National University of Study and Research in Law, Ranchi

Ref: NUSRL/RNC/2026/1043(A) **date: 04/11/2026**

NOTICE INVITING TENDER

Tender for Hiring of Vehicles on Monthly and Daily Basis

1. Invitation of Tender

The National University of Study and Research in Law (NUSRL), Ranchi, invites sealed tenders from **eligible and experienced travel agencies, taxi operators and vehicle service** providers for hiring vehicles on monthly and daily basis for official duties, transportation of university officials, faculty members, guests and other purposes.

The tender shall be processed through a **Two-Bid System**, comprising a Technical Bid and a Financial Bid. Interested bidders must submit both bids separately in accordance with the instructions and terms specified below.

2. Two-Bid System

Cover/Envelope No. 1 – Technical Bid

The Technical Bid shall contain all eligibility documents, technical details, declarations, EMD proof and other prescribed documents. It must not contain any price, rate or financial quotation.

Cover/Envelope No. 2 – Financial Bid

The Financial Bid shall contain the item-wise rates for monthly and daily vehicle hiring in the prescribed format.

Both envelopes shall be placed inside one sealed outer envelope superscribed:

"TENDER FOR HIRING OF VEHICLES ON MONTHLY AND DAILY BASIS FOR NUSRL, RANCHI."

The Technical Bid shall be opened first. The Financial Bid of only those bidders who qualify technically shall be opened on the date notified by the University.

Last date of submitting the tender : 23/11/ 2026 05:00 PM

Tender Opening Date: 25/11/2026 at 03:00 PM

3. Earnest Money Deposit (EMD)& Tender fee

1. Each bidder shall deposit an EMD of **₹20,000 (Rupees twenty thousand Only)**.
2. Each bidder shall deposit anTender Fee of **₹1000 (Rupees one thousand Only)**.

3. The EMD and Tender Fee shall be submitted in the form of Demand Draft in favour of **Registrar NUSRL, Ranchi, payable at Ranchi**,
4. The EMD instrument must remain valid for the period prescribed in the tender.
5. Bids submitted without the required EMD and Tender Fee , be rejected.
6. The EMD of unsuccessful bidders shall be refunded in accordance with the tender conditions after completion of the selection process.
7. The EMD of the successful bidder shall be dealt with in accordance with the tender conditions and shall be refunded or adjusted only as expressly provided therein.
8. The EMD may be forfeited in cases specified in the tender, including withdrawal of the bid during its validity period, refusal to accept the award or failure to execute the contract after award, subject to applicable rules.

4. Performance Security Deposit

1. The successful bidder shall submit a **Performance Security Deposit of 25,000/- of the** amounting to ₹25000 based on the final accepted value, within 30 days from the date of issue of the Letter of Award.
2. The Performance Security may be furnished through only Demand Draft and A/C transfer under the tender.
3. The security shall remain valid for the contract period and for any additional claim period specified in the tender.
4. The Performance Security shall be released after satisfactory completion of the contract and settlement of outstanding dues, subject to the terms of the agreement.
5. The University may recover documented dues or impose contractual recoveries from the Performance Security in accordance with the contract.
6. Failure to submit the Performance Security within the stipulated period may result in cancellation of the award and other action permitted under the tender.

5. Eligibility Criteria

The bidder must fulfil the following requirements:

1. The bidder must be a registered travel agency, taxi operator, transport firm or other legally eligible service provider.
2. The bidder must possess a valid PAN and GST registration, wherever applicable.
3. The bidder must have relevant experience in providing vehicle hiring services to government departments, educational institutions, public sector organisations or private organisations.
4. The bidder must submit details of vehicles available for deployment and supporting vehicle documents.
5. All deployed vehicles must have valid registration, insurance, fitness certification wherever applicable, permits, pollution certificates and road tax compliance.
6. Drivers must possess valid driving licences appropriate to the vehicles deployed.
7. The bidder must submit a declaration regarding non-blacklisting, as required under the tender.
8. The bidder must not have any disqualification under applicable procurement rules.

