



SOUTH ASIAN UNIVERSITY

an International University Established by
the Governments of SAARC Nations, New Delhi

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.

Tender No. SAU/S&P/DV/2026/01

**Tender for Hiring of different Vehicle Services
for South Asian University, New Delhi-110068
on Rate Contract Basis**

**TENDER DOCUMENTS
(Single Stage Two Packet Bid)**

**SOUTH ASIAN UNIVERSITY
STORE & PROCUREMENT DIVISION**

PROCUREMENT TENDER NOTICE FOR HIRING OF VEHICLES SERVICES

Tenders are invited by the South Asian University for hiring of Vehicle Services 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. 2 of South Asian University, New Delhi- 110068). The bidder must have at-least a minimum of 10 registered vehicles in the name of the bidder firm/proprietorship.

Item	Details / Date
Name of Work	Hiring of vehicles for South Asian University, New Delhi
Bid Document Download Starts Date	18.04.2026 at 09:00 a.m.
Clarification Start Date	20.04.2026 at 09:00 a.m.
Clarification End Date	23.04.2026 at 05:00 p.m.
Bid Submission Start Date	24.04.2026 at 09:00 a.m.
Bid Submission End Date	02.05.2026 at 03:00 p.m.
Bid Opening Date	03.05.2026 at 03:30 p.m.
Date and time of opening of Financial Bids of technically qualified bidder(s)	Will be intimated in due course of time to technically qualified bidders
Cost of Tender	Nil
Validity of Bid(s)	90 days from the last date of submission of bid.
EMD	Rs. 15,000/- (Rupees Fifteen thousand only) by way of Online Transfer/Bank Draft /Pay Order in favour of SOUTH ASIAN UNIVERSITY payable at Delhi. NOTE: No exemption shall be applicable for the payment of EMD, to any category of bidder including the MSME, Start-ups, etc.
Performance Bank Guarantee	Finally selected bidder will be required to furnish/submit a Performance Bank Guarantee for the amount of Rs. 25,000 (INR twenty-five thousand only) in the form of Online Transfer/DD/ PO, in favour of "SOUTH ASIAN UNIVERSITY Payable at New Delhi-110068 within 15 days from the award of work. Bank Guarantee of any scheduled bank drawn in favour of SOUTH ASIAN UNIVERSITY should be valid for complete period of contract plus two months beyond contract period or as specified in letter of acceptance issued by the University.
Bank A/c details of the University for NEFT Transfer:	Account Name : SOUTH ASIAN UNIVERSITY Account Number: 30796569318

	Bank Name: State Bank of India IFS Code: SBIN0001624 Branch: NIHFV, Munirka, New Delhi - 110 067, India Branch Code: 01624
Address	Store & Procurement Division, 4th Floor Admin. Building, South Asian University, Rajpur Road, Maidan Garhi, New Delhi-110068
Clarification/Queries, if any, related to tender only.	email at procurement@sau.int Phone No. +91(11)-35656500

Notes:

The interested bidders may submit their Bids along with the required documents, duly authenticated and stamped by the proprietor or authorized signatory.

If there is any addendum/corrigendum related to tender, it shall be published on the SAU website only i.e. <https://www.tenders.sau.ac.in> The bidders are advised to check the SAU website regularly. No other mode of notice will be given.

If the last date of receiving/opening of the bids coincides with a holiday, then the next working day shall be the receiving/opening date.

It is mandatory for the bidders to submit complete tender document duly signed and stamped along with bid. Page numbers of every document should be clearly indexed.

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PART

A

Technical Bid

1. INTRODUCTION

The South Asian University (SAU) is an International University Established by the SAARC Member Countries, functioning under the administrative control of the Ministry of External Affairs, Government of India, and SAARC Nations. Presently, the University is operating on about 50 acres of land, with the remaining 50 acres under development. The University has a multicultural and diversified environment with a presence of students, faculty, and staff from SAARC Countries.

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. The bidder is required to furnish Annual Rate Contract for providing Taxi and Bus services in and when required (AC/NON-AC) for a period of one year from the date of award of contract
- 2.2. **The contract can be further extended for a period upto three year (one year at a time) at the sole discretion of SAU on the L1 rates, terms & condition on the basis of satisfactory performance, mutual consent.**
- 2.3. The Technical/Financial bids are to be submitted as per format in Form 1 & Form 4 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 offline (in physical mode) on the scheduled date and time.
- 2.6. The financial bids of only those bidders shall be opened who are found technically qualified.

