

UNIVERSITY OF DELHI

CPPP Tender ID 2025_DU_862094_1



Hiring of Vehicle Services for University of Delhi
Delhi- 110007
(2025-26)

e-TENDER DOCUMENT

UNIVERSITY OF DELHI
GENERAL BRANCH-II

Room No: 209, 2nd Floor, New Administrative Block, University of Delhi, Delhi-110007
Tel: 011-27666764 and Email: gb2@admin.du.ac.in

E-PROCUREMENT TENDER NOTICE FOR HIRING OF VEHICLES SERVICES

e-Tenders are invited online by the University of Delhi for hiring of Vehicle Services for University of Delhi, Delhi (North Campus) initially for a period of one year from the date of award of contract in two bid system i.e. (Part-I: Technical bid and Part- II: Financial bid) from reputed & eligible agencies located in Delhi/New Delhi (having registered office within the periphery of 10 kms via short route road distance from Gate no. 1 of University of Delhi, Delhi-110007). The bidder must have at-least a minimum of 08 registered vehicles in the name of the bidder firm/proprietorship.

Item	Details / Date
EMD	Rs. 1,50,000/-
Bid Document Download Starts Date	29/05/2025 (Thursday) at 09:00 a.m.
Clarification Start Date	29/05/2025 (Thursday) at 9:00 a.m.
Clarification End Date	04/06/2025 (Wednesday) at 6:00 p.m.
Bid Submission Start Date	29/05/2025 (Thursday) at 9:00 a.m.
Bid Submission End Date	18/06/2025 (Wednesday) at 06:00 p.m.
Bid Opening Date	20/06/2025 (Friday) at 09:30 a.m.

Notes:

- i) All details regarding the subject tender are available on our websites www.du.ac.in and <https://eprocure.gov.in/eprocure/app>. Bidders are therefore, requested to visit our websites regularly to keep themselves updated.
- ii) **Manual bids shall not be accepted.**
- iii) For submission of E-Bids, bidders are required to get themselves registered with <http://eprocure.gov.in/eprocure/app>.
- iv) EMD of Rs. 1.5 lakhs should reach the Section Officer, General Branch-II, Room No: 209, 2nd Floor, New Administrative Block, University of Delhi, Delhi-110007, before the end date and time of bid submission. Failing which offer will be liable for rejection. Bidder, however have to attach scanned copy of EMD document along with their e-tender.
- v) Clarifications/ queries, if any, can be addressed to the Section officer (General Branch-II) on telephone no. 011-2766-6764 and email: gb2@admin.du.ac.in

REGISTRAR

INDEX

Sr. NO.	Content	Page No.
1.	Introduction	4
1.	Scope of Work	4-5
3.	Technical and Qualifying Criteria	5
4.	Terms & Conditions	6-7
5.	Instructions to Bidders for online Bid Submission	9
6.	Opening of Financial Bid and Evaluation	10
7.	Earnest Money Deposit	10
8.	Amendment of Tender Document	10
9.	Performance Bank Guarantee	10
10.	Arbitration and Settlement of Disputes	11
11.	Terms of Payment	11
12.	Force Majeure	12
13.	Instruction for online bid submission	13
14.	Annexure (I) – Technical Bid	16
15.	Annexure (II) – Financial Bid	18
16.	Annexure (III) – Performance Guarantee	21
17.	Annexure (IV) – Tender Acceptance Letter	23
18.	Annexure (V) – List of Vehicles	24
19.	Check List	25

1. INTRODUCTION

The University of Delhi is the premier University of the country and is known for its high standards in teaching and research and attracts eminent scholars to its faculty. It was established in 1922 as a unitary, teaching and residential University by an Act of the then Central Legislative Assembly.

