



केन्द्रीय संस्कृत विश्वविद्यालय

संसद के अधिनियम द्वारा स्थापित

भोपाल परिसर, संस्कृत मार्ग बागसेवनिया, भोपाल मध्य प्रदेश - 462043

E-mail : director-bhopal@csu.co.in



No. F.4 (432)/CSU/BC/Admn./Misc-Vehicle Hire/2025-26/1253

Dated: 28.10.2025

NOTICE INVITING TENDER

Central Sanskrit University, Bhopal campus invites Offline Tenders from experienced and eligible firms for empanelment of vendor for Hiring of Vehicle (AC Car and Bus) on "As and When Required" basis for Bhopal Campus of Central Sanskrit University located at Sanskrit Marg, Bagsewaniya, Bhopal, Madhya Pradesh-462043.

2. The contract period will be initially for a period of one year from the date of award of work and can be extended for another period of 01 year on same terms & conditions and rates based on satisfactory performance and mutual agreement of both parties. However, the total period of the contract shall not be more than 03-years in total. No request of hike in approved rates for supply of cars will be entertained during the entire contract period. However, the grant of extension of contract will be sole discretion of the Competent Authority of CSU.

3. The tender documents, containing details of scope of work, eligibility criteria, terms and conditions, and other relevant information, are available on the following platforms:

- **CPP Portal**
- **CSU Bhopal Campus Website**

4. Bidders are advised to carefully go through the tender documents and ensure they fulfil the eligibility criteria before participating in the tender.


[Prof. Ramakant Pandey]
Director

Copy to: -

- (1) Shri Sumit Saxena- for uploading the tender on CPP Portal
- (2) Shri Ashish Pachauri - for uploading the tender on Campus website.

**INVITATION OF BIDS FOR EMPANELMENT OF VENDOR FOR
HIRING OF VEHICLE (AC CAR AND BUS) ON AS & WHEN
REQUIRED BASIS**

FOR

BHOPAL CAMPUS, CENTRAL SANSKRIT

UNIVERSITY

SANSKRIT MARG, BAGHSEWANIYA

BHOPAL-462043

Tender No. F.4(432)/CSU/BC/Admin/Misc-Vehicle Hire/2025-26

**CENTRAL SANSKRIT UNIVERSITY
BHOPAL CAMPUS, SANSKRIT MARG
BAGHSEWANIYA, BHOPAL**

TENDER NOTICE

No. F.4(432)/CSU/BC/Admn/Misc-Vehicle Hire/2025-26

Date: 28.10.2025

SUBJECT: EMPANELMENT OF VENDOR FOR VEHICLE HIRE SERVICE ON AS & WHEN REQUIRED

Offline Bids are invited from reputed car rental agencies for empanelment of vendor for hiring of vehicle (AC Car and Buses) on AS AND WHEN REQUIRED basis for Central Sanskrit University, Bhopal Campus, Sanskrit Marg, Bagsewaniya, Bhopal

The details of the tender are as under:

01.	Type of Service:	Empanelment of Vendor for Hiring of vehicle on As & When Required Basis.
02	Start Date, Last date for submission of Tender and opening of tender	Date of Start of Tender: 29.10.2025 Last Date of Submission of Tender: 18.11.2025, 06:00 p.m. Opening of tender: 19.11.2025, 03:30 pm
03	Mode of Submission of documents	Bids along with relevant documents/EMD etc., may be submitted in the Office of Director, Central Sanskrit University, Bhopal Campus, Sanskrit Marg, Bagsewaniya, Bhopal-462043

2. The last date for submission of bids is 18.11.2025 at 06:00 p.m. The bids will be opened at 03:30 p.m. on 19.11.2025 in the presence of Tender Committee of this Campus and the representatives of the firms may be present, if so desire. Selection of firm (L1) will be based on the recommendations of the Tender Committee of CSU, Bhopal Campus

3. In case, the specified date for submission of bid falls on or is subsequently declared holiday or closed day for office, the bids will be received upto the appointed time i.e. 06:00 p.m. on the next

working day of this office.