6. Documents Required in the Technical Bid

The Technical Bid shall include:

1. Technical Bid Form, duly signed and stamped.
2. Firm registration certificate,
3. PAN card copy.
4. GST registration certificate,
5. Proof of EMD payment
6. Details of previous experience and copies of relevant work orders or completion certificates.
7. List of available vehicles, including registration number, make, model, year of manufacture and seating capacity.
8. Copies of registration certificates, insurance, permits, fitness certificates and pollution certificates, as applicable.
9. Details of proposed drivers and their valid driving licences, where required.
10. Bank account details and cancelled cheque, if required.
11. Non-blacklisting declaration.
12. Acceptance of tender terms and conditions.
13. Any other document specified by the University.

Incomplete bids or bids that do not satisfy the prescribed technical criteria may be rejected in accordance with the tender conditions.

The bidder shall clearly indicate whether the quoted rates include fuel, driver salary, maintenance, insurance, permits and other operating expenses. GST shall be indicated separately, as applicable. Toll and parking charges shall be reimbursed only as permitted under the tender and against valid receipts, where required.

7. Terms and Conditions of Vehicle Hiring

Contract Period: The contract shall initially be **valid for a period of three (2) years** from the commencement date specified in the Award Letter, subject to annual review and approval by the Competent Authority of NUSRL, Ranchi. Continuation of the contract for each subsequent year shall depend on satisfactory performance and approval by the Competent Authority.

1. **Fixed Rates:** The accepted rates shall remain fixed during the contract period unless a variation is expressly permitted under the tender.
2. **Vehicle Condition:** Vehicles must be clean, roadworthy, properly maintained and suitable for official use.
3. **Vehicle Documents:** The agency shall maintain valid vehicle registration, insurance, permits, fitness certification, pollution certificates and applicable tax compliance.
4. **Driver Requirements:** Drivers must be experienced, courteous, properly licensed and familiar with local routes.
5. **Timely Service:** Vehicles shall report at the designated location and time communicated by the University.

6. **Replacement Vehicle:** In the event of breakdown or non-availability, the agency shall arrange a suitable replacement within the period specified by the University, at no additional cost where required under the contract.
7. **Monthly Duty:** Monthly rates shall specify the included kilometre limit, duty hours, weekly off arrangements and extra kilometre/hour charges.
8. **Daily Duty:** Daily rates shall apply to the approved duty hours and kilometre limits. Additional charges shall be payable only at accepted rates for authorised usage.
9. **Fuel and Operating Costs:** All inclusions and exclusions must be clearly specified in the Financial Bid. No extra charge shall be payable for expenses already included in the accepted rates.
10. **Toll and Parking:** Reimbursement shall be subject to the approved terms and submission of valid supporting receipts, wherever applicable.
11. **Billing:** Bills shall be submitted with duty slips, trip sheets, kilometre readings and other required documents. Payment shall be processed after verification and certification by the authorised University official.
12. **Taxes:** Applicable taxes and statutory deductions shall be dealt with in accordance with prevailing law.
13. **Safety and Liability:** The agency shall ensure compliance with traffic and safety regulations and maintain valid insurance. The agency shall be responsible for its contractual obligations arising from negligence or non-compliance, subject to applicable law.
14. **Confidentiality:** Drivers and the agency shall maintain confidentiality regarding official information and comply with University security instructions.
15. **Penalty:** Penalties or deductions for late reporting, non-availability, invalid documents or poor service shall be imposed only as specified in the tender or contract.
16. **Termination:** The University may terminate the contract for material breach, repeated service failures, submission of false documents or other grounds specified in the contract, subject to applicable procedure.
17. **Subcontracting:** The agency shall not subcontract the work without prior written approval of the University.
18. **Right to Accept or Reject:** NUSRL reserves the right to accept or reject bids, cancel the tender or seek clarifications in accordance with applicable procurement rules.
19. **Dispute Resolution:** Disputes shall be dealt with in accordance with the applicable laws and the dispute-resolution provisions of the contract.

9. **Liquidated Damages (LD) Clause:** In case of delay in reporting, non-availability of the vehicle, failure to provide a replacement vehicle, or any other deficiency in service, the University reserves the right to impose Liquidated Damages (LD) as follows:

1. **Delay in Reporting:** ₹500 per hour of delay, subject to a maximum of ₹2,000 per incident.
2. **Non-Availability of Vehicle:** Deduction of the applicable daily hire charges and LD of ₹1,000 per incident.
3. **Failure to Provide Replacement Vehicle:** LD of ₹5,000 per incident if a suitable replacement is not provided within the stipulated time.
4. **Repeated Defaults:** In case of repeated violations, the University may impose additional contractual action, including termination of the contract and forfeiture of Performance Security, as applicable under the contract.