2. SCOPE OF WORK

2.1 The Contract shall be valid for a period of one year from the date of issue of Award letter.

2.2 It is mentioned that during 2024-25, Delhi University has incurred an expenditure of Rs. 65 Lakhs (approx.) on hiring of vehicles. However, the requirement for the year 2025-26 may vary depending upon operational requirements. The vehicles and Goods Carriers etc., as and when required shall be provided by the bidder. The tentative/indicative requirement expected during May 2025 to April 2026 is as follows: -

Sl. No.	Offices & Period	Types/Class of Vehicles	Tentative requirement of Vehicles (approx.)/ Tentative	Remarks
1.	Semester / Exam – May /June/July 2025	i) 7 Seater Vehicles (Like Innova etc.) ii) 5 Seater Vehicles iii) 7 Seater Vehicles (premium) iv) Goods Carrier Mahindra Jeeto/ Tata Ace or similar Pickup van (load capacity of 800kg or more)	i) 05 Vehicles for 20 days ii) 21 Vehicles for 35 days iii) iv) 1 Vehicle for 40 days v) 1 or 2 Vehicle	For distribution/ loading of stationery/questions papers/ Answer sheets and other allied stationery items to be delivered to various examinations centres across Delhi
2.	Semester Exam – Nov / Dec 2025 Jan-2026	i) 7 Seater Vehicles (Like Innova etc.) ii) 5 Seater Vehicles iii) 7 Seater Vehicles (premium) iv) Goods Carrier Mahindra Jeeto / Tata Ace or similar Pickup van (load capacity of 800kg or more)	i) 05 Vehicles for 20 days ii) 21 Vehicles for 35 days iii) 1 Vehicle for 40 days iv) 1 or 2 Vehicle	For distribution/ loading of stationery/questions papers/ Answer sheets and other allied stationery items to be delivered to various examinations centres across Delhi

3	Central Office/ Examination/Vice- Regal Lodge and others for day today requirement	i) 7 Seater Vehicles (Like Innova etc.) ii) 5 Seater Vehicles (Hatchback / Sedan)	i) 1 to 3 vehicles per day or as per operational requirements ii) 1 to 3 vehicles per day or as per operational requirements	For General visits /meeting etc. Pick & drop
4	Central Office/ Examination/Vice- Regal Lodge and others for day today requirement	i) 7 Seater Vehicles (Like Innova etc.) ii) 5 Seater Vehicles (Hatchback / Sedan)	1 vehicle on monthly basis (25/26 days working days) (2000km 240 hour) or as per operational requirements	

- 2.3 The Technical/Financial bids are to be submitted as per format in Annexure-I & II respectively.
- 2.4 Any declaration of rate in the Technical bid shall render the technical bid ineligible for further processing and the bid shall be summarily rejected.
- 2.5 The technical bids shall be opened online on the scheduled date and time.
- 2.6 The schedule time for opening of financial bids will be indicated later on the website CPP Portal <https://eprocure.gov.in/eprocure/app>
- 2.7 The financial bids of only those bidders shall be opened who are found technically qualified.
- 2.8 **The contract can be further extended for a period upto one year on the L1 rates, terms & condition on the basis of satisfactory performance, mutual consent and with the approval of the competent authority.**

3. TECHNICAL AND QUALIFYING CRITERIA

- 3.1 The Bidder must have an annual turnover of Rs.60 lakhs or more per year for the last three year in the relevant field. Copy of Chartered Accountant certificate for the last three years, viz., 2021-22, 2022-23 and 2023-24 in the business of tour & travel/ taxi operation in support of turnover is to be uploaded with the Technical Bid.
- 3.2 Self-attested Copies of Valid Registration Certificate of the Agency/Firm, GST Registration Certificate and PAN Card have to be attached with Technical Bid. Registration under GST is mandatory.
- 3.3 The bidder must have at-least a minimum of 8 (eight) registered vehicles in the name of bidder firm/proprietorship/Associate. The bidder shall provide list of vehicles/taxis, along with the self-attested copies of their RC/fitness/PUC/Insurance and permit owned by the bidder as per format at 'Annexure-V', which have to be attached with Technical Bid.
- 3.4 An undertaking/consent would be required from the Associate Company's on its letter head for leasing/providing the numbers/details of vehicles to be provided to the bidders firm.
- 3.5 The bidder must have at least 03 years' experience in providing minimum 10 vehicles to any govt. entity/PSU. Relevant document to this effect should be uploaded.

