

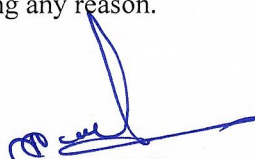
**HIMACHAL PRADESH TECHNICAL UNIVERSITY**

V.P.O Daruhi, Tehsil &amp; District Hamirpur (H.P.) – 177001


Phone : (01972) 226902, Fax: (01972) 226901,

E-mail ID: [registrarhimtu@gmail.com](mailto:registrarhimtu@gmail.com), website: [www.himtu.ac.in](http://www.himtu.ac.in)**Tender No. HPTU/Purchase/07/2025- 2941****Dated: 23/04/2025****NOTICE INVITING TENDERS FOR HIRING OF VEHICLES**

Sealed tenders are invited from the individuals/firms/vehicle operators for hiring of two vehicles i.e. one seven seated (6+1) vehicle (Mahindra Bolero or Equivalent) and one five seated (4+1) vehicle (Swift Dezire or Equivalent) with taxi number for office use of the H.P. Technical University, Hamirpur on monthly rental basis for one year in the first instance. The detailed tender document with terms and conditions can also be downloaded from the University website [www.himtu.ac.in](http://www.himtu.ac.in). Sealed tenders duly filled alongwith the requirement documents/bids should reach by Registered post or by hand in the office of the Purchase Officer, HP Technical University, Hamirpur at Daruhi, VPO Daruhi, Tehsil & Distt. Hamirpur (HP) -177001 by **03/05/2025** upto **02:00 PM**. The tenders will be opened on **03/05/2025** at **03:00 PM** in the said office in the presence of the bidders, who desire to be present. The undersigned reserves the right to accept or reject or cancel any or all tenders without assigning any reason.

  
**Purchase Officer,  
HP Technical University,  
Hamirpur, Distt. Hamirpur (HP)****Endst. No. HPTU/Purchase/07/2025- 2942-44****Dated: 23/04/25**

1. The Dean (Engineering)/Nodal Officer (IT), HPTU Hamirpur to publish the Notice alongwith the Tender document on the official website of University for wide publicity.
2. The Assistant Commissioner to the Deputy Commissioner, Hamirpur with the request to publish the Notice on the Notice Board of DC Office, Hamirpur for wide publicity.
3. The District/Assistant Public Relation Officer, Hamirpur for wide publicity of Notice.
4. Commissioner, Municipal Corporation, Hamirpur (HP) with the request to publish the Notice on the Notice Board of Corporation for wide publicity.

  
**Purchase Officer,  
HP Technical University,  
Hamirpur, Distt. Hamirpur (HP)**

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**Tender Document**  
**for**  
**HIRING OF VEHICLES**



<b>TENDER NO.</b>	<b>Tender No. HPTU/Purchase/07/2025-</b>
<b>LAST DATE FOR RECEIPT OF TENDER DOCUMENT</b>	<b>03 May, 2025 (2.00 PM)</b>
<b>TIME AND DATE FOR OPENING OF THE TENDER (Technical bid)</b>	<b>03 May, 2025 (3.00 PM)</b>
<b>TENDER FEE (Non refundable)</b>	<b>Rs. 200/-</b>
<b>Earnest Money Deposit</b>	<b>Rs. 20,000/-</b>
<b>PLACE OF OPENING OF THE TENDER</b>	Himachal Pradesh Technical University, Hamirpur V.P.O Daruhi, Tehsil & District Hamirpur (H.P.) 177 001.
<b>ADDRESS FOR COMMUNICATION</b>	The Purchase Officer, Himachal Pradesh Technical University, Hamirpur at Daruhi, V.P.O Daruhi, Tehsil & District Hamirpur (H.P.)

Himachal Pradesh Technical University, Hamirpur invites tenders from the individuals/firms/vehicle operators for hiring on outsource basis two vehicles i.e. one seven seated (6+1) vehicle (Mahindra Bolero or Equivalent) and one five seated (4+1) vehicle (Swift Dezire or Equivalent) with taxi number for office use of the H.P. Technical University, Hamirpur on monthly rental basis for one year in the first instance.