The above amounts may be recovered from the bills payable to the agency or from the Performance Security, as permitted under the contract. The agency shall be given an opportunity to explain the circumstances before any disputed penalty is finalised. The total LD shall be subject to the limits specified in the tender and applicable law.

Vehicle Cleanliness and Hygiene: The agency shall ensure that all vehicles provided to the University are clean, hygienic, well-maintained and in good condition at all times, both internally and externally. The interiors, seats, windows, floor mats and air-conditioning systems shall be kept clean and free from dust, foul odour and any unhygienic conditions. The University reserves the right to reject any vehicle that does not meet the required standards of cleanliness and hygiene.

8. Evaluation and Award of Contract

1. The Technical Bids shall be examined first for eligibility, completeness and compliance with the prescribed requirements.
2. Only technically qualified bidders shall be considered for opening of the Financial Bid.
3. The contract may be awarded to the lowest evaluated responsive bidder for each vehicle category or lot, as specified in the tender, subject to applicable procurement rules and approval of the competent authority.
4. The University may seek clarifications or supporting documents where permitted under the tender, without allowing material alteration of the bid.
5. The successful bidder shall execute the agreement, submit the Performance Security and commence services within the period prescribed by the University.
6. The award shall be subject to approval by the competent authority and fulfilment of all tender conditions.

Terms and Conditions Regarding Hiring of Taxi on Daily and Monthly Basis

1. Hiring of Taxi on Daily Basis

1. The taxi shall be hired on a daily basis as per the requirement of the University.
2. The charges shall be calculated on the basis of the actual kilometres travelled, as recorded by the vehicle's functional odometer/meter, subject to the approved rates and applicable minimum charges.
3. The opening and closing meter readings shall be recorded at the commencement and completion of each duty, respectively.
4. The driver shall maintain a logbook mentioning the date, starting and closing meter readings, total kilometres travelled, destination and purpose of the journey.
5. The daily hiring charges shall be payable as per the approved rate schedule, including the specified duty hours and kilometre limits, if any.
6. Any extra kilometre charges, waiting charges, night charges or charges for duty beyond the prescribed hours shall be payable only at the approved rates.
7. Parking fees, toll charges and other incidental expenses shall be reimbursed only upon submission of valid receipts and in accordance with the approved terms.

8. The taxi provider shall submit the duty slip, logbook and supporting documents duly verified by the authorized University official along with the bill.

2. Hiring of Taxi on Monthly Basis

1. The taxi may be engaged on a monthly basis for official duties of the University, as specified in the work order.
2. The monthly hiring charges shall be paid at the approved fixed monthly rate, subject to the prescribed duty hours and kilometre limit.
3. The vehicle's opening and closing odometer readings shall be recorded daily in a logbook maintained by the driver and verified by the authorized University official.
4. Where the monthly contract prescribes a kilometre limit, any excess kilometres shall be charged at the approved per-kilometre rate, subject to verification of the logbook and prior authorization, wherever required.
5. The monthly charges shall cover only those services and expenses expressly included in the approved rate schedule. Fuel, driver charges, maintenance, insurance and other expenses shall be borne by the service provider unless otherwise specified in the contract.
6. In case of vehicle breakdown, absence of the driver or non-availability of the vehicle, the service provider shall arrange a suitable replacement vehicle without additional cost to the University, subject to the contract conditions.
7. The service provider shall submit a monthly statement of duty, kilometres travelled, opening and closing meter readings, and any approved extra kilometres along with the monthly bill.
8. Payment shall be made on submission and verification of the bill, logbook and duty slips by the competent authority of the University.

3. General Conditions Applicable to Both Daily and Monthly Hiring

1. The odometer/meter installed in the vehicle must be functional and accurate. Any suspected tampering or discrepancy in the meter readings may result in rejection of the claim and further action as per the contract.
2. The vehicle shall have valid registration, insurance, fitness certificate, permit, pollution certificate and other statutory documents, as applicable.
3. The driver shall possess a valid driving licence and comply with all applicable traffic rules and safety requirements.
4. No payment shall be made for unsupported or unverified kilometres, unauthorized journeys or duplicate claims.
5. The University reserves the right to verify meter readings, duty records and bills before approving payment.
6. All rates shall be quoted in the prescribed financial bid, clearly specifying the daily rate, monthly rate, included kilometres, duty hours and rate per additional kilometre.