4. The Competent Authority of Central Sanskrit University reserves the right to cancel the tender at any time or amend/ withdraw any of the terms and conditions contained in the tender document, without assigning any reasons.

A. SCOPE OF WORK:

To provide AC Cars and Buses on rental on as & when required basis (Local, Outstation) for Central Sanskrit University, Bhopal Campus.

B. ELIGIBILITY CRITERIA:

- a. The Office of the Service Provider should be in Bhopal. Necessary documents/certificates in support of the registered Office should be provided.
- b. In case of partnership firms, a copy of the partnership agreement, or General Power of Attorney duly attested by a Notary Public, should be furnished. The attested copy of the certificate of registration of firm should also be enclosed.
- c. The Agency must have a minimum of four (04) years' experience in providing the said service to any Central/ State Govt. Organization and its undertakings/ PSU/ Universities / Private Universities/Companies of repute. Copies of contracts/ work orders/ documentary evidence of successful execution/ completion in support of Past Experience of Services to be provided.
- d. The average annual turnover of the firm for last 3 financial years (2021-22, 2022-23 & 2023-24) should not be less than Rs. 10 Lakhs. A copy of turn over statement (UDIN) duly certified by the Chartered Accountant to be provided.
- e. Copy of ITR for the 3 financial years i.e. 2021-22, 2022-23 & 2023-24 to be provided.
- f. The bidder must have at **least 03- operated cars not older than 05 Years** (registered on or after 01.01.2020), registered as commercial vehicle in State of Madhya Pradesh. A list of such vehicles with self-attested copies of RCs should be attached with the bid.
- g. The Agency should have its own Bank Account. Documentary evidence to be uploaded.
- h. The Agency should be able to provide 24x7 services. The Agency should be prepared to provide the services on Saturday/Sundays/ Hol'days besides normal working days, if so required by the University.
- i. The Agency should be having valid PAN, GST and self-attested certificate to be enclosed. If a firm is MSE, then self-attested copy of the same is also required to be attached.

- j. Name, address and contact details of the clients where the service is being rendered to be provided in bidders' letterhead along with documentary proofs of such contract.
- k. The bidder should not have been blacklisted/penalized for last (04) four years by Central Sanskrit University or by any other Company/organization/Govt. agencies/Authority etc. and or whose contract has not been terminated by any other company.
- C. **Earnest Money Deposit/ Bid Security:** The participating firms are required to deposit an amount of **Rs. 2000/- (Rupees Two Thousand Only)** as EMD/ Bid Security through Account Payee Demand Draft/ Banker's Cheque/ Fixed Deposit Receipt/ Bank Guarantee in **f/o Director, Central Sanskrit University, Bhopal Campus**. However, MSE firms and Startups (as recognized by Dept. for Promotion of Industry and Industrial Trade) are exempted from submission of EMD, subject to submission of valid MSE Certificate/ Startup Certificate, required to be attached with the tender document. EMD furnished by all unsuccessful bidders will be returned to them without any interest whatsoever, after finalization of the contract. EMD of the successful bidder will be returned without interest after receipt of the Performance Security.
- D. **Performance Security:** Selected Firm will have to deposit performance security guarantee of **Rs. 8,000/- (Rupees Eight Thousand Only)** in the form of Account Payee Demand Draft/ Fixed Deposit Receipt/Banker's Cheque or Bank Guarantee from any of the Commercial Banks in favour of **Director, Central Sanskrit University, Bhopal Campus**, which will be forfeited in case of violation of terms and conditions of the tender. The performance Security will be returned after successful completion of the contract without any interest.
- E. **GENERAL TERMS AND CONDITIONS:**
- a. All documents attached with the bid form should be self-attested by the authorized signatory/bidder.
- b. The Agency shall provide only well-maintained Cars, properly cleaned inside and outside and in good hygiene condition. The seat should be comfortable. The seats shall always be covered with neat and good quality seat covers, towel. The Cars should not be dented/ damaged. No payment shall be made if the vehicle is found in dirty or shabby condition.
- c. The Cars should be Commercial Vehicle with up-to-date Road Tax Certificate of Fitness (CF), Pollution Certificate and be insured and must comply with pollution control norms applicable and as amended from time to time by the Central/ State Govt. authorities.
- d. The firm should ensure that the drivers employed hold valid driving license, are well trained, well behaved, reasonably educated, and conversant with traffic rules/ regulations and city roads/ routes as well as security instructions.
- e. Each Car shall have Commercial registration number along with the Insurance coverage as per the compliance of Motor Vehicle Act.