The detailed tender document with terms and conditions can be downloaded from the University website [www.himtu.ac.in](http://www.himtu.ac.in). Sealed tenders duly filled alongwith the Demand Draft of Tender Fee Rs. 200/- (Rupees Two Hundred only) and Demand Draft of Earnest Money Deposit Rs. 20,000(Rupees Twenty Thousand Only) issued in favour of the Finance Officer, HP Technical University, Hamirpur (payable at Hamirpur) and alongwith the requirement documents/bids should reach in the office of the Purchase Officer, HP Technical University, Hamirpur at Daruhi, VPO Daruhi, Tehsil & Distt. Hamirpur (HP)-177001 by 03 May 2025 upto 02:00 PM. The tenders will be opened on 03 May 2025 at 03:00 PM in the said office in the presence of the bidders, who desire to be present. If the date fixed for opening of the tender happens to be a holiday, the tender shall be opened on the next working day at the same venue as fixed for original date for this purpose. Incomplete tenders without fee, EMD or required documents shall not be entertained and rejected.

The undersigned reserves the right to accept or reject or cancel any or all tenders without assigning and reason.

-Sd-

**REGISTRAR,**  
**HP Technical University,**  
**Hamirpur, Distt. Hamirpur (HP)**



**Terms & Conditions of Tender and Scope of Work**

**1. Submission of Bids:-**

The tender shall be submitted by the bidders in two bid system i.e. (a) Technical bid and (b) Financial Bid.

- (a) **Technical Bid:-** The technical bid, complete in all respects, should be submitted along with the supporting documents in a sealed envelope super scribed as '**Technical Bid for hiring of vehicles for HPTU**' addressed to the Purchase Officer, Himachal Pradesh Technical University, Hamirpur at Daruhi, VPO Daruhi, Tehsil & Distt. Hamirpur (H.P.) -177001.
- (b) **Financial Bid:-** The Financial bid (Price Bid) should be submitted in a separate sealed envelope super scribed as "Financial Bid for hiring of vehicles for HPTU" addressed to the Purchase Officer, Himachal Pradesh Technical University, Hamirpur at Daruhi, VPO Daruhi, Tehsil & Distt Hamirpur (H.P.)-177001.
- (c) Both the envelopes containing the 'Technical Bid alongwith documents' and 'Price Bid' should be put inside a third envelope which should be addressed to the **Purchase Officer, Himachal Pradesh Technical University, Hamirpur at Daruhi, VPO Daruhi, Tehsil & Distt. Hamirpur (H.P.) -177001** and must reach on or before 03 May 2025 up to 2:00 PM.
- (d) Every sealed envelope should bear the name and address of the bidder/firm.
- (e) The financial bids (Price Bid) will be opened after the technical bids evaluation of those bidders, who qualify in the Technical Bid.
- (f) Sealed Tenders should be submitted either by registered post/speed post or in person in the office. Tenders sent by telegram/fax/email/ whatsapp or any other mode will not be considered. The office shall not be responsible for postal delay or any other delay in submission of the tenders.

**2. Technical Bid:-**

- (i) The bidders are required to submit the Tender Fee, Earnest Money Deposit and other documents required as per **Annexure-2 (Check-List) with the Technical Bid**.
- (ii) The technical bids will be evaluated by the Committee at the first stage and financial bids will be opened/evaluated of only those bidders who qualify in the technical bid.
- (iii) The date /time of opening of the technical bids will be informed to the technically qualified bidders.