- 3.6 The undertaking on company letter head to this effect that the bidder is capable of providing Air-conditioned SUV/MUV/Sedan/Hatch back vehicles as per actual requirement, which may go upto 25 vehicles in a day, as the case may be. It may be noted that the actual requirement will be intimated to bidder 24 hours prior of requirement.
- 3.7 All the vehicles must have valid fitness certificate/PUC/Insurance from respective transport authority. All the vehicle must be neat, clean and reasonably maintained. The vehicle provided to the University shall not be older than 5 years.
- 3.8 University of Delhi will not be responsible for any financial/legal implication w.r.t the vehicles, driver or otherwise.
- 3.9 An Undertaking shall be submitted by the bidder on its letter head that the drivers to be provided shall be without any Criminal/Immoral background, will be put on duty.
- 3.10 The bidder must submit an Undertaking on its letter head he has not been blacklisted by any State Government/Central Government/Public Sector Undertaking/University in India in last 3 years.
- 3.11 If, it is subsequently established or found that the bidding firm has given any false information or facts or has suppressed facts or manipulated the documents etc., the earnest money deposit or the performance security deposit, as the case may be, will be forfeited and no excuse what so ever will be entertained therefore.
- 3.12 The bidder should submit the certificate that all the terms & conditions indicated in the tender document are acceptable to it. **(Annexure- IV)**
- 3.13 The bidder applying/participating in this tender should have their registered office within the periphery of 10 kms via short route road distance from Gate no. 1 of University of Delhi, Delhi-110007. The University may verify the distance and also may visit the firm registered office, if required. An undertaking to this effect must be provided in company's letter head.
- 3.14 The bidder should furnish information in the prescribed Performa only.

4. **TERMS & CONDITIONS**

- 4.1 Conditional bids shall not be accepted.
- 4.2 Intending bidders are advised to visit University website www.du.ac.in and CPP Portal <https://eprocure.gov.in/eprocure/app> continuously prior to closing date of submission of tender for any corrigendum / addendum/ amendment.
- 4.3 The rates to be approved in this tender shall be valid for the whole of the period of the contract and no upward revision will be allowed during the period of the contract. In case the price of petroleum/diesel/CNG increases or decreases, the rates offered will not be changed. No escalation in the quoted rates will be considered at any point of time during the contract.
- 4.4 **The rates quoted shall be including GST, parking charges, toll taxes, which shall be payable extra by the University of Delhi on production of documentary proof of payment in original. The payment will be made on actual basis on submission of original receipt.**
- 4.5 **Applicable taxes should be mentioned separately in the Invoice(s) if any & the rates should be quoted separately for AC and Non-AC taxis/cabs.**

- 4.6 The vehicles required broadly for Examination Wing and for other offices, and the bills are required to be submitted separately as under:

Examination Wing	Without GST	notification No. and date: 151/07/2021-GST issued by Department of Revenue, Ministry of Finance, Govt. of India dated 17/06/2021
Other Offices	With GST	NA

- 4.7 The service provider will be intimated before-hand for the taxies requirement of Examination Wing and other sections of the University.
- 4.8 No amount of challan/penalty imposed on the hired vehicle will be reimbursed under any circumstances.
- 4.9 After award of contract, it shall be the responsibility of the successful bidder to provide required numbers of taxi/vehicles as and when required by the University of Delhi, on same date, time & venue. In case, the contractor fails to provide the requisite number of vehicles, the University of Delhi reserves the right to hire the taxis/vehicles from other vendor/market at the risk and cost of the firm. The cost difference between the alternative arrangements and tender value will be recovered from the bidder. In case, if there is urgent requirement of vehicles, the bidder shall be able to provide the same within 1 hour of such request.
- 4.10 The bidder must provide vehicle services as per requirement. In case it is found at some stage that the services/vehicle are not provided as per terms and conditions, the contract is likely to be cancelled and suitable penalty will be imposed on the bidder, as decided by the University. (the vehicle on duty must be in clean condition & general condition as well as mechanical condition of the vehicle should be good, the seats shall always be covered with neat & good quality seat covers)
- 4.11 The Drivers engaged should be broadly aware of the major route of Delhi/New Delhi/NCR and should have valid driving license to operate the taxi, issued by the Transport Authorities & other documents like Road Tax clearance, insurance certificate, pollution control certificate etc. should be valid for all vehicle quoted. The cost of such required mandatory documents shall be borne by the bidder. The Driver should always be in the uniform with the valid photo identity proof issued by the bidder and must be well mannered.
- 4.12 A driver is required to maintain a log-book/duty slip (i.e. **details of Vehicle No. Type, Driver Name, Name/Address of User, Route Detail, Start/Close Meter Reading, Total K.M., Time of Departure/Arrival, Total Time**) of each journey performed during the day. It will be the duty of the driver to get all entries attested by the users of vehicle. If, on any occasion, it is found that the driver of any taxi/cab has made wrong entries in the duty slips, the bidder shall be responsible for the same. The University reserves the right to withhold full payment of such vehicle.