3. TECHNICAL & QUALIFYING CRITERIA

Sl. No.	Basic Requirement	Specific Requirement	Documents Required	Page No. of Proof Document in Technical Bid
1	Legal Status of Bidder	The bidder may be a proprietary firm, partnership firm, limited company, or corporate body legally constituted and engaged in taxi and bus services. The bidder must possess a valid license issued by the Regional Transport Authority. Near relatives of employees of South Asian University (direct or deputation) are not permitted to participate.	Copy of valid RTA license and self-declaration regarding non-relation	
2	Current Work Order	The bidder must have at least ONE current (running) work order with any Government Organization/ PSU / Autonomous Body / Diplomatic Mission / International Organization.	Copy of current work order	

3	Statutory Registrations	Self-attested copies of valid Registration Certificate, GST Registration Certificate, and PAN Card must be submitted. Registration under GST is mandatory.	Self-attested copies of Registration Certificate, GST & PAN	
4	Experience	The bidder must have at least 03 years' experience in tour and travels business providing minimum 10 vehicles on hire to Government / PSU / Autonomous Bodies / Reputed Organizations.	Experience certificates / Work orders	
5	Vehicle Capacity	An undertaking that the bidder is capable of providing Air-conditioned SUV/MUV/Sedan/Hatchback vehicles , up to 20 vehicles per day , as per requirement intimated 24 hours in advance.	Undertaking on company letterhead	
6	Vehicle Condition & Validity	At least 10 vehicles must have valid Fitness Certificate, PUC, and Insurance. Vehicles must be neat, clean, well maintained, and not older than 3 years or model year 2022 , whichever is later.	Copies of RC, Fitness, PUC & Insurance	
7	Liability Clause	South Asian University shall not be responsible for any financial or legal implications related to vehicles, drivers, or operations.	Undertaking on company letterhead	
8	Driver Background	An undertaking that drivers deployed shall have no criminal or immoral background .	Undertaking on company letterhead	
9	Blacklisting	An undertaking that the bidder has not been blacklisted by any State Government / Central Government / PSU / University in India during the last 03 years .	Undertaking on company letterhead	
10	False Information	If any false information or document manipulation is detected, the EMD / Performance Security shall be forfeited.	Acceptance of tender conditions	
11	Acceptance of T&C	The bidder shall submit a certificate confirming acceptance of all terms and conditions of the tender document.	Form-5 duly signed	
12	Local Presence	The bidder must have a registered office within 10 km road distance from Gate No. 2 of South Asian University-110068. The University may verify and visit the office.	Address proof & undertaking	
13	Prescribed Format	The bidder should furnish all information strictly in the prescribed proforma only.	Duly filled prescribed forms	

14	Performance Feedback	SAU may independently obtain feedback from past or existing clients. Adverse feedback may result in rejection of the bid.	Not Applicable	
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4. TERMS & CONDITIONS

- 4.1. Conditional bids shall not be accepted.
- 4.2. 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.
- 4.3. The rates quoted shall be including GST, parking charges, toll taxes, which shall be payable extra by the South Asian University on production of documentary proof of payment in original. The payment will be made on actual basis on submission of original receipt.
- 4.4. 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.
- 4.5. The service provider will be intimated before-hand for the taxies requirement of the University.
- 4.6. No amount of challan/penalty imposed on the hired vehicle will be reimbursed under any circumstances.
- 4.7. 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 South Asian University, New Delhi on same date, time & venue. In case, the contractor fails to provide the requisite number of vehicles, the South Asian University 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 one (01) hour of such request .**
- 4.8. 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)

Problem	Penalty
1. Arrival delayed by more than 30 minutes	Rs. 500.00
2. Unclean vehicle	Up to Rs. 500.00
3. Rude behavior/unsafe driving of driver	Up to Rs. 1000.00

- 4.9. 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.
- 4.10. 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.

- 4.11. **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.**
- 4.12. 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.
- 4.13. 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
- 4.14. All vehicles/taxis shall carry first-aid-box, tissue paper, stepney (spare tyre), toolbox etc.
- 4.15. 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 20 or more taxis, if required, on a short notice as may be intimated.
- 4.16. 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.
- 4.17. 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.
- 4.18. The financial bids of those bidders shall be opened whose papers are found technically qualified. The financial bids of those bidders whose technical bids are not found suitable shall not be opened at all.
- 4.19. The rates should be quoted in Indian Rupees (INR) for all the category of vehicles in the enclosed list as per the given specifications.
- 4.20. **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.**
- 4.21. 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.
- 4.22. 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.
- 4.23. The University reserves the right to terminate the contract at any time without assigning any reasons thereof.
- 4.24. The numbers of vehicle may vary depending upon the requirement. The University will place order from time to time depending upon requirements.
- 4.25. 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 BID SUBMISSION