- f. Each driver employed by the Service Provider must have a cell-phone duly activated which must always be switched on and must be conversant with the local language (English, Hindi).
- g. The firm should have an adequate number of telephones for contact round the clock and these may be conveyed to this office.
- h. The firm should have a provision to take bookings 24x7.
- i. Rates once finalized will be fixed at for the entire period of contract and will not be charged in case of change in rates in fuel prices.
- j. Any overtime arising due to breakdown of vehicle supplied by Service Provider shall be on his account and shall not be charged. In case of Breakdown, the Service Provider will be responsible to provide replacement Vehicle.
- k. The driver provided by the contractor should fulfil the following conditions:
 - (i) Should be in possession of valid driving license issued by RTO.
 - (ii) Should not smoke; chew Pan/ Pan Masala/ Tobacco.
 - (iii) Should be conversant with the routes of all Government buildings and important roads within Bhopal, Metropolitan/Capital and important cities of India.
 - (iv) Should not indulge in any activity inimical to safety & security of the officers travelling in his car.
 - (v) The liability of the CSU Bhopal Campus will be limited to the hiring charges agreed in the contract.
- l. No additional terms & conditions over and above the conditions stipulated above shall be entertained by university.
- m. Actual parking charges/ toll charges will be payable along with the monthly bills, only upon submission of the parking bills/ toll receipts etc.
- n. If the contractor after submission of proposals and due acceptance of the same i.e. after the award of contract, fails to abide by the terms and conditions of these tender documents, or fails to complete his contract period or at any time repudiates the contract, the University will have the right to delist the empanelment of the car hiring proposals and forfeit the performance security/EMD.
- o. At times, CSU Bhopal Campus may need additional number of vehicles on specific days in connection with any conference/ meeting/official travelling.**
- p. Documents not complying with the requirement(s) as contained in this document will be rejected and no correspondence thereof shall be entertained whatsoever.

F. TERMS OF PAYMENT:

- a. No payment should be made without verifying the log book/duty slips of the driver which has
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been signed by the user/employee/ staff of the University. Toll & Parking charges shall be reimbursed at actual duly countersigned by the user only.

- b. The University shall be at liberty to withhold any of the payments in full or in part subject to any non-compliance.
- c. Duly signed Original Invoice shall be submitted along with the duty slips of car's usage and with Toll & Parking charges bills signed by the officer/official/guest who used the vehicle.
- d. If on any occasion it is found that the driver of any vehicles has made wrong entries the duty slips relating to time and kilometer reading of start or closing of duty/ journey the contractor shall be responsible for the same. The office reserves the right to withhold full payment of the day in respect of such vehicle.
- e. Payment will be made only through NEFT/ RTGS on submission of bills along with duly signed log book/duty slips. No Advance payment will be made to the firm.
- f. Statutory deductions like TDS, GST on TDS etc shall be guided as per the provision relevant law.

