



ରମାଦେବୀ ମହିଳା ବିଶ୍ୱବିଦ୍ୟାଳୟ, ବିଦ୍ୟା ବିହାର, ଭୁବନେଶ୍ୱର
Rama Devi Women's University, Vidya Vihar,
Bhubaneswar, Odisha-751022, Ph.no-0674-2542644,
E-mail-registrar@rdwu.ac.in, Website- <http://rdwu.ac.in>

No. 9045 / Dt. 01.10.2026

TENDER CALL NOTICE FOR HIRING OF PETROL VEHICLES-2026

Sealed two bid (Technical & Financial) tenders are invited from the Registered Travels Agencies /Tour Operator with PAN and GSTIN registration along-with Income Tax Return for the FY 2023-24 to 2025-26 for hiring of Vehicles (**Annexure-I**) for the University. Tender papers and details of Petrol vehicles required can be obtained from the University website <https://rdwu.ac.in>. The tender completed in all respects must reach to the office of undersigned of the University, by **02.00 P.M. on 06.10.2026 (Thursday)** through Speed Post / Registered Post / Courier Service only. Incomplete tender cannot be entertained. The authority reserves the right to accept / cancel any tender(s) without any reason thereof.

GENERAL INFORMATION

1. Time lines

- i) Opening of Tender Advertisement: **01.10.2026**
- ii) Closing of Tender application: **05.10.2026 at 02.00 p.m.**
- iii) Opening of Technical Bids: **06.10.2026 at 03.00 p.m.** at the CoE Section Board Room, New Administrative Building
- iv) Opening of Financial Bid: to be decided after scrutiny of Technical Bid
(Note: Date and time can be changed)

2. Fees/EMD money to be deposited

- i) **Processing Fee (non-refundable) : Rs. 1000/- (Rupees one thousand) +18% GST** to be paid in favour of the Comptroller of Finance, Rama Devi Women's University, Bhubaneswar in shape of A/c payee bank draft. The draft to be attached with the technical bid.
- ii) **EMD money: Rs. 25000/- (Rupees twenty five thousand)** only to be paid in favour of the Comptroller of Finance, Rama Devi Women's University, Bhubaneswar in shape of A/c payee bank draft. The draft to be attached with the technical bid. EMD money is to be refundable without interest to the unsuccessful bidders immediately after finalisation of the tender. EMD will be adjusted as security money to the successful bidder.

[Signature]
01/10/26

- iii) **Security Money:** The security deposit money of 5% of the contract value **per annum** (as per OGFR, 2023) will be refunded after successful completion of the tenure without interest. Failure to complete the tenure as per the terms & conditions will attract forfeiture of the security money.

3. Procedure of tendering the bid

- i) Visit University Website <https://rdwu.ac.in>. Download the notification, tender documents, Annexure etc. and go through these and then fill.
- ii) There 03 (three) Covers namely a) Technical bid cover, b) Financial bid cover and c) Tender Cover
- iii) The **Sealed technical bid cover** must contain the followings:
 - a) Arrangement of papers is to be made as per the **CHECK LIST**
 - b) The technical bid will be submitted only in the University supplied proforma (**Annexure-II**). No other form will be accepted.
 - c) The technical bid form must be duly filled up and signed by the bidder. Incompleteness or inadequacies of information in the technical bid will amount to rejection of the application. If technical bid is rejected, the Financial bid for that will not be opened.
 - d) Checklist (**Annexure-IV**)
 - e) Xerox copies of all requisite documents duly self-attested.
 - f) The 02 bank drafts i.e. (i) towards Processing fee and (ii) towards EMD money
(**The Cover must be super scribed with "TECHNICAL BID FOR HIRING OF PETROL VEHICLES" on the top of the Envelope**)
- iv) The **sealed financial bid cover** only envelops the financial bid form (**Annexure-III**) duly filled in and signed by the bidder.
(**The Cover must be super scribed with "FINANCIAL BID FOR HIRING OF PETROL VEHICLES" on the top of the Envelope**)
- v) The **Sealed Tender Cover** Envelops i) the sealed technical bid cover, ii) the sealed financial bid cover and super scribed "**TENDER FOR HIRING OF PETROL VEHICLES**" on the top of the Envelope. The bottom left of the envelope must have clear address of the Bidder, whereas the right bottom must have to be addressed to "**The Registrar (I/C), Ramia Devi Women's University, VidyaVihar, Bhubaneswar, Odisha-751022.**"
- vi) The sealed tender must reach the above address **by 02.00 p.m. on 09.10.2026** through Speed Post / Registered Post / Courier services. Late submission of the tender will not be accepted. No other methods of submission of tender will be entertained.

4. Nature and Scope of the contract



- i) The University intends to engage travel agencies / public carriers for providing 3 no.s of **BS-VI compliant Vehicle** of 2025 onwards make (TATA, Maruti etc.) on hire for its official use on monthly rate basis as per **FD OM No. 15836/F, dated 27.05.2025** of Government of Odisha. The vehicles hired under this contract shall primarily be utilized for the official purposes of the University at its Head Office, Bhubaneswar. The vehicles shall remain under the custody and operational control of the respective officers to whom they are allotted for the entire tenure of the contract. In respect of petrol vehicles deployed exclusively for the University, in the event of any breakdown, servicing, maintenance, or other circumstances requiring the vehicle to be temporarily withdrawn from service, the agency shall provide a suitable replacement vehicle only after prior intimation to and approval/consent of the concerned University official. Such temporary replacement shall be a BS-VI compliant Petrol or Diesel vehicle of equivalent or comparable category, specifications, and seating capacity. The replacement vehicle shall be provided only for the period during which the allotted Vehicle remains unavailable, and the agency shall ensure that the original vehicle is restored and put back into service at the earliest. The hiring charges do not include petrol cost which is to be paid separately basing on actual consumption and lubricants as per existing Government norms.

5. **Vehicle Service Required** : As per the **Annexure-I**

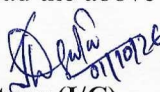
6. **Documents to be attached with Technical Bid Form:** As per the **Annexure –IV**

7. **Terms & Conditions:** As per the **Annexure –V**


01/10/26
Registrar (I/C)

