



# PATLIPUTRA UNIVERSITY

## PATNA-800020

E-mail:- [patliputrauniversity2018@gmail.com](mailto:patliputrauniversity2018@gmail.com)  
registrar@ppup.ac.in

Ref. no:- R/PPU/302/26

Date:- 16.02.2026

### Tender Notice For Hiring Vehicle

#### Tender Notice No.:- 20

Sealed Tenders on Prescribed format are invited through Professional & Registered Transporters up to 4.0 PM of 24.02.2026 for hiring of various types of vehicles on daily/monthly basis for a period of one year at an estimated expenditure of Rs. 10 Lakhs (approx.).

The intending firms are requested to look into details the under noted features and 'T' & 'C' on which job can be awarded. The tender duly completed is all respect must be reached by Registered post/courier on or before the stipulated date to the undersign office other wise it will not be entertained.

#### **A. Mandatory Requirements**

1. Registration copy of firm towards their services.
2. "PAN" and "AADHAR" copy
3. I.T. clearance certificate of last three years
4. G.S.T. Registration copy
5. E.M.D. of Rs. 20,000/- in shape of D.D. issued in favour of Registrar, PPU, Patna.
6. Details of their present service engagement with document proof for their experience.
7. All documents should be self attested with seal & date.
8. Others, if any, in support of their capabilities and candidature.

#### **B. Key Requirements of vehicles & Services**

1. **Vehicle Type:-** Tata 207 pickup or equivalent van, car such as Innova crysta, ertiga, Scorpio, dezire (all A.cs.) etc. as required.
2. **Age of Vehicle:-** Vehicle should not be more than 3 years model at the time of engagement.
3. **Documentation:** - Valid RC, Insurance, Pollution certificate and commercial permit.
4. **Driver:-** Required with a valid commercial driving license.
5. **Area of Service:** - Specially within Patna and Nalanda district jurisdiction or as required.
6. **Nos. of Vehicles:** - As required time-to-time with pre notice by employer.
7. **Types of Service:** - Specially for Examination works and for other office services.
8. **Liabilities:** - All liabilities of vehicles & drivers are to be born by the firm engaged.

9. **Agreement Process:-** The firm, who is awarded the job, has to furnish an agreement for one year in respect to all stated above as well as concerned legal aspect and 'T' & 'C' laid down by the employer. Before the commencement of agreement the initial security deposit of Rs. 50,000/- in shape of NCS/TD other manner (including E.M.D.) duly pledged in favour of the undersign has to be deposited by the awarded firm.
10. The interested firms are also directed to download the above notice with all features & enclosures (Annexure I&II) and to enclose the same with their signature along with tender documents otherwise tender will not be entertained.

#### **C. Financial/Rate Aspect**

Bidders are desired to quote their rates neatly typed in figures & words in accordance to attached proforma (Annexure-I) fulfilling their full signature with their seal/date and also with full address- mobile No.

The undersign reserves all rights to accept or reject the any or all tenders without assigning any reason there to.

  
Registrar 16/12/26  
Patliputra University, Patna

  
(Mu)  
16/12/26

## Annexure-I

(Bidders are requested to quote their rates in the format as under)

S. No.	Type of Vehicle	Daily Basis (8 Hrs./80 Km)	Monthly Basis 12Hrs (26 Days)	Extra Km Beyond Limit	Extra Hours	Night Halt
1.	Crysta AC					
2.	Innova AC					
3.	Scorpio/Ertiga AC					
4.	Dezire AC					
5.	Pickup Van					

Bidders/Firm Signature  
with full Address & Mobile No.

## Annexure-II

### PENALTIES FOR NON-COMPLIANCE OF SERVICE LEVEL AGREEMENT

Penalties will be levied on the service provider for the violation of Service Level Agreement of the contract as mentioned below:-

1. Major Penalties: The following incidents will be considered as major penalties and will attract immediate termination of the services for their non-compliance.

#### # Major Incident

1. No Valid Registration papers of the vehicles
2. No valid Comprehensive Insurance
3. No Valid Pollution Under Control (PUC) Certificate
4. Odometer Tampering and Odometer not working
5. Tampering with Log Book

2. Other Penalties:

#	Service Level Agreement	Penalties for Non-Compliance		3 <sup>rd</sup> Offence (In Rupees)
		1 <sup>st</sup> Offence (in Rs.)	2 <sup>nd</sup> Offence (in Rs.)	
1.	Back-up Vehicle - To be provided within 30 minutes	In case of default the transporter must reimburse taxi charges claimed by the employee		
2.	Mobile with Driver missing/not functioning	200/-	400/-	1000/-
3.	Vehicle Missing without information	500/-	1000/-	Contract Terminated
4.	Driver without License	Driver Terminated		
5.	Vehicle without proper document	Vehicle and Driver Changed/Terminated		
6.	Misbehaviour with staff	Driver Terminated		
7.	Exterior and Interior including seat covers. Floor mattresses, dash board, windows not clean.	100/-	200/-	500/-
8.	Driver found under the influence of Alcohol or any other intoxication substance	Driver Terminated		

9.	Driver smoke while driving	500/-	1000/-	Driver Terminated
10.	Driver engage in distracting conversation or loud music or take calls while driving	200/-	500/-	1000/-
11.	A/C not working (if air-conditioned vehicle)	500/-	1000/-	2000/-

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Bidders/Firm Signature  
with full Address & Mobile No.