- 5.1. The tender shall be submitted (offline in physical mode) 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.
- 5.2. “Technical Bid” shall comprise of all documents as per **Form-1** with EMD & Tender document
- 5.3. “Financial Bid” shall comprise of the price bids as per format in **Form-4**.
- 5.4. **Tender acceptance letter must be signed by the authorized signatory of the bidder with seal.** (Form-5)
- 5.5. Conditional bids will not be accepted.
- 5.6. Bidder who has downloaded the tender from the University website 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

- 6.1. 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. The Earnest Money (EMD) of **Rs. 15,000/-** (Rupees Fifteen thousand only) by way of Online Transfer/Bank Draft/Pay Order in favour of South Asian University, payable at Delhi. 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 “**South Asian University**”, payable at New Delhi.
- 7.2. Bids without Earnest Money Deposit (EMD), shall summarily rejected. In case of successful bidder, the earnest money deposit will be returned on submission of Performance Bank Guarantee.
- 7.3. 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. 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. 25,000/- (Rupees twenty-five thousand only) shall be deposited by the successful bidder within 15 days after issuance of the Work Award letter. The Performance Guarantee shall be accepted in the following form and shall be in favour of “**South Asian University**”, payable at New Delhi with a validity of months as under: -
 - (a) **Fixed Deposit Receipt (FDR) of a nationalized bank (15 months validity)**
 - (b) **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, the vendor shall be blacklisted by SAU and the University may engage with the L2 bidder pursuant to appropriate negotiations.
- 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

The matter regarding any dispute shall be referred for arbitration of any Officer appointed by the President SAU, whose decision shall be binding and final.

11. Terms of Payment

- 11.1. Payment shall be made within 30 days from the date of receipt of bill in the South Asian University. Bills shall be submitted in duplicate along with the log book/journey slips, vehicle wise (log book/slips should be duly signed by the user and the driver of the vehicle).
- 11.2. Payment will be released through RTGS/NEFT only, subject to deduction of applicable taxes.
- 11.3. The engagement and employment of drivers and payment of wages to them as per existing provisions of various labour laws and regulations in the sole responsibility of the contractor. Any breach of such laws or regulations shall be deemed to be breach of this contract.
- 11.4. Toll fees and parking charges shall be paid by the taxi provider and thereafter reimbursed by the University against the production of proper bills.

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.

13. FORFEITURE OF EMD

- 13.1. The EMD amount of a bidder shall be forfeited in the following events:
- 13.2. If the bidder withdraws or amends its bid or breach of the conditions of the bid document or impairs or derogates from the tender in any respect within the period of validity of the bid.
- 13.3. If the successful bidder fails to enter into a contract with SAU, New Delhi, within 15 days (or an extended period as approved by the Accepting Authority in the University) from the issue of the purchase order / work order.

- 13.4. If the successful bidder fails to submit the contract Performance Bank Guarantee (PBG) as stipulated in the Terms and Conditions within 30 days (or an extended period as approved by the Accepting Authority in) from the issue of the purchase order / work order.
- 13.5. If the bidder knowingly and wilfully supplied incorrect information in the bid.
- 13.6. In the event of not accepting the conditions of the contract even after agreeing to do so and submitting the letter of Un-conditional acceptance of terms and conditions of this bid document

CHECK LIST

S. No.	Description	Page No.	Remarks, if any
1	EMD (Rs. 15,000/-)		
2	Form 1-Technical Proposal/Bid		
3	Form 2- Eligibility Experienced		
4	Form 3- Organization Details		
5	Form 4- Financial Bid Proforma		
6	Form 5- Tender Acceptance Letter		
7	Annexure-V (List of Vehicles)		

FORM 1 - Technical Proposal

To

The Registrar
South Asian University
Rajpur Road, Maidan Garhi
New Delhi-110068

Tender for Hiring of different Vehicle Services

Dear Sir,

With reference to above mentioned tender, having examined all relevant documents and understood their contents, hereby submit our Technical Proposal for hiring of commercial vehicles. The proposal is unconditional and unqualified.

Our proposal is compliant with the mentioned in the tender document.