- 4.13 In case of any break down of vehicle while on journey, the bidder shall have to make alternative arrangements immediately, failing which, the taxi/vehicle will be hired from the open market and the expenses incurred thereon shall be deducted from the bill of the bidder.
- 4.14 The bidder, if fails to provide the vehicles as desired by University & sends a higher category/class of vehicles, the rate applicable for vehicles required by the University will be paid, no extra payment will be made for higher category/class of vehicles.
- 4.15 The University will not be responsible for any challan/penalties, loss, damage or any accident of the vehicle or to any other vehicles or for the injury to the driver or to any other third party. The loss or damage or legal expenses on this account shall be borne by the bidder and the University will not be a party to any such accident/incident/legal proceedings
- 4.16 All vehicles/taxis shall carry first-aid-box, tissue paper, stepney (spare tyre), toolbox etc.
- 4.17 The bidder shall maintain an office with adequate staff, telephone & E-mail facilities round the clock to facilitate communication & should be in a position to provide up to 25 or more taxis, if required, on a short notice as may be intimated at the time of examination/entrance and other occasions.
- 4.18 On the basis of the detail of vehicles required by the University, the agency will have to provide the confirmation of bookings along with the name of drivers, contact no. and vehicles no. etc. by sms/e-mail to the General Branch before 02 hrs. of start of journey.
- 4.19 All charges towards repair/service, salary of the drivers/helpers, petrol/diesel/CNG/LPG/ expenses, as well as any other expenses incidental on operation and maintenance of the hired vehicle(s), if any would be borne by the bidder.
- 4.20 The financial bids of those bidders shall be opened whose papers are found technically qualified as per specifications given at point no. 3. The financial bids of those bidders whose technical bids are not found suitable shall not be opened at all.
- 4.21 The rates should be quoted in Indian Rupees (INR) for all the category of vehicles in the enclosed list as per the given specifications.
- 4.22 The bidder is required to provide the contact details of a nodal person who can be contacted for booking of vehicles even at a short notice, in case of any exigency.
- 4.23 Any sum of money due and payable to the bidder, including the Security Amount, deposited under this contract shall be appropriated by the University and set off against any claim of the University for the payment of a sum of money arising out of this contract or any other contract with the University.

- 4.24 The contract can also be terminated if the approved vendor dishonors any condition of the contract in any way, then the security amount deposited shall be forfeited.
- 4.25 The University reserves the right to terminate the contract at any time without assigning any reasons thereof.
- 4.26 The numbers of vehicle may vary depending upon the requirement. The University will place order from time to time depending upon requirements.
- 4.27 There will be no dead mileage. The kilometer run by vehicle for purpose of payment shall be counted from the point of reporting duty till the release of vehicle. No kilometer/distance will be counted to drivers for lunch/ breakfast or for drawl of petrol/diesel/CNG etc.

5. **INSTRUCTIONS TO BIDDERS FOR ONLINE BID SUBMISSION**

- 5.1 The tender shall be submitted online in two parts viz., "Technical Bid" and "Financial Bid". All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.
The offers submitted by Telegram/Fax/email shall not be considered. No correspondence will be entertained in this matter.
- 5.2 "Technical Bid" shall comprise of all documents as per **Annexure-I.** with scanned copy of EMD & Tender document
- 5.3 "Financial Bid" shall comprise of the price bids as per format in **Annexure-II.**
- 5.4 **Tender acceptance letter must be signed by the authorized signatory of the bidder with seal.** (Annexure-IV)
- 5.5 Conditional bids will not be accepted.
- 5.6 Bids shall be submitted online only at CPP portal:
<https://eprocure.gov.in/eprocure/app>.
- 5.7 Bidders are advised to follow the instructions provided in the 'Instructions to the bidder for the e-submission of the bids online through the Central Public Procurement Portal for e-procurement at <https://eprocure.gov.in/eprocure/app>.
- 5.8 Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

- 5.9 Bidder who has downloaded the tender from the University website www.du.ac.in and Central Public Procurement Portal (CPPP) <https://eprocure.gov.in/eprocure/app>, shall not tamper/modify the tender form including downloaded financial bid template in any manner. In case the same is found to be tempered/modified in any manner, the bid shall summarily rejected without prejudice to any further consequential action by the University and EMD would be forfeited and bidder is liable to be debarred from doing business with University.