G. OTHER TERMS & CONDITIONS

- a. In case the firm awarded contract fail to supply the requisite number of vehicles, this office reserves the right to hire the cars from other car vendor at the risk and cost of the firm. The cost difference between the alternative arrangements and tender value will be recovered equally from the firm.
- b. In absence of drivers, replacement to be arranged. In case of breakdown/accident of any vehicle during duty, it shall be the responsibility of the firm to provide a substitute vehicle.
- c. The University reserves the right to add/delete/modify any terms and conditions besides reserving the right to accept or reject the applications. Accepting the tender for empanelment would not guarantee the award of contract.
- d. The empanelment or subsequent contract does not assure any minimum business guaranty to the firm.
- e. No child labour shall be employed by Eidder at any cost.

H. PERIOD OF CONTRACT:

The contract will be for a period of 01 year initially from the date of award and can be extended for another period of 01 year on same terms & conditions and rates. However, the total period of the contract shall not be more than 03-years in total. No request of hike in approved rates for supply of cars will be entertained.

I. RIGHT TO ACCEPT ANY TENDER AND REJECT ANY OR ALL TENDERS:

The University reserves the right to accept or reject any tender, and to annul the tendering process

and reject all tenders at any time prior to the award of contract, without thereby incurring any liability to the Bidders or assigning any reason thereof. Further, conditional bids shall be rejected out rightly.

J. SIGNING OF CONTRACT:

The successful bidder shall execute an agreement with the Central Sanskrit University, Bhopal Campus on stamp paper of value not less than Rs.500/- within 07 days of written communication for acceptance of lowest rates. The stamp duty shall be borne and paid by the Service Provider.

K. ENGAGEMENT OF SUB-SERVICE PROVIDERS:

No sub-Service Provider/ agent shall be engaged by the Service Provider for accomplishment/ carrying out full or part of any work under the contract. However, if the University approves in writing, sub-Service Provider/ agent can be engaged for the purpose of this agreement.

L. SERVICE PROVIDER'S EMPLOYEES / PERSONNEL

This contract is on principal-to-principal basis and does not create any employer-employee relationship. Bidder shall provide the services herein as independent contractor and nothing contained herein shall be deemed to create an association, partnership, joint venture or relationship of principal and agent or master and servant, or employer and employee between the Central Sanskrit University and the Bidder.

All people employed by the Bidder/ Service Provider shall be deemed to be its employees and all rights and liabilities under the labour laws and other applicable acts/ rules in respect of all such personnel shall be exclusively of the Bidder/ Service Provider.

M. VARIATION:

No variation or alteration of the terms and conditions of this contract shall be valid unless such variations/ alterations are agreed in writing between the parties.

N. TERMINATION:

(a) The University may, without prejudice to any other remedy or right, by giving not less than 30 (thirty) days written notice to the Bidder, terminate the contract in whole or in part: -

i. If the Bidder breaches any of the terms and conditions of the contract and/ or if the Bidder fails to perform/ execute the work within the time period(s) specified in the contract or any extension thereof granted by the University in writing.

ii. If the Bidder, in either of the above circumstances, does not remedy its failure within a period of 7- days after receipt of the default notice from university.

iii. If the Bidder in the judgment of Central Sanskrit University has engaged in corrupt or fraudulent practices in completing or in executing the contract or become insolvent.

iv. In the event, Central Sanskrit University terminate the contract in whole or in part, the University may get such services done, upon such terms and in such manner as it deems appropriate by a

third party and the Bidder shall be liable to pay the University for any risk and costs for such similar services

v. Subject to other terms and conditions, the Bidder may by giving not less than 30 (thirty) days written notice to university, terminate this Agreement.

vi. In all cases of termination herein set forth, the obligation of the Central Sanskrit University to pay shall be limited to the extent of service rendered by Service Provider as per provision of the Contract upto the date of termination, subject to the Service Provider complying with other terms of the Contract. Notwithstanding the termination of the Contract, the parties shall continue to be bound by the provisions of this Contract that reasonably require some action or forbearance after such termination.