**3. Earnest Money Deposit:-**

- (i) The bidder will submit alongwith the Technical Bid, the Earnest Money Deposit (Bid security) of Rs. 20,000/-(Rupees Twenty Thousand Only) as Demand Draft issued in favour of the Finance Officer, HP Technical University, Hamirpur (payable at Hamirpur).
- (ii) Earnest Money Deposit of the unsuccessful bidders will be returned without interest in one month from the date of award of signing the contract with the successful bidder.
- (iii) Earnest Money Deposit submitted by the bidder is liable to be forfeited in case of revocation/withdrawal of offer/bid.
- (iv) That in case if the contractor withdraws from the contract within the period of contract, the H.P. Technical University shall forfeit the security amount without any refund.

**4. Financial Bid:-**

- (i) The financial bid will be quoted submitted by the bidders in format/Annexure-4.
- (ii) The rates should be quoted in **whole Indian Rupees** in words as well as in figures (inclusive of GST if applicable to the bidder). In case of discrepancy between the amounts in figures and words, the amount in words will only be considered for the purpose.
- (iii) Rates/Bid quoted should be valid for at least 90 days from the date of opening of the tenders.
- (iv) No claim for compensation or loss due to fluctuations in prices of Petrol/diesel, accessories/ consumables etc. or any other reasons/ causes will be entertained during the period of contract.

- (v) The rates should be filled in carefully after considering all aspects as described in the 'Terms & Conditions/Scope of work' of tender. No request for change or variation in rates or terms and conditions of tender/contract shall be entertained on any ground/reason.
- (vi) Any interlineations, overwriting, erasing, fluid pasting should be avoided in the financial bid and in case of a mistake/error in writing, the mistake/error should be clearly cut by drawing a straight line, and the correction should be made in legible writing and signed in full by the bidder or his authorized signatory.
- (vii) Any variation, addition or omission in the items of work to be actually carried out during the contract period shall not form a basis of any dispute regarding the rates quoted by the bidder in the tender. The rates quoted by the bidder shall be applicable irrespective of the volume of work.
- (viii) Evaluation and decision of Financial Bid: The financial bids of the technically qualified bidders will be evaluated by the Committee. The tender will be awarded to the Lowest bidder (L-I) based on the following criteria/guidelines:-
  - (a) The Lowest (L-I) bidder shall be decided on the basis of the minimum basic rate quoted for hiring the vehicles for 1500 Kms. If the base rate of two bidders for 1500 Kms is same (equal), then the L-I will be decided on the basis of the lower rate quoted for extra kilometres. Further, if such vendors have same rate for extra kilometres also, the L-I will be decided on the basis of the lower rate quoted for night halt charges.
  - (b) The preference will be given for hiring both the vehicles from the same bidder/owner/agency for administrative convenience of the University. In case, as per the above criteria, the lowest (L-I) bidders/owners/agencies for both the vehicles are different, the Bid Evaluation Committee reserves the right to call the lowest (L-I) bidder of seven (6+1) seated vehicle for negotiation in the rate quoted by him/her for five (4+1) seated vehicle by minimum one percent below the bid/rate quoted by the original lowest (L-I) bidder of five (4+1) seated vehicle in the financial bid for all the items/sub-items of such bid. In this regard the decision of the Bid Evaluation Committee will be final and binding on all the bidders/agencies and the other bidders will not have the right of negotiation in this regard.

**5. Performance Security Deposit/Bank Guarantee:-**


- i) The successful bidder, who is issued the letter of intent/award letter, shall be required to deposit the Performance Bank Guarantee/Security Deposit of Rs. 50,000/- (Rupees Fifty thousand only) in the form of Fixed Deposit duly pledged in favour of "Finance Officer HPTU, Hamirpur (H.P.)" issued from a scheduled commercial bank within 15 days (Fifteen days) from date of issue of letter. If the bidder declines or fails to remit the Performance Security amount or to sign the contract agreement, the entire amount of Earnest money deposit will be forfeited. The Performance Security Deposit should be valid for at least 15 months from the date of issue and will be refunded without interest after three months of expiry of the contract.
- ii) The Performance Security Deposit will be forfeited partially or wholly as per the decision of the Vice Chancellor, HPTU for breach of the terms and conditions of agreement or unsatisfactory performance of contract.
- iii) In case, the contract is extended further as per the terms & conditions of tender, the contractor will be required to deposit the Performance Security Deposit (valid for next 15 months) prior to the date of expiry of earlier Performance Security deposit, failing which the extension of contract will be cancelled without any notice to the contractor.
- iv) In case the vehicle is withdrawn by the contractor/agency within the period of contract, the Performance Security deposit/Bank Guarantee will be forfeited fully to the University.

**6. Other Terms & Conditions regarding scope of work & statutory requirements:-**


- (i) The contractor or Agency shall ensure that the provisions of the Motor Vehicle Act, 1988 are strictly followed in respect of the driver and vehicle provided to the Himachal Pradesh Technical University. Any violation of the Motor Vehicle Act and consequences thereof shall be the sole responsibility of the Contractor or Agency.





- (ii) The vehicle/taxi(s) provided on hiring basis by the successful bidder/contractor must be registered in the name of the bidder/contractor and any vehicle/taxi registered in name of a person other than the bidder/contractor, will not be accepted by the University.
  - (iii) Himachal Pradesh Technical University, Hamirpur intends to hire on outsource basis two vehicles i.e. one seven seated (6+1) vehicle (Mahindra Bolero or Equivalent) and one five seated (4+1) vehicle (Swift Dezire or Equivalent) with taxi number for office use of the H.P. Technical University, Hamirpur on monthly rental basis for one year in the first instance.
  - (iv) The vehicle/taxi provided by the bidder/contractor should be in good running condition and free from all statutory/ legal or other encumbrances. The model of vehicle should not be older than the year two thousand nineteen.
  - (v) The contract shall be awarded initially for a period of one year from the date of commencement of contract. However, it will be obligatory on the part of the contractor to continue the work on the same approved rates upto six months beyond the expiry of contract period or till the new contract is finalized, whichever is earlier. The contract may however be further extended on year to year basis upto next three years upon the mutual consent subject to satisfactory conduct/performance of the contractor, on the same rates and terms & conditions of tender/contract.
  - (vi) The journey performed by the driver or owner/contractor on account of filling of fuel, repairs/service/spare parts of vehicle, journey from place of residence to place of duty or place of parking shall be borne the contractor and will not be paid by the Himachal Pradesh Technical University. All payments regarding comprehensive insurance, registration fee, payment of route permit fee, renewal of route permit fee, GST, payment of taxes/toll tax/entry taxes at barriers, in Himachal Pradesh will be borne by the contractor. However, the toll taxes and other states taxes will be borne by the University, whenever the vehicle will ply outside the State, subject to production of proof/document in this regard alongwith the bill. Parking charges, if any, shall be borne by the contractor (within and outside the state). Salary and other costs of the driver shall also be borne by the contractor or agency.
  - (vii) If the vehicle is out of order, a suitable replacement shall be provided by the Contractor or Agency immediately to Himachal Pradesh Technical University. In case, vehicle in replacement is not provided in time or not provided at all, the Himachal Pradesh Technical University would have right to hire a vehicle from the market and the additional cost incurred by the university will be borne by the Contractor or Agency.
  - (viii) The Contractor or Agency shall always ensure presence or availability of vehicle in the University. The vehicle may need to ply on all kind of roads, within and outside Himachal Pradesh.
  - (ix) The vehicle must be registered in Himachal Pradesh as taxi. If the vehicle is newly purchased, then within 15 days; vehicle should be registered as taxi. The successful bidder will provide the vehicle along with a self attested copy of the Registration Certificate (RC) of vehicle and other necessary documents immediately before start of work. In case of a newly purchased vehicle the copy of RC will be deposited in office within 15 days from the issue of letter of communication.
  - (x) The vehicle should be kept neat and clean and in perfect running condition with adequate quantity of fuel and there should be sufficient boot space. The contractor of Agency shall ensure the placement of a plate indication "On Govt. Duty/ Attached to HPTU" at a suitable place in front and back of the vehicle.
  - (xi) During the period of contract, no request shall be entertained for hike in the agreed/approved rates due to any reason.
  - (xii) The preference will be given for hiring both the vehicles from the same bidder/owner/agency for administrative convenience of the University. Hence, the negotiation may be done as per the terms & conditions of tender, which will be binding on all the bidders/agencies participating in the tender.
  - (xiii) In case of breakdown of vehicle, the service provider will promptly provide the alternate vehicle as per the terms & conditions of tender.
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- (xiv) Besides the normal working days, the vehicle should also be made available to the concerned officer/authority of University, when required for University purpose on all the holidays etc. within one hour of call.
  - (xv) The service provider/contractor shall keep reliable and sufficient spare tyre, tools and consumables with each vehicle in order to attend any minor repairs/replacements while travelling.
  - (xvi) No HPTU employee or faculty or their family members can participate in the tender. In case at any stage, it is established, the tender/bid/contract may be cancelled by the University.
  - (xvii) The Driver or owner/contractor/agency shall be bound to carry out the instructions of the Controller of Vehicle, H.P. Technical University from time to time.
  - (xviii) In the event of award of the tender/ execution of the contract, the Contractor or agency shall be required to submit the particulars of the driver along with his name & address, copy of his driving license, Aadhar card and photographs attached to the vehicle immediately to the University before plying the vehicle. The Contractor of Agency shall also be required to physically produce the vehicle in H.P. Technical University, VPO Daruhi, Tehsil & Distt. Hamirpur.
  - (xix) The Contractor or Agency shall engage a driver who is medically and mentally fit with proper Eye vision. He must have knowledge of traffic rules and other regulations.
  - (xx) The contractor shall verify the credentials of driver from the Police and submit the report to the University within one month period.
  - (xxi) The service provider/contractor shall ensure that each driver possess a valid driving license. Validity and renewal of the driving license and fitness of the driver shall be ensured by the Service provider/contractor. The driver should have a sufficient experience of driving the vehicle in the hilly areas and rough & tough roads of the State.
  - (xxii) In case of leave or medical unfitness of the driver, the service provider will provide the alternate driver, who is medically fit and has valid driving license to drive the vehicle as per the terms & conditions of tender.
  - (xxiii) The driver should be in proper uniform provided by the Contractor or Agency while on duty. The driver shall obey the orders of the Controller of Vehicle, Himachal Pradesh Technical University and concerned officers of University. The drivers are expected to be polite and courteous in his behaviour.
  - (xxiv) The driver shall observe all etiquettes and protocol while performing his duty. He should be punctual & polite to everybody and should not be under the addiction of any intoxicating drink or drug. The service provider will be responsible for behaviour/conduct of the driver. In case of any complaint regarding the conduct of driver, the service provider/contractor will replace the driver immediately.
  - (xxv) He must carry a mobile phone in working condition for which no separate payment will be made by the Himachal Pradesh Technical University.
  - (xxvi) The driver who is engaged with the vehicle by the contractor shall not be generally/frequently allowed to be replaced/ changed without the prior consent of the University.
  - (xxvii) The contractor will be responsible to adhere to the Labour Laws and provisions of Minimum wages Act and shall be responsible for taking all necessary action under statutory provisions/laws in this regard.
  - (xxviii) The Himachal Pradesh Technical University will not be responsible for any challan, loss, damage or accident to the vehicle or to any other vehicle or injury or accident to the driver, University staff or to any other third party. In such a case, the loss or damage or any legal expenses connected therewith will be borne by the Contractor or Agency.
  - (xxix) The driver and vehicle provided shall not be changed frequently. Any change should be with the concurrence of the Controller of Vehicle. In case the vehicle or driver is not found suitable by the Controller of Vehicle, the vehicle or driver shall be changed immediately by the contractor or Agency. The Contractor of Agency shall provide all statutory benefits to the driver at own cost, as may be applicable/mandatory under the law/rules.
  - (xxx) The driver/contractor/ agency shall keep and maintain a log book, which should be updated on daily basis indicating the time, place of journey (to & fro) and mileage covered. In case of incomplete log book, it shall be presumed that vehicle has not been used by the Himachal Pradesh Technical University.
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- (xxxi) If the vehicle is used for personal purpose by the driver/owner of vehicle or by the contractor, the mileage covered will not be paid by the University.
- (xxxii) All tender documents, papers, certificates, enclosures etc. of the tender shall become the property of the University and the University shall have no obligation to return the same to the bidder.
- (xxxiii) Canvassing in connection with tenders is strictly prohibited and the tender submitted by the bidder who resorts to canvassing will be liable for rejection.
- (xxxiv) If the bidder deliberately gives wrong information, conceals any material information/facts in his tender, which shall be favourable for acceptance of his tender fraudulently, then the University reserves the right to reject such tender/bid at any stage or during execution/contract without any financial liability.
- (xxxv) Penalty:-
- (a) Any penalty/challan due to the violation of the traffic rules and other statutory rules/laws by the vehicle driver/owner/contractor will be the responsibility of the contractor and HPTU will not pay anything in this regard and will not be a party in all such legal/court cases etc.
- (b) Penalty may be levied by the University, if the vehicle fails to meet the terms and conditions prescribed in the tender document on any day. The penalty for defaults will be as under, subject to maximum penalty Rs. 2000 per vehicle per day:
- (i) Late reporting by 30 minutes or more: Rs. 150/- per case/instance.
- (ii) Late reporting by 01 Hour or more: Rs. 300/- per case/instance
- (iii) Late reporting by 02 Hours or more: Rs. 600 per case/instance
- (iv) Late reporting by 03 Hours or more or Non-reporting at all: Rs. 1000 per case/instance or One day hiring charges, whichever is higher.
- (v) Poor running condition/maintenance of vehicle: Rs. 500/- per case/instance
- (vi) Non-arrangement of vehicle in case of breakdown of vehicle: Rs. 1000 per vehicle per day or the actual expenditure incurred by the University on hiring of a vehicle in replacement, whichever is higher. In case of breakdown of vehicle, the contractor will have to arrange the alternate vehicle (taxi) within One Hour positively of such breakdown, failing which this provision of penalty shall apply.
- (iv) Refusal of duty: Rs. 1000/- per case/instance (Note:-Refusal of duty by the driver/contractor during the contract period by more than two times will lead to termination of the contract agreement, forfeiture of Performance Security deposit and blacklisting of the contractor/firm from future participation in the bids/tenders/auctions etc. of University, besides legal action against the contractor, as deem fit under the law/rules. Further, in case even after two notices issued by the office, the contractor does not provide proper service/repairs/maintenance to the vehicle as required for its proper running, it will also lead to the termination of the contract, forfeiture of Performance Security deposit and blacklisting of the contractor/firm from future participation in the bids/tenders/auctions etc. of University.
- (v) The penalty imposed as per above provisions may be recovered/deducted from the monthly bill payment of the contractor or from his/her performance security deposit as per decision of University.
- (xv) Insurance:-
- (a) Total liability including third party, if any, in case of the accident of vehicle due to any kind of act of omission shall be of the service provider/ contractor. The vehicles should be duly insured and should have all necessary permits from the Transport Authority. HPTU directly or indirectly shall not be responsible and not be liable to pay any claim or compensation in this regard and shall not be a party to any legal/court case etc.
- (b) The losses caused to the vehicle due to the negligence of the driver of vehicle shall be borne by the contractor.

(xvi) Payment Terms:-

- (a) The payment will be made on the approved rates on monthly basis on submission of bill by the contractor, which must be supported by a copy of log book duly signed by the concerned officers/officials and verified by the Controller of Vehicle.
- (b) No advance payment shall be made to the contractor under any circumstances.
- (c) Tax deduction at source and other taxes as applicable as per law/rules will be deducted from the bills of the contractor.
- (d) The mileage expenses of journey performed by the driver or owner/contractor on account of filling of fuel, repairs/service/maintenance/spare parts of vehicle, journey from place of residence to place of duty, journey to place of parking/halt at University/Head-Quarter shall be borne the contractor and will not be paid by the Himachal Pradesh Technical University.
- (e) All payments regarding comprehensive insurance, registration fee, payment of route permit fee, renewal of route permit fee, GST, payment of taxes/toll tax/entry taxes at barriers in Himachal Pradesh will be borne by the contractor. Parking charges, if any, shall be borne by the contractor (within and outside the state).
- (f) However, the toll taxes and other states taxes will be borne by the University, whenever the vehicle will ply outside the State, subject to production of proof/document in this regard alongwith the bill.
- (g) Salary and other costs of the driver shall also be borne by the contractor or agency.

(xvii) Signing of Contract Agreement:- The successful bidder or his/her authorized representative shall sign a contract agreement with the Registrar, HP Technical University, Hamirpur on the prescribed format as per the terms & conditions of tender on a non-judicial stamp paper of Rs.100/- within a period of 10 days from the date of issue of communication letter and will start his work in the University. In case the successful bidder fails to deposit the performance security deposit or to sign the contract agreement within the stipulated period, the award letter may be cancelled and Earnest Money deposit shall stand forfeited to the University.

(xviii) Termination of Agreement :- The Himachal Pradesh Technical University, Hamirpur can terminate the agreement at any time by giving one month's notice to the Contractor/agency, without assigning any reason.

(xix) Settlement of Disputes: All matters pertaining to the work/contract shall be resolved amicably by mutual understanding between both the parties. However, in case of any dispute which is not resolved amicably, the Hon'ble Vice-Chancellor, H.P. Technical University, Hamirpur will be sole arbitrator and his decision shall be final and binding on both the parties. Any other matter relevant to but not covered in the contract, shall also be decided my making reference to him and his decision shall be final and binding on all.

(xx) Court Jurisdiction:- Court matter, if any, shall be within the jurisdiction of District Court, at Hamirpur (HP) only.

The undersigned reserves the right to reject any or all the tenders/bids or to postpone the tender without assigning any reason.

-Sd-

**REGISTRAR,**  
**HP Technical University,**  
**Hamirpur, Distt. Hamirpur (HP)**



**Bidder's General Information**

1. Name of bidder/Firm/Agency: \_\_\_\_\_

2. Permanent/Registered address: \_\_\_\_\_

3. Postal Address for Communication: \_\_\_\_\_

4. Telephone No. (Mobile): \_\_\_\_\_ Landline \_\_\_\_\_

5. Email Address: \_\_\_\_\_

6. PAN No. of Firm/Bidder \_\_\_\_\_

7. Bank Account Details of Firm/Bidder:  
Name of Account Holder: \_\_\_\_\_ Account No. \_\_\_\_\_

IFSC Code \_\_\_\_\_ Bank Name \_\_\_\_\_ Branch \_\_\_\_\_

Signature authorized Signatory.....

Dated :.....

Office seal/stamp: .....

Office Address of firm/ bidder :.....



**Check List (Documents required for Technical Bid)**

**Note :-** All information/documents should be self attested/signed by the bidder (each page) with office seal and attached with the Technical Bid to be sealed in envelope and superscribed as 'Technical Bid for hiring of vehicles by HPTU'

Sr. No.	Particulars	YES/NO	Page No.(s)
1.	Demand Draft of Rs. 200/- towards Tender Fee in favour of the Finance Officer, HPTU, Hamirpur		
2.	Demand Draft of Rs. 20000/- (Rs. Twenty Thousand only) towards earnest money in favour of the Finance Officer, HPTU, Hamirpur		
3.	Tender document with each page duly signed & stamped by the bidder as acceptance of the terms & conditions of tender.		
4.	Bidder's General Information in <b>(Annexure-1)</b> duly filled, signed & stamped by the bidder.		
5.	Check List (Documents required for Technical Bid) <b>Annexure-2</b> , duly filled mentioning page reference number of documents enclosed		
6.	Undertaking/Declaration of the firm/bidder in form <b>(Annexure-3)</b> duly signed with office seal.		
7.	Copy of PAN		
8.	Copy of Aadhar Card		
9.	Name / Type of Vehicles to be provided on hiring basis:		
	Sr. No.    Vehicle Name                      Seating capacity                      Make		
10.	Any other document bidder/firm wish to submit with the tender		

**Declaration:**

- I hereby certify that the information furnished above is true and correct to be the best of my/our knowledge. I understand that in case any of the information/documents are found false/incorrect at any stage, the tender/contract will be cancelled, EMD & Performance Security of the bidder will be forfeited and the bidder/agency/owner/contractor will be blacklisted and will not have any dealing with the H.P. Technical University in future.

Dated:

**Signature of Bidder/Authorized Signatory**  
**Stamp of the Firm/Bidder**



**UNDERTAKING**

1. I, the undersigned have gone through the Terms and conditions of the tender for providing hired vehicle services to H.P. Technical University, Hamirpur. I/We agree to abide by all the Terms and conditions of the tender mentioned above. I/We have acquainted myself/ourself with the tasks required to be carried out/performed for the University, before making this offer.
2. I, the undersigned hereby undertake & declare that I/my firm has not been blacklisted by Centre/State Govt./Autonomous Bodies for this job in the past and no criminal case is registered against me/my firm with the Police/Vigilance/Enforcement/other authorities.
3. In case any of the information or document given/enclosed with the tender is found incorrect/false at any stage, the tender/contract will be cancelled besides legal action by the University against the contractor, forfeiture of the Earnest Money Deposit/Performance Security Deposit of the contractor and blacklisting of the contractor by the University from future participation in any of the tenders/bids/auctions etc. of the University.
4. I/We, the undersigned hereby sign this undertaking in token of our acceptance of above-mentioned Terms and Conditions.

Dated:

**Signature of Bidder/Authorized Signatory**  
**Stamp of the Firm/Bidder**

**Annexure-4****Financial Bid****Note:-**

1. Please Read all the terms & conditions of tender and scope of work before quoting the Financial bid/price bid.
2. Rates should be quoted in whole Indian Rupees only, both in figures and words. In case of any difference in the rates quoted in figures & words, the rates quoted in words will be accepted by the Committee in the tender/bid.
3. Rates must be inclusive of GST/other taxes/ statutory levies/ duties and all other costs/expenses as per tender's terms & conditions, as these will not be paid extra by the University and will be borne by the contractor, if applicable.
4. Item-wise rates should be quoted against all the items on this Financial bid format only.
5. The financial bid should be quoted for the both type of vehicles required to be hired by the University.
6. The vehicle for which the rate is quoted must be registered in the name of the bidder/owner/contractor.

Sr. No.	Vehicle Details (Name/Type/ Seating capacity/ Make etc.	Financial Bid		
			Financial Bid in Rs.	
		Particulars	In Figures	In Words
1.		(a) Fixed Charges per month (upto running/mileage of 1500 Kms)		
		(b) Additional rate per Km beyond running/mileage of 1500 Km during the month.		
		(c) Night Halt Charges per night out of Head-Quarter/ Hamirpur		
2.		(a) Fixed Charges per month (upto running/mileage of 1500 Kms)		
		(b) Additional rate per Km beyond running/mileage of 1500 Km during the month.		
		(c) Night Halt Charges per night out of Head-Quarter/ Hamirpur		

Dated:

Signature of Bidder/Authorized Signatory  
Stamp of the Firm/Bidder