6. **OPENING OF FINANCIAL BID AND EVALUATION**

After, the Technical Evaluation of the bids, the university will open the “Financial Bids” of all the technically qualified bidders at notified date and time. The lowest financial bid (L-1) shall be considered for award in each category.

7. **EARNEST MONEY DEPOSIT**

- 7.1 Earnest Money Deposit is not required to be submitted by those bidders who are registered with Central Purchase Organization or National Small Industries Corporation (NSIC)/Micro Small Medium Enterprises (MSME). Relevant document would be required to be furnished along with the Technical Bid.

- 7.2 The Earnest Money (EMD) of **Rs. 1,50,000/-** (Rupees One Lac Fifty Thousand only) in the form of Demand Draft/FDR issued by a Nationalized/Commercial Bank in favour of “Registrar, University of Delhi” must reach the General Branch-II, Room No.209, 2nd Floor, New Administrative Block, University of Delhi, Delhi- **110007**, **on or** before the closing date & time of bid submission. Bidders, however have to attach scanned copies of EMD documents alongwith the e-tender. The Earnest money shall be accepted with a minimum validity of 03 months in the form of DD/FDR and shall be in favour of “**Registrar, University of Delhi**”, payable at Delhi.

- 7.3 Bids without Earnest Money Deposit (EMD), if not exempted as per para 7.1 shall summarily rejected. In case of successful bidder, the earnest money deposit will be returned on submission of Performance Bank Guarantee.

- 7.4 In the case of unsuccessful bidders, the Earnest Money Deposited will be refunded without any interest.

8. **AMENDMENT OF TENDER DOCUMENT:**

- 8.1 Before the closing date & time for submission of bid, the University may modify the tender document by issuing addendum/corrigendum.

- 8.2 Any addendum/corrigendum thus issued shall be a part of the tender document and shall be uploaded on the University website (www.du.ac.in) and CPPP <https://eprocure.gov.in/eprocure/app>. Prospective bidders must visit the website before filling and submission of Tender Document for such information.

9. **PERFORMANCE GUARANTEE:**

9.1 The Performance Guarantee of Rs. 3,00,000/- (Rupees three Lac only) shall be deposited by the successful bidder within 10 days after issuance of the Work Award letter. The Performance Guarantee shall be accepted in the following form and shall be in favour of “**Registrar, University of Delhi**”, payable at Delhi with a validity of months as under:-

i. **Fixed Deposit Receipt (FDR) of a nationalized bank (15 months validity)**

ii. **Bank Guarantee (BG) of a nationalized bank (15 months validity)**

9.2 The Performance Guarantee will be returned without any interest after the completion of all formalities under the contract.

9.3 In case of non-submission of Performance Guarantee within specified time, the earnest money will be forfeited and the University debarred him from doing business with University.

9.4 If, after award of the contract, the successful bidder (L-1) fails to provide required number of vehicle/taxis/cabs, the contract is liable to be cancelled alongwith forfeiture of performance bank deposit and other consequential actions, debarred from doing business with University.

10. **ARBITRATION AND SETTLEMENT OF DISPUTES:**

In the event of any question, dispute or difference arising under this agreement or in connection therewith (except as to matter the decision of which is specifically provided under this agreement), the same shall be referred to sole arbitration of the Registrar or any other person as approved by the Vice- Chancellor, University of Delhi. There will be no objection for any such appointment on the basis that the arbitrator is an Employee of University of Delhi or that he/she has to deal with the matter to which the agreement relates or that in course of his/her duties as Employee of the University of Delhi or that he/she has expressed views on all or any of the matter under dispute. The award of the arbitrator shall be final and binding on the parties.