O. CLARIFICATION OF TENDERS:

To assist in the examination, evaluation, comparison of the tenders and eligibility of the Bidders, the University may, at its discretion, seek clarification from any Bidder about its tender, and provide reasonable time to the Bidder to respond. Any clarification submitted by a Bidder which is not sought by the University shall not be considered. No change in the price or substance of the tender shall be sought, offered, or permitted, except for the rectification of arithmetic errors observed by the University in the evaluation of the tender.

If a Bidder does not provide clarifications sought by the University before the date and time given, its tender shall be liable to be rejected without any further notice and without assigning any reason thereof.

P. DISCLAIMER:

Central Sanskrit University, Bhopal Campus is under no obligation to enter into any contract with anyone by issuing this Tender Notice. CSU reserves the right to accept or reject any or all responses and to request additional submissions or clarification from one or more Bidder at any stage or to cancel the entire process without assigning any reason. CSU makes no representation or warranty, express or implied, as to the accuracy, correctness and completeness of the information contained in the bid documents.

INSTRUCTIONS TO BIDDERS

1. Interested Bidders are required to fill in the following Annexure as attached with this tender notice along with relevant self-attested documents: -

- Annexure-I (Qualifying Criteria Details)
- Annexure-II (List of Vehicles owned by the bidder along with copy of RCs)
- Annexure-III (Details of existing/ previous clients of bidders)
- Annexure-IV (Financial/ Price Bid for quoting their rates)

All the above annexures along with EMD (if applicable), relevant self-attested supporting documents as required in Annexure-I is to be put in an envelope duly sealed and superscribe

with "Tender for Empanelment of Agency for Providing Vehicle Services for CSU, Bhopal"

2. The contractor will ensure availability of the vehicle at all times, whenever called for by Central Sanskrit University, Bhopal Campus. In case if contractor is not able to provide the car as required by CSU, Bhopal Campus, then CSU, Bhopal Campus may make alternate arrangement at the risk & cost of contractor. The expenditure will be deducted from the pending/next bill of contractor.
3. The contract will be non-transferable and hence the firm shall not be entitled to Assign or sublet the work or any part of it to any other person or party failing which the contract will be cancelled immediately.
4. GST (Goods and Services Tax) if applicable and as legally leviable and payable by the tenderer under the provisions of applicable law/ act, shall be paid extra as per provision of applicable law.
5. **The rates in Price Bid for each should be quoted excluding GST.** Toll and Parking charges will be reimbursed on production of original slip duly signed by user of vehicle. While quoting the price, garage in/out and other factors to be taken into consider as payment to be processed from the point of actual report to the point of actual release. The amount to be charged minimum for 08 hours/80 KM whichever is earlier.
6. The service provider should provide a single contact person/ supervisor for the fleet of vehicles deployed for this office. It would be responsibility of the supervisor to keep track of the vehicles, also any instruction regarding vehicles would be communicated by this office to the supervisor telephonically. It would be the responsibility of the supervisor to ensure that the vehicle reaches the desired location and reports to the designated officer in time. The contact details of the supervisor must be intimated immediately on award of contract.
7. **Penalty:-**
 - In case the quality of service is found to be unsatisfactory eg. Vehicle is not clean or the driver reports late, driver is not appropriately dressed, or vehicle is not in a good running condition etc., a penalty of Rs. 500/- for each instance should be levied.
 - In case the vehicle is not provided, provided with undue delay, or if the University is compelled to arrange a vehicle from alternate sources, a penalty equivalent to the hiring charges incurred for arranging such vehicle shall be levied. This amount shall be recovered from the firm's bill or security deposit, as applicable.
8. The vehicle should be insured with Insurance agencies. Accidental claim and insurance of driver during the contract period shall be borne and settled by the contractor.
9. The vehicle shall have Taxi permit and the contractor shall be required to take care of Vehicle Registration, Road-tax, insurance and other taxes etc.

