



Request for Quotes
For
Purchase of Three Wheeler for Goods- (E-Loader)

REQUEST FOR QUOTES
DATE:- 20.04.2026

APRIL 2026

Last Date for Submission of Bid: 04.05.2026

South Asian University
(A University established by SAARC nations)

www.sau.int
Phones: +91 - 11 - 35656500 | +91 - 11 – 35656641

The South Asian University (SAU) is an International University sponsored by the eight member countries of the South Asian Association for Regional Cooperation (SAARC) viz. Afghanistan, Bangladesh, Bhutan, India, Maldives, Nepal, Pakistan and Sri Lanka.

The University invites sealed Bids from reputed authorized distributors/dealers/retailer, etc. to Supply & Install items as per following specifications.

S. No.	Description	Qty.	Specification
1	Three Wheeler for Goods- (E-Loader)	01	As per Form 6

TERMS AND CONDITIONS FOR SUBMISSION OF BIDS

1. BID SECURITY / EARNEST MONEY DEPOSIT (EMD): Bid Security (EMD) of Rs. 25,000/- (Rupees Twenty Five Thousand Only) is required to be submitted by each bidder (the "Bid Security") directly into the following bank account of the university:

Account Holder's Name: South Asian University

Account Holder Address: Rajpur Road, Maidan Garhi, Delhi 110068

Bank Name: State Bank of India

Bank Address: New Mehrauli Road, Delhi 110067

Account Number: 31238978138

IFSCCode: SBIN0001624

Branch Code: 01624

- (a) South Asian University (SAU) is a self-governing international educational institution which has been accorded the privileges & immunities contained in the UN Act of 1947.
- (b) Any proposal submitted without EMD, mentioned above, will be summarily rejected. No EMD exemption shall be permitted regardless of the category of the applicant being MSE, start up, or otherwise.
- (c) EMD of all unsuccessful bidders would be refunded by SAU after finalization of tender process and issue of Purchase order to successful bidder. The EMD of the successful bidder would be returned upon submission of requisite Performance Bank Guarantee.
- (d) SAU will not be liable to pay any interest on bid security deposits.

- (e) SAU will be entitled to forfeit and appropriate the bid security as a mutually agreed loss and damage payable to SAU and without prejudice to SAU's any other right or remedy under the following conditions:
- i. If a bidder engages in a corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice;
 - ii. If a bidder withdraws its Proposal during the period of its validity as specified in this tender and as extended by the bidder;
 - iii. In the case of the selected bidder, if the selected bidder fails to sign the contract or provide the Performance Security within the specified time limit, or
 - iv. If the bidder commits any breach of the terms of this tender or is found to have made a false or misleading representation to SAU.
2. **ELIGIBILITY CRITERIA:** After initial scrutiny, responsive bids will be evaluated against the eligibility criteria mentioned in the Form 5 checklist. Bids not meeting the eligibility criteria are liable to be rejected.
 3. **PAGINATION:** All documents uploaded whether together or under separate heads should be sequentially numbered with a covering index page listing out the requirements and the supporting page numbers.
 4. **CERTIFICATE:** Bids should be submitted by the original manufacturers / fabricator of the Three Wheeler (E-Loader). In case a dealer/partner is submitting the offer, it must be accompanied by valid agency authorization certificate.
 5. **LOCAL PRESENCE:** Bidder must have local Delhi NCR registered address. Bidder must submit document in support of their registered address¹ in Delhi NCR.
 6. **WARRANTY:** The supplied Three wheeler (E Loader)) shall be under comprehensive (parts & labour) on-site warranty for a period of one year from the date of acceptance of delivery with a provision for extended warranty.
 7. **COMPLIANCE:** Bidders must submit a document indicating compliance with the above requirements with page number references of supporting documents.
 8. Technical & Financial Bids must be sealed in separate covers. The two sealed envelopes must be submitted inside a third duly sealed and signed cover with the Tender Name & Number at the top left corner of the envelope and submitted at the Reception of South Asian University. The university assumes no responsibility in respect of a bid not made and/or not submitted as required.
 9. **REJECTION:** *Failure to comply with the requirements mentioned herein may render the Proposal non-compliant and the Proposal may be rejected. Bidders must submit the required documents with proper indexing & pagination.*