Further:

1. We acknowledge that SAU will be relying on the information provided in the proposal and the documents accompanying the proposal for selection of the vendor.
2. We shall make available to SAU any additional information it may deem necessary or require for supplementing or authenticating the proposal.
3. We acknowledge the right of SAU to reject our application without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
4. We certify that in the last 3 years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against this bidder, nor been expelled from any project or contract by any public authority nor have had any contract terminated by any public authority for breach on our part.
5. We hereby irrevocably waive any right or remedy to challenge or question any decision taken by SAU in connection with the selection of bidder or in connection with the selection process itself in respect of the above-mentioned tender.
6. We agree and undertake to abide by the terms and conditions of the tender document.
7. The prices mentioned in our proposal are in accordance with the terms as specified in bidding documents. All the prices and other terms and conditions of this proposal are valid for a period of 90 calendar days from the last date of submission of bids.
8. We hereby declare that in case the contract is awarded to us, we shall submit the performance guarantee as specified in the above cited RFP.

9. We confirm that we shall abide by the provisions of Minimum Wages Act, Contract Labour Act and other statutory provision like PF Act, ESI Act, EC Act, Leave etc. and any applicable government regulations and shall be fully responsible for any violation.

10. We hereby declare that:

- (a) We are not involved in any litigation that may have an impact of affecting or compromising the delivery of goods or services as required under this tender.
- (b) We are not 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 cancelled, if found to be having obtained, through fraudulent means and/or concealment of information.

We remain,

Your sincerely,

Authorized Signature (In full and initial):

Date:

Name and title of Signatory:

Place

Name of Firm:

Address:

Name and seal of the Bidder)

FORM 2 – Eligibility Experience

S.No.	Customer* Name and Address	Calendar Month & Year of Work Order (MM, YYYY	Customer Contact person with phone No.	Page No. of the proof document**
Running contract with any government organization/PSU or Autonomous body or Diplomatic Mission or International organization				
1				
2				
3				
Past Experience				
1				
2				
3				

*Limit reference up to three years prior to proposal due date only. References must pertain to services similar to those being solicited through this RFP.

**Experience must be supported by copies of work orders & completion certificates from the client, OR work order + self-certificate of completion.

Signature (Name and Designation)

Official Stamp

Date:

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, address & telephone numbers of the Agency		
2	Name, Designation and contact details of the person authorized to make commitments to the University		
3	Company Registration No. (Copy of the Registration Certificate to be attached) OR submit affidavit stating that bidder is a proprietary concern.		
4	PAN No. (Copy of the certificate to be attached)		
5	GST No. (Copy of the certificate to be attached)		
6	Number of vehicles registered with the agency		
7	Details of EMD (DD/Pay Order No. bank & date		

I hereby certify that the information furnished above is full and correct to the best of my knowledge.

Date:
Place:

Signature of authorized person
Name
Seal

FORM 5 – Tender Acceptance Letter
(To be given on Company Letter Head)

To,

The Registrar
South Asian University
Rajpur Road, Maidan Garhi
New Delhi-110068

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)

PART

B

Financial Bid

FORM 4 – Financial Bid Proforma

FINANCIAL BID

Financial bid of hiring of Vehicles/Taxi/Cars

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

2. Rates

S. No.	Particulars of Duty	Maruti Eeco or similar cabs (5 seater) (Rate in Rs.)	Sedan, (Swift Dezire or similar cabs) (5 seater) (Rate in Rs.)	SUV/MPV (Innova or similar cabs) (7/8 seater) (Rate in Rs.)	Premium SUV/MP V (Innova Hycross or similar cabs) (7/8 seater) (Rate in Rs.)	Tempo Traveller (17 seater)	Bus (45 Seater)
		AC	AC	AC	AC	AC	AC
1	40 kms & 04 Hrs. half day						
2	80 kms & 8 Hrs. per day						
3	120 kms & 12 Hrs. per day						
4	160 kms & 16 Hrs. per day						
5	Airport Pickup						
6	Airport Drop						
7	Additional/ Extra Km/ Hours						
7.1	Extra kilometer charges						
7.2	Extra hour charges						
7.3	Night charges (from 11:00 p.m. to 5:00 a.m.)						

S. No.	Particulars of Duty	Maruti Eeco or similar cabs etc.) (5 seater) (Rate in Rs.)	Sedan, (Swift Deziire or similar cabs etc.) (5 seater) (Rate in Rs.)	SUV/MPV (Innova or similar cabs) (7/8 seater) (Rate in Rs.)	Premium SUV/MP V (Innova Hycross or similar cabs) (7/8 seater) (Rate in Rs.)	Tempo Traveller (17 seater)	Bus (45 Seater)
		AC	AC	AC	AC	AC	AC
Additional/ Extra Km/ Hours for outstation							
8.1	Extra kilometer charges						
8.2	Extra hour charges						
8.3	Night charges (from 11:00 p.m. to 5:00 a.m.)						
8.4	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)