



MADHUSUDAN LAW UNIVERSITY

(State University Established under The Odisha Universities Act. 1989)

Station Road, Cuttack, Odisha - 753 003

Website : www.mlu.ac.in

Letter No-MLU/ 1981 /2025

Date: 15 .07. 2025

QUOTATION/TENDER CALL NOTICE FOR HIRING OF VEHICLES

Sealed Quotations/ tenders are invited from interested reputed Travel Agencies/Tour Operators/Private Individuals having valid GSTIN for providing Four(04) Petrol driven latest model car confirming to the terms and conditions for official use of Madhusudan Law University, Cuttack on monthly rent basis.

Sl. No	Make & Model of the vehicle	No of vehicle
1	Innova car /Ciaz (Petrol) (latest model)	01
2	Swift Dzire / Etios / Tigor / Zest (Petrol)	03

For detail terms and conditions interested bidders may visit our website www.mlu.ac.in The last date of receipt of tender through Speed Post/Registered Post /Courier / Personal delivery is **28th July, 2025 by 5.00 PM** and quotations shall be opened on the day of **29th July, 2025 at 3.00 P.M.** The authority reserves the right to accept or reject any or all tender without assigning any reason thereof.


Sd/
REGISTRAR

**Quotation / Tender call Notice for Hiring of vehicles for Madhusudan Law University,
Cuttack**

Sealed quotations/tenders are invited from interested reputed Travel Agencies/Tour Operators / Private Individuals for providing four number of latest model vehicles **01nos.-Innova-AC(Petrol)(Maximum monthly hiring charge- ₹.50,400/-) / Ciaz (Petrol)-maximum monthly hiring charges- ₹.36,000/- & 03 nos.-Swift Dzire /Etios/ Tigor /Zest – AC(Petrol) (Maximum monthly hiring charge-₹.24,000/-)** having sitting capacities not less than four including driver which shall conform to the terms and conditions for official use in Madhusudan Law University, Cuttack on monthly rent basic.

1. The service provider shall have a valid OGST registration to participate in the tendering.
2. The service provider participating in the bidding process shall be register G-em Platform.
3. The vehicle must be in road worthy condition and shall not be more than 3 years old from the date of initial registration. **The preferences should be given for newly purchased vehicle/latest vehicles. The vehicle should have commercial license.** The vehicle owner must have valid registration certificate, insurance, fitness, pollution, valid contract carriage permit, proof of up-to-date tax payment which are mandatory for plying of vehicle.
4. The Hire Vehicles shall be **BS-VI emission complaint Vehicles. The Hired vehicles can't be used by the service provider for any private/ commercial purpose beyond the office hours or during holidays.** While floating the bids, it should be specifically mentioned that hiring charge does not include cost towards fuel which is to be paid separately basing on the norms.
5. The driver of vehicle must have valid Driving License for driving of light transport passenger vehicle. The driver should be well behaved, gentle and obedient in nature. Driver should be properly dressed in neat and clean attire, if required driver should wear uniform of specific colour as per requirement of the University. The agency shall provide, at his own cost, proper uniform and badges as per **STATE MOTOR VEHICLEC RULES.**
6. A sum of **Rs.5,000/-(Five thousand)** only shall be deposited by the bidders in shape of account payee bank draft drawn in favor of **Comptroller of Finance, Madhusudan Law University, Cuttack,** along with the tender as Security deposit. After completion of tender process the amount will be refunded to the unsuccessful bidders.

7. The monthly rental of Hire charge should be quoted separately in the general bid information (excluding fuel). The vehicle must achieve fuel efficiency of **9 km** per liter (Innova) / Ciaz (Petrol) Fuel efficiency **12 Km** per liter & **17 Km** per liter (Swift Dzire / Etios / Tigor / Zest / Xcent).
8. The details of the make and year of manufacture of the vehicle, registration no., mileage (km covered per litre) and name of the Driver, Driving License No. and period of validity should be specifically provided in the general bid information and to be furnished with the Quotation/Tender (Appendix-B).
9. The Quotation completed in all respect should reach the undersigned on or before **28th July, 2025 by 5 P.M** and shall be opened on the day of **29th July 2025 at 3 P.M** in presence of the bidder(s) or their authorized representatives. The bidder can remain present at the time of opening of the bid.
10. The application form of quotation / tender containing General bid Information & Terms and conditions for Hiring of vehicles etc. will be available with M.S.Law University office or can be downloaded from University website **www.mlu.ac.in** from **16th July -2025 to 29th July-2025**. No cost towards cost of tender paper shall be charge in inviting the tender.
11. The successful bidder shall execute an agreement with the office of the M.S.Law University, Cuttack within seven days of receiving of information from the office and the owner of the vehicle shall provide the details of the vehicles within seven days from the date of execution of the agreement. **The agreement shall be made with the successful bidder as per the service provider agreement cited in Annexure-II mentioned in the FDOM, Finance Department No-15836/F dated.27.05.2025.**
12. The vehicle to be used for official purpose shall run up to a maximum of **2500 kms.** in a month for Innova/ Ciaz & **2000 Kms** for (Swift Dzire / Etios / Tigor / Zest / Xcent).
13. **The period of the contract shall be initially for a period of three years which may be extended by maximum one year subject to satisfactory performance.**
14. EMD / Bid security and performance security shall be as per the provision of Odisha General Financial Rules, 2023 as amended from time to time.


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Registrar
Madhusudan Law University
Cuttack

Terms & Conditions

The following terms and conditions must be fulfilled by the successful bidder for providing a vehicle on hire on monthly rent basis.

1. The hired vehicles, during period of contract, shall have all necessary valid MV documents such as valid Registration Certificate, Insurance Certificate, Pollution Certificate, Fitness Certificate, Valid Contract Carriage Permit, proof of up-to-date tax payment etc. and D.L of the driver available all the times.
2. The Department / Office hiring the vehicle shall not be responsible for any damage/ loss caused to hired vehicles or loss of life / injury made to any person or damage to any property on account of use of hired vehicle any manner whatsoever. The hirer shall be responsible for all such litigation.
3. The hire charges to be paid for monthly basis is final but does not include cost of fuel, which is to be paid separately basing on actual consumption and as per existing Government norms. All the expenditure of the vehicle towards repair, replacement of spare parts, lubricating oil of Engine, Gear Box & differential Coolant, Tyres & Tubes, battery etc. will be borne by the bidder.
4. It shall be the responsibility of the bidder to provide a good driver and the remuneration of the driver shall be borne by the owner.
5. In case of breakdown for reasons whatsoever the replacement of a vehicle of the same or better model shall be provided by the owner of the vehicle / bidder.
6. In case of the vehicle do not report regularly, the authority will be at liberty to terminate the agreement without prior notice.
7. The vehicle shall report for duty for minimum of 25 days in a month.
 - a. In case of emergency, the driver will have to report for duty as per the requirement. No extra payment shall be demanded.
8. Monthly hire charges and reimbursements towards cost of fuel (as per actual) and lubricants (as per Govt. norms) of selected bidder will be paid in every succeeding month, as per as possible within fifteen days of the submission of bills by the service provider and no advance payment will be made
 - a. The vehicle shall not be more than 3 years old from the initial registration and also in good running condition during the period of contract.

9. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
10. In case the service provider intends to withdraw the services of his vehicle and terminate the agreement, it shall be mandatory upon him to grant one month notice before such withdrawal of service and terminate of agreement.
11. If the bidder violates any of the terms of contract, government shall forfeit the entire amount of security deposit.


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General Information

Sl. No	Particular	
1	Name of the Service Provider	
2	Complete Address	
3	OGST Number	
4	Gem Registration Number	
5	Bank Account No and IFSC Code	
6	Registration No. of Vehicle	
7	Year of Manufacture	
8	Make & Model	
9	Date of Registration	
10	Name & Complete address of the owner of vehicle	
11	Fitness Certificate validity	
12	Pollution Certificate validity	
13	Permit validity	
14	Insurance validity	
15	Name / address of the Driver	
16	D.L No. & Validity of the D.L of the Driver	
17	Proposed hire Charges of the vehicle per month excluding fuel cost	
18	Rate of fuel consumption / Mileage per litre	
19	Contact Number of the Service provider (Tenderer / Quotationer)	
20	Contact number of Driver	

“Certified that the information submitted above is true to the best of my knowledge and belief”

Seal & Signature of
Quotationer / Tenderer