Annexure-I (Qualifying Criteria Details)

THE FOLLOWING DOCUMENTS TO BE ATTACHED TO MEET AS QUALIFYING CRITERIA

SL NO	Name of Documents	Status
1	The Registered Office of the Agency or any local Office should be located in Bhopal. Necessary documents/certificates in support of the registered Office should be provided.	Yes/ No
2	In case of partnership firms, a copy of the partnership agreement, or General Power of Attorney duly attested by a Notary Public, should be furnished. The attested copy of the certificate of registration of Agency should also be enclosed.	
3	The Service Provider must have a minimum of Four (4) year(s) experience in providing the service to any Central/State Govt. Organization and its undertaking/PSU/Universities/ Private Universities/ Companies of repute. Copies of contracts/work orders/ documentary evidence of successful execution/ completion in support of Past Experience of Services to be provided.	Yes/ No
4	The Agency should have an average annual turnover not less than Rs. 10 Lakhs during last 3 financial years i.e. 2021-22,2022-23, 2023-24. A copy of turn over statement is duly certified by the Chartered Accountant to be attached.	Yes/ No
5	Copy of ITR for the 3 financial years i.e. 2021-22,2022-23, 2023-24 to be attached.	Yes/ No
6	The bidder must have at least 03 operated cars not older than 05 years (registered on or after 01.01.2020) registered as commercial vehicle in state of MP. (A list of such vehicles in Annexure-II also to be provided)	Yes/ No
7	The agency should have its own bank account, PAN NO. and GST No. Copies to be provided.	Yes/ No
8	The bidder should not have been blacklisted/penalized for last (04) four years by Central Sanskrit University or by any other Company/organization/Govt. agencies/Authority etc. and or whose contract has not been terminated by any other company.	Yes/ No
9	EMD/ Security Deposit of Rs. 2,000/- through A/c payee Demand Draft/ Banker's Cheque/Fixed Deposit Receipt/ Bank Guarantee in f/o Director, Central Sanskrit University, Bhopal. In case of MSE or Startup, relevant MSE or Startup Certification copy to be attached	Yes/No
10	Whether all the Terms and Conditions of this Tender Document are acceptable to the Bidders.	Yes/No
11	Whether the details of clients where the service is provided by the bidder is attached as per Annexure-III.	Yes/No

(Signature of Bidder with Stamp)

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Annexure-II (List of Cars operated by the Bidder along with copy of RCs)

S. No.	Registration No.	Owner's Name	Make and Model (Year)	KM Runs (as on date of submission of Bid)

(Signature of Bidder with Stamp)

Annexure-III (Details of Existing and Previous Clients of Bidder)

S No.	Name of Client	Whether Government or Private	From	To	Period of Contract

(Signature of Bidder with Stamp)

Note: Copy of Work Order/ Contract Order/ Work Completion Certificate etc., to be attached as proof of experience.

ANNEXURE-IV

FINANCIAL/PRICE BID

(Exclusive of GST)

S. No	Type/Category of Vehicle	Base Rate for 80 KM/08 Hours	Outstation Charge (Minimum 250 Km)	Rate per Extra KM	Rate per Extra Hour	Night Charges (per Night i.e. from 10:00 PM to 05:00 AM)
Category 1: Cars						
01	Maruti- Dzire/ Ciaz/Hyundai Xcent or any similar compact AC sedan					
02	Honda City/Hyundai Verna/ or any similar mid-size AC sedan					
03	Toyota Innova Crysta/ Tata Hexa/Scorpio/ Mahindra XUV any similar AC SUV/MUV					
Category 2: Public Carrier						
1.1	16-seater TEMPO Traveller					
1.2	22-seater TEMPO Traveller					
2.2	40-seater BUS					
2.3	45-seater BUS					

Note: - Toll tax and Parking charges will be reimbursed on submission of receipt and Proof of payment only.

