTRAR

Bid Format

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

To
The Registrar
Osmania University
Hyderabad - 500 007

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 **GST** Registration.
3. Copy of PAN No.
4. Turnover Certificate and Income & Expenditure Statement for the last three years(2021-22, 2022-23 and 2023-24).
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.
11. Copy of registration Certificate registered under ESI and PF

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)/ Telangana State Tourism and Travels Association Registered
7. PAN Number of Tenderer/Travel Agency: _____ (Enclose Xerox copy)
(Attested copy should be attached)
8. GST Registration _____ (Enclose Xerox Copy)
9. Earnest money/demand draft No. _____ dated _____ from Bank.
Name _____ Amounting to Rs. _____ as earnest Money deposit.
10. Annual turnover of firm of One crore (attach proof) for the last three consecutive financial years (2021-22, 2022-23 and 2023-24) (Enclose with Profit and Loss Statement and Balance Sheet of Travel Agency along with certified Audit Report).
11. Income Tax Clearance Certificate (attach certified copy) (enclose IT Returns for the last three years 2021-22, 2022-23 and 2023-24).
12. Whether each page of Tender and Annexures have been signed and stamped. Yes/No.
13. Detailed profile of the bidder/travel agency.
14. Number of vehicles that can be supplied on any given day within a short notice.
15. 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.
16. Ownership details and Registration Nos. of at least Ten (10) 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.
17. Any other information important in the opinion of the tenderer.
18. Travel Agency should have paid ESI and PF for at least Ten (10) Drivers for the last three (3) years i.e. from 2021-22, 2022-23 and 2023-24

Dated: _____

(Authorized Signature)
Seal of the firm

LIST OF APPROVED VEHICLES

Vehicle should not be older than THREE YEARS(i.e. 01.01. 2020 and above) Quotes should be submitted only for Air-conditioned vehicles as per the requirement of the University, i.e. for Toyota Innova Crysta/Mahindra Scorpio/KIA Carens /Hyundai Creta/Maruti Ertiga/Maruti Brezza/Honda Amaze/Hyundai X-Cent/Maruti Swift Desire/Hyundai Accent/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.

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.	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. 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.)



OSMANIA UNIVERSITY

ANNEXURE-I
COMMERCIAL BID

TENDER FOR HIRING OF PRIVATE VEHICLES

S. No.	Description	AMOUNT QUOTED		
		Hutch back / Basic Model (Swift / Waganor / Ritz or Equivalent)	Sedan MaruthiDzire / Honda Amaze / Honda City /HundaiXent / Kio Seltos or Equivalent	MUV / SUV InnovaCystra / Ertiga / Marrazzo/Kia Carrens / Creta or equivalent
		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/300 kms (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.

Seal and signature of the tenderer

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

OSMANIA UNIVERSITY, HYDERABAD
ANNEXURE - II
Terms & Conditions

TENDER FOR HIRING OF PRIVATE VEHICLES

Local Travel/Travel For short Distances:

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

Out Station:

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

General:

5. 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.
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 bills if they are submitted in proper order.
8. Marginal adjustment will be made when prevailing fuel prices increase or decrease beyond Rs. 10/- (Rupees ten only).
9. The Travel Agency shall invariably supply the vehicles for use either for City or Outstations as and when required.
10. Outstations will be considered beyond 50 Kms from HMDA jurisdiction.

OSMANIA UNIVERSITY, HYDERABAD
ANNEXURE - III

TENDER FOR HIRING OF PRIVATE VEHICLES

ADDRESSES OF TRAVEL AGENCIES

NAME OF THE TRAVEL AGENCIES	ADDRESS	CONTACT TELEPHONE NOS.