The arbitrator may, from time to time, with the consent of parties, change the time for making and publishing the award. Subject to Arbitration and Conciliation Act 1996 and the Rules made there under, as amended from time to time shall be deemed to apply to the arbitration proceeding under this clause. The proceedings of the arbitration shall be carried out in Delhi with its jurisdiction of courts at Delhi.

11. **TERMS OF PAYMENT:**

11.1 The payment will be made on monthly billing basis.

11.2 Payment will be released through RTGS/NEFT only, subject to deduction of applicable taxes.

12. FORCE MAJEURE

12.1 If, at any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reasons of any war or hostility, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts or act of God (hereinafter referred to as events) provided notice of happenings of any such eventuality is given by either party to the other within 30 days from the date of occurrence thereof, neither party shall by reason of such event be entitled to terminate this contract nor shall either party have any claim for damages against other in respect of such non-performance or delay in performance, and deliveries under the contract shall be resumed as soon as practicable after such an event come to an end or cease to exist, and the decision of the Purchaser as to whether the deliveries have to be so resumed or not shall be final and conclusive. Further that if the performance in whole or part of any obligation under this contract is prevented or delayed by reasons of any such event for a period exceeding 60 days on which neither party has any control whatsoever, either party may, at its option, terminate the contract.

INSTRUCTIONS FOR ONLINE BID SUBMISSION:

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link **"Online bidder Enrollment"** on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents – including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

- 1) Bidder should log into the website well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as “offline” to pay the EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

- 6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

TECHNICAL BID

S. No.	Details	Whether attached	Page No.
1.	The Bidder must have an annual turnover of Rs.60 lakhs or more per year for the last three year in the relevant field. Chartered Accountant certificate copy for the last three years, viz., 2021-22, 2022-23 and 2023-24 in the business of tour & travel/ taxi operation in support of turnover is to be uploaded with the Technical Bid.	Yes/ No	
2.	Bidder must have at least 03 years experience in providing minimum 10 vehicle to any govt. entity/PSU. Relevant document (like work order etc.) to this effect should be uploaded.	Yes/ No	
3.	Self-attested Copies of (i) Valid Registration Certificate of the Agency/Firm (ii) GST Registration Certificate and (iii) PAN Card have to be attached with Technical Bid.	Yes/ No	
4.	At-least 8 (eight) vehicle must be registered in the name of bidder firm/proprietorship/Associates. The bidder shall provide list of vehicles/taxis, along with the self- attested copies of their RC/fitness/PUC/Insurance and permit owned by the bidder as per format at 'Annexure-V', which have to be attached with Technical Bid	Yes/ No	
5.	The undertaking on company letter head to this effect that the bidder is capable of providing vehicles which may be Air-conditioned SUV/MUV/Sedan/Hatch back as per actual requirement, which may go around 25 vehicles in a day, as the case may be. It may be noted that the actual requirement will be intimated to bidder 24 hours prior of requirement. All the vehicles must have valid fitness certificate/PUC/Insurance from respective transport authority. Some vehicles shall be required on very short notice.	Yes/ No	
6.	An Undertaking shall be submitted by the bidder on its letter head that the Drivers to be provided shall be without any criminal/immoral background.	Yes/ No	
7.	The bidder must submit an Undertaking on its letter head that they have not been blacklisted by any State Government/Central Government/Public Sector Undertaking/University in India in last 3 years . If, it is subsequently established or found that the bidding firm has given any false information or facts or has suppressed facts or manipulated the documents etc., the earnest money deposit or the performance deposit, as the case may be, will be forfeited and no excuse what so ever will be entertained therefore.	Yes/ No	

8.	The bidder should submit the certificate that all the terms & conditions indicated in the tender document are acceptable to it. (Annexure- IV)	Yes/ No	
9.	The bidder should furnish all information in the prescribed Performa only.	Yes/ No	
10.	The bidder applying/participating in this tender should have their registered office within the periphery of 10 kms via short route road distance from Gate no. 1 of University of Delhi, Delhi-110007. The University may verify the distance and also may visit the firm registered office, if required. An undertaking to this effect must be provided in company's letter head.	Yes/No	
11.	Earnest Money Deposit (EMD) of Rs. 1.5 Lakhs	Yes/No	
12.	An undertaking/consent would be required from the Associate Company's on its letter head for leasing/providing the numbers/details of vehicles to be provided to the bidders firm	Yes/No	

Declaration

I hereby certify that the information furnished above are full and correct to the best of our knowledge. We understand that in case of any deviation is found in the above statement at any stage, the company will be black-listed.

Authorized Signature
with Seal of Company

FINANCIAL BID**ANNEXURE-II****Financial bid of hiring of Vehicles/Taxi/Cars University of Delhi****Delhi – 110007 (2025-26)**

1. Name of Agency
(Full Name and address with Tel. No.)
2. Rates

Requirements: Please see scope of work (point 2) of this tender before filling rates

S. No.	Particulars of Duty	Maruti Eeco or similar cabs etc.) (5 seater) (Rate in Rs.)	Sedan, (Swift Dezire or similar cabs etc.) (5 seater) (Rate in Rs.)	SUV/MPV (Innova or similar cabs) (7/8 seater) (Rate in Rs.)	Premium SUV/MPV (Innova Hycross or similar cabs) (7/8 seater) (Rate in Rs.)	Mahindra Jeeto/ Tata Ace or similar Pickup van (load capacity of 800kg or more)
		AC	AC	AC	AC	Non AC
1	40 kms & 05 Hrs. half day*					
2	80 kms & 10 Hrs. per day*					
3	120 kms & 12 Hrs. per day*					
4	160 kms & 12 Hrs. per day*					
5	Additional/ Extra Km/ Hours					
5.1	Extra kilometer charges					
5.2	Extra hour charges					
5.3	Night charges (from 11:00 p.m. to 5:00 a.m.)					

Sl. no.	Particulars of Duty	Maruti Eeco or similar cabs etc.) (5 seater) (Rate in Rs.)	Sedan, (Swift Dezire or similar cabs etc.) (5 seater) (Rate in Rs.)	SUV/MPV (Innova or similar cabs) (7/8 seater) (Rate in Rs.)	Premium SUV/MPV (Innova Hycross or similar cabs) (7/8 seater) (Rate in Rs.)	Mahindra Jeeto/ Tata Ace or similar Pickup van (load capacity of 800kg or more) (Rate in Rs.)
		AC	AC	AC	AC	Non AC
6	Monthly (26 Days) 2080 Kms & 260 Hrs per month					
7	Monthly (30 Days) 2400 Kms & 300 Hrs per month					
8	Monthly (26 days)					
8.1	1. 40 kms & 05 Hrs. half day*					
8.2	2. 80 kms & 10 Hrs. per day*					
8.3	3. 120 kms & 12 Hrs. per day					
8.4	4. 160 kms & 12 Hrs. per day*					
9	Monthly (30/31 days)					
9.1	1. 40 kms & 05 Hrs. half day*					
9.2	2. 80 kms & 10 Hrs. per day*					
9.3	3. 120 kms & 12 Hrs. per day					
9.4	4. 160 kms & 12 Hrs. per day*					

10	Outstation Charges upto 300 km per day					
	Additional/ Extra Km/ Hours for outstation					
10.1	Extra kilometer charges					
10.2	Extra hour charges					
10.3	Night charges (from 11:00 p.m. to 5:00 a.m.)					
10.4	Driver Charges / any other charges					

*** The booking of vehicle and payment thereof shall be applicable for the booking under respective slab i.e. 40kms, 80kms, 120kms & 160kms only. Beyond the stipulated kms, extra hour and extra charge will apply.**

Eg:- In case, the vehicle is booked for 40kms 5 hours, the excess running wherever shall be paid on the basis of rates quoted for additional per kilometer/per hour

No automatic slab upgradation will be applicable.

- (a) The rates quoted shall be including GST, parking charges, toll taxes, which shall be payable extra by the University of Delhi on production of documentary proof of payment in original. The payment will be made on actual basis on submission of original receipt.
- (b) The vehicles, provided to the Examination wing shall be exempted from GST as per notification No. and date: 151/07/2021-GST issued by Department of Revenue, Ministry of Finance, Govt. of India dated 17/06/2021. However, GST will be paid in other cases and the bills for examination wings and other offices/ departments will be submitted separately.
- (c) Certified that all the terms and conditions of the tender document are acceptable.
- (d) There will be no dead mileage. The kilometer run by vehicle for purpose of payment shall be counted from the point of reporting duty till the release of vehicle. No kilometer/distance will be counted to drivers for lunch/ breakfast or for drawl of petrol/diesel/CNG etc.

Date:

(Signature of the Authorized Signatory)

Form of Performance Guarantee Bank Guarantee Bond

1. In consideration of the University of Delhi (hereinafter called "The University") having offered to accept the terms and conditions of the proposed agreement
Between and (hereinafter called "the said Contractor (s)") for the work (hereinafter called "the said agreement") having agreed to production of a irrevocable Bank Guarantee for Rs. (Rupees _ only) as a security/guarantee from the contractor(s) for compliance of his obligations in accordance with the terms and condition in the said agreement.

We, _____(indicate the name of the Bank) __ (hereinafter referred as "the Bank") hereby undertake to pay to the University an amount not exceeding Rs. _____(Rupees _____only) on demand by the University.

2. We, _____(indicate the name of the Bank) _____do hereby undertake to pay the amounts due and payable under this guarantee without any demure, merely on a demand from the University stating that the amount claimed is required to meet the recoveries due or likely to be due from the said contractor(s). Any such demand made on the bank shall be conclusive as regards the amount due and payable by the bank under this Guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. _____(Rupees _____only).
3. We, the said bank further undertake to pay the University any money so demanded notwithstanding any dispute or disputes raised by the contractor(s) in any suit or proceeding pending before any court or Tribunal relating thereto, our liability under this present being absolute and unequivocal.

The payment so made by us under this bond shall be a valid discharge of our liability for payment there under and the Contractor (s) shall have no claim against us for making such payment.

4. We, (indicate the name of the Bank) further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of the University under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged or till Registrar, University of Delhi, on behalf of the University certified that the terms and conditions of the said agreement have been fully and properly carried out by the said Contractor(s) and accordingly discharge this guarantee.

5. We, _____ (indicate the name of the Bank) further agree with the University that the University shall have the fullest liberty without our consent and without affecting in any manner our obligation hereunder to vary any of terms and conditions of the said agreement or to extent time of performance by the said Contractor(s) from to time or to postpone for any time or from time to time any of the powers exercisable by the University against the said contractor (s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Contractor (s) or for any forbearance, act of omission on the part of the University or any indulgence by the University to the said contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect or so relieving us.
6. This guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor(s).
7. We, _____ (indicate the name of the Bank) lastly undertake not to revoke this guarantee except with the previous consent of the University in writing.
8. This guarantee shall be valid upto _____ unless extended on demand by the University. Notwithstanding anything mentioned above, our liability against this guarantee is restricted to Rs. _____ (Rupees _____ only) and unless a claim in writing is lodged with us within six months of the date of expiry or the extended date of expiry of this guarantee all our liabilities under this guarantee shall stand discharged.

Date the -----day of -----for----- (indicate the name of the Bank)

TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

To,

Sub: Acceptance of Terms & Condition of Tender.

Tender Reference No:

Name of Tender / Work:-

Dear Sir,

1. I/We have downloaded/obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

As per your advertisement, given in the above-mentioned website(s).

2. I/We hereby certify that I/we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I/we shall abide hereby by the terms / conditions/ clauses contained therein.
3. The corrigendum(s) issued from time to time by your department / organization too have also been taken into consideration, while submitting this acceptance letter.
4. I/we hereby unconditionally accept the tender conditions of above-mentioned tender document(s)/corrigendum(s) in its totality/entirely.
5. I/we do hereby declare that our firm has not been blacklisted/debarred by any Govt. Department/Public Sector undertaking.
6. I/we certify that all information furnished by our Firm is true & correct and, in the event, that the information is found to be incorrect/untrue or found violated, then your department/organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

(Signature of the Bidder, with Official Seal)

CHECK LIST

S. No.	Description	Page No.	Remarks, if any
1	EMD (Rs. 1,50,000/-)		
2	Annexure – I (Technical Bid)		
3	Annexure – II (Financial Bid)		
4	Annexure – III (Bank Guarantee Bond)		
5	Annexure-IV (Tender Acceptance Letter)		
6	Annexure-V (List of Vehicles)		