10. CLARIFICATIONS: Clarifications, if any, may be sought through email addressed to **procurement@sau.int** or on phone from the purchase section on 011-35656615.
11. SUBMISSION DEADLINE: The Bid must reach the university no later than **3:00 PM on 04.05.2026**. SAU may reject any late submitted Bid.
12. In the event of the due date of receipt and opening of the tender being declared as a holiday for the University, then due date of receipt/opening of the tender will be the next working day at the same time.
13. BID VALIDITY: Bids shall remain valid for a period of ninety (90) days after the Bid submission deadline date.
14. The tenderer while sending their tender should enclose a copy of the conditions stipulated duly certified and attested by them as token of accepting the tender conditions as being understood and accepted by them in full. Tenders received without the certified copy of the conditions are liable to be rejected.
15. The Bid shall be typed or written in English with indelible ink and shall be signed by a person duly authorized to sign on behalf of the vendor. Official Stamp should be placed after the signature.
16. The Bidder is expected to examine all instructions, forms, terms and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or submission of a Bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in rejection of the bid.
17. The bid proposal must be properly indexed and bound and all the pages shall be signed and stamped. Any loose document submitted by bidders will be rejected.
18. PRICE BID: Unit Price of each item should be indicated in the format of price schedule given in Form 7. The applicable Tax/Duty shall be indicated separately. Any additional charges to be levied should be clearly specified. The vendor shall quote only in Indian Rupees.
19. Alternative offers/partial offers shall not be considered. The vendors are advised not to quote different options for the same item but, furnish the most competitive among the options available to the bidder. A Bid submitted with an adjustable price shall be treated as non-responsive and may be rejected.
20. A firm having any legal suit/criminal case pending against its proprietor or any of its Directors (in the case of Private Ltd. Company) or having been earlier convicted on grounds of moral turpitude or for violation of laws in force shall not be eligible. A self-declaration to this effect shall be furnished by the bidder.

21. The University has the right to reject any Bid, and to annul the process and reject all Bids at any time prior to acceptance, without thereby incurring any liability to bidders and without assigning any reason.
22. The University will accept the Bid of the vendor whose offer has been determined to be the lowest evaluated bid and is substantially responsive to the documents issued.
23. Goods shall be supplied and installed at South Asian University, Rajpur Road, Maidan Garhi, New Delhi 110068.
24. Goods shall be supplied within 10 days from the date of purchase order. The date of supply and installation shall strictly be adhered to, failing which the University reserves the right of not accepting the supplies and to charge suitable damages or to effect purchase at the supplier's cost and risk. If the supplier fails to supply and install the goods on or before the above mentioned period, compensation may be recovered at the rate of 1% of the cost of order for every weeks delay or fraction thereof, subject to a maximum of 10% of the cost of goods. If and when required, the extension for date of delivery should be obtained with proper justification. Part supplies will not be accepted.
25. **PERFORMANCE SECURITY:** Performance security of 5% of the total value of the contract may be furnished in the form of an Account Payee Demand Draft/ Fixed Deposit Receipt/or a Bank Guarantee from any Scheduled Commercial Bank in an acceptable form to the University drawn in favour of **South Asian University**, payable at New Delhi. Performance security shall remain valid for a period of sixty days beyond the date of successful installation of the equipment and warranty period. No interest will be payable by SAU on the Performance Security.
26. The payment will be made 100% within 30 days after supply and installation of all goods against the particular order to the satisfaction of the University.
27. Matters regarding any dispute shall be referred for arbitration to any Officer appointed by the President of SAU, whose decision shall be binding and final.
28. Please note that South Asian University is an International Organization declared by the Central Government in pursuance of Section 3 of the United Nations (Privileges and Immunities) Act, 1947 (46 of 1947) and is therefore entitled to claim refund of Goods and Services Tax (GST) paid on the procurement of Goods and/ or Services.

We have been allotted UIN: 0717UNO00175UNQ

Please ensure that our UIN is mentioned on all invoices raised on us for the goods and services supplied. The invoice raised should be in conformity with the various provisions of respective GST Acts and should include the following-

- The Invoice should be Tax Invoice;
- Name, address and GSTIN of the supplier;
- Invoice Number;

- Date of issue
- Name, address UIN of the recipient;
- HSN code of goods or Accounting Code of services (SAC);
- Description of goods or services;
- Quantity in case of goods and unit or Unique Quantity Code thereof;
- Total value of supply of goods or services or both;
- Taxable value of supply of goods or services or both considering discount or abatement, if any;
- Rate of tax (central tax, State tax, integrated tax, Union territory tax or cess);
- Amount of tax charged in respect of taxable goods or services (Central Tax, State Tax, Integrated Tax, Union territory Tax or cess);
- Place of supply along with the name of State, in case of a supply in the course of inter-State trade or commerce;
- Address of delivery where the same is different from the place of supply;
- Signature or digital signature of the supplier or his authorized representative.