Important: The tender should clearly state whether daily and monthly charges are meter-based or fixed-rate. For monthly hiring, a fixed monthly charge with a defined kilometre limit and an approved rate for excess kilometres is generally easier to administer. For

daily hiring, the University may prescribe a fixed duty package (hours and kilometres) with separate approved rates for additional usage.

9. Submission Instructions

The Technical Bid and Financial Bid shall be submitted in separate sealed envelopes, placed inside a sealed outer envelope,

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TECHNICAL BID FORM

Tender for Hiring of Vehicles on Monthly and Daily Basis

Tender No.: NUSRL/_____/2026

1. Details of the Bidder

Name of Firm/Agency: _____

Name of Proprietor/Authorized Signatory: _____

Registered Address: _____

Mobile No.: _____ Email ID: _____

PAN No.: _____ GSTIN: _____

Firm Registration No.: _____ Years of Experience: _____

DD 1000/-(Tender Fee)……

DD 20,000/- (E.M.D)……

2. Details of Vehicles available in your company

Sl. No.	**Vehicle Category**	**Make/Model**	**No. of Vehicles**
1	Hatchback		
2	Sedan		
3	SUV		
4	Premium SUV		

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3. Documents Enclosed (Page Nos.)

- Firm Registration Certificate
- PAN Card and GST Certificate, as applicable
- Experience Certificates/Previous Work Orders
- Vehicle RC, Insurance, Permit, Fitness and PUC Documents, as applicable
- Non-Blacklisting Declaration
- Acceptance of Tender Terms and Conditions
- Company Turnover – Certify copy
- ITR for Last Two Years
- Work Experience in Last Two Years.

4. Declaration by the Bidder

I/We hereby declare that the information furnished above is true and correct. I/We have read and accepted the terms and conditions of the tender and undertake to provide vehicles in accordance

with the requirements of NUSRL, Ranchi. I/We confirm that the Financial Bid has been submitted separately.

Place: _____ Date: _____

Signature of Bidder: _____

Name: _____

Designation: _____

Seal of Firm/Agency

National University of Study and Research in Law, Ranchi

Financial Bid – Rate Quotation

The Financial Bid shall be submitted separately and shall contain the following rates.

A. Monthly Vehicle Hiring

Sl. No.	Vehicle Category	Monthly Rate (₹)	Included Km/Month	Duty Hours/Day	Extra Km Rate (₹)	Any other/ Remarks
1.	Sedan 1. Swift Dzire 2. Hyundai Accent 3.Any Other…….					
2.	SUV – Ertiga or equivalent Any other Model					
3.	Premium SUV – Innova old Innova Crysta New Innova Hycross Any other Model…..					

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Per Day Basis

Sl. No.	Vehicle Category	8 Hours/80 Km (₹)	12 Hours/120 Km (₹)	Extra Km Rate (₹)	Extra Hour Rate (₹)	8 Hours/80 Km (₹)
1.	Sedan 1. Swift Dzire 2. Hyundai Accent 3. Any Other…….					
2.	SUV – Ertiga or equivalent Any Other Model…					
3.	Premium SUV – Innova old Innova Crysta New Innova Hycross Any other Model…..					
4.	Tempo Traveler Any Other Model….					

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Par Day Basis (Vehicle Per day and KM)

Sl. No.	**Vehicle Category**	**Per day** **8 Hour**	**with KM/ Mileage**	**Extra Km Rate (₹)**	**Extra Hour Rate (₹)**	
1.	Sedan 1. Swift Dzire 2. Hyundai Accent 3. Any Other…….					
2.	SUV – Ertiga or equivalent Any Other…					
3.	Premium SUV – Innova old Innova Crysta New Innova Hycross Any other Model…..					
4.	Tempo Traveler. 1. 2.					

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C. Other Charges

Sl. No.	Particulars	Rate (₹)
1	Airport/Railway Station Pickup and Drop	
2	Night Halt/Driver Allowance	
3	Outstation Duty	
4	Other authorized charges	
	If Any	

Company Stamp & Signature