SUBMISSION FORMS

Form 1 – Turnover Certificate

(TO BE ISSUED BY PRACTISING CHARTERED ACCOUNTANT ON THEIR LETTER HEAD)

This is to certify that M/s _____ (*Name & Address of Bidder*) are in the business of _____ for _____ completed years (considered upto 31st March of the last Financial Year). Their turnover and net profit in each Financial Year during the preceding 03 (three) years are as given below:

Financial Year*	Total Turnover (in INR)	Net Profit (in INR)
Average for three years		[indicate sum of above divided by 3]

*The last three financial years to be counted from the year such data is certifiably available

It is further certified that:

(a) the above Turnover is in line with the Turnover declared by the Bidder in their Income Tax Returns filed under PAN No: _____ which are verified by us; and

(b) the computation of net profit is based on my/our scrutiny of the books of accounts, records and documents, is true and correct to the best of my/our knowledge and as per information provided to my/our satisfaction.

Place :

Date :

M No.:

Name:

Signature:

SEAL

Form 2 – Past Experience Format of Similar Work

Bidder shall enclose work completion / performance certificates as proof in respect of past performance / similar work for eligibility. Submitting only work order copies shall not suffice.

Mention one PO# for each of the last three years.

S.No.	Client	Items Supplied	PO Value	Proof Document Page number
1.				
2.				
3.				

#These should be executed purchase orders. Proof document must include performance certificate / work completion certificate, else the experience may not be acceptable for deciding eligibility.

[If page numbers of proof documents are not mentioned and all submitted documents are not properly paginated & indexed, the relevant submitted documents (if any) may not be evaluated at the sole risk & responsibility of the bidder]

Form 3 – Organization Details

Details filled in this form must be accompanied by sufficient documentary evidence, in order to verify the correctness of the information.

S.No.	Item	Details	Page No. of the Proof Document
1.	Name, Designation and Contact Details of the Person Authorized to Make Commitments to the University		
2.	Company Registration No. (Copy of the Registration Certificate to be attached)		
3.	PAN No. (Copy of the Certificate to be attached)		
4.	GST No. (Copy of the Certificate to be attached)		

[If page numbers of proof documents are not mentioned and all submitted documents are not properly paginated & indexed, the relevant submitted documents (if any) may not be evaluated at the sole risk & responsibility of the bidder]

Form 4 – Proposal Submission

The Registrar

South Asian University

Rajpur Road, Maidan Garhi New Delhi – 110068

Email: registrar@sau.int

Dear Sir,

With reference to your requirement for supply of PTA vehicle, we, having examined all relevant documents and understood their contents, hereby submit our Technical Proposal. The Proposal is unconditional and unqualified.

We hereby declare that:

(a) We are not involved in any litigation that may have an impact of affecting or compromising the delivery of the goods or services as required under this tender.

(b) We are not and never in the past, black-listed by any Central/State Government/Public Sector/Educational Institute Undertaking in India.

(c) We undertake that the documents submitted are genuine/ authentic and nothing material has been concealed therefrom and that we are not debarred by any Government organization and are competent to have the contract. We understand that the contract is liable to be terminated, if found to be have been obtained, through fraudulent means and/or concealment of information.

We have included relevant documentation in support of the eligibility and technical evaluation criteria.

Sincerely Yours,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

(Name and seal of the Bidder)

Form 5 – Eligibility Checklist

[If page numbers of proof documents are not mentioned and all submitted documents are not properly paginated & indexed, the relevant submitted documents (if any) may not be evaluated at the sole risk & responsibility of the bidder]

Bids not fulfilling the following eligibility criteria shall be considered to be non responsive and shall not be considered for evaluation.

S.No.	Basic Requirement	Specific Requirement	Documents Required	Page No of Proof Document in Technical Bid
1.	EMD	Bidder must deposit the requisite EMD directly into SAUs bank account; else bid will not be considered.	Proof of having deposited the EMD directly into SAUs bank account	
2.	Turnover	For OEM/bidder, Average Annual Turnover during the last three financial years should be at least Rs 20 lakhs.	Form 1 (There is no need to upload entire voluminous balance sheets)	
3.	Experience	OEM/Bidder must have successfully completed supply of at least Ten E- Loader in the last three years.	Form 2 (Give details in this Form only and submit documents in support of work completion which are mandatory)	
4.	Certificate	Bidder should be in possession of valid ISO certificate.	Copy of valid ISO certificate	
5.	Local Presence	The bidder must have a local registered office in Delhi NCR with relevant service personnel, operational for at least three years as on proposal due date.	Registration certificate	
6.	Legal Entity	The bidder should be a Company registered under the Companies Act, 1956 since last 3 years and operating for the last three years.	Form 3	
7.	Blacklisting	A self-certified letter by the authorized signatory of the bidder that the bidder has not been blacklisted in the past by any Central / State Government body or Public Sector institution or any autonomous institute or be under a declaration of ineligibility for corrupt or fraudulent practices as on proposal submission date	Form 4	

S.No.	Basic Requirement	Specific Requirement	Documents Required	Page No of Proof Document in Technical Bid
		must be submitted on original letter head of the bidder with signature and stamp.		
8.	Warranty	Quoted products shall come with a one year comprehensive onsite warranty with possibility of extended warranty.	Letter of Warranty	
9.	Compliance	Submit a document indicating compliance with the requirements.	Form 6	

Form 6 – Specifications & Product Compliance Sheet

Three Wheeler for Goods- (E-Loader) fabricated and supplied with the following.

S.No	Specification Name	Requirement	Compliance (Yes / No)
1	Vehicle Category	L5N Category – Goods Carrier	
2	Power Source	Electric – Battery Operated	
3	Type of Body/Container	Closed Body (Box Type)	
4	Body/Container Volume (Cubic metres)	4.8 – 5.0 or higher (Cubic meter)	
5	Body/Container Material	Mild Steel as per IS 2026, Stainless Steel Or higher	
6	Maximum Power Output (KW)	11.7 – 15.0 or higher (KiloWatt)	
7	Type of Traction Battery	Lithium-ion Battery or higher	
8	Traction Battery Capacity (in Ah)	172.0 – 250.0 or higher	
9	Type of Motor	BLDC, DC, AC, or higher	
10	Emission Compliance	NA for Battery Operated	
11	Specific Requirements for L Category Electric Power Train Vehicles	Confirming to AIS 156 (Latest Version)	
12	CMVR Type Approval for Electric Power Train Vehicles	Confirming to AIS- 049 (Latest –Version)	
13	Measurement of Electrical Energy Consumption	Confirming to AIS- 039 (Latest Version)	

Form 7 – Price Schedule

Item No	Description of Items	Qty	Unit Price (INR)	TAX (INR)	Total Price with Taxes (INR)
1.	Three Wheeler for Goods- (E-Loader) inclusive of all costs of comprehensive insurance, registration, plate cover, etc.	01			
2.	Three year onsite comprehensive warranty				
3.	<i>Any other item/charge</i>	01			
Total					

Extended warranty pricing:

DECLARATION

1. This is certified that the rates quoted above are not more than the rates charged from any other Institution / Department / Organization.
2. I / We have gone through the terms & conditions stipulated in the tender document and confirm to abide by the same.
3. No other charges would be payable by the Institute.

Full Name of the Bidder:

Signature of the Bidder: Date:

Official Seal

DECLARATION REGARDING BLACKLISTING / DEBARRING FOR TAKING PART IN TENDER

(I) We are not involved in any litigation that may have an impact of affecting or compromising the delivery of the services as required under this tender.

(II) We are not black-listed by any Central/State Government/Public Sector/Educational Institute Undertaking in India.

(III) I/we undertake that the documents submitted are genuine/ authentic and nothing material has been concealed there from and that I/we are not debarred by any Government organization and are competent to have the contract. I/we understand that

the contract is liable to be cancelled, if found to be having obtained, through fraudulent means/concealment of information.

(Signature of Authorized Signatory)

Date:

Name of the bidder: _____

Complete Address: _____

Contact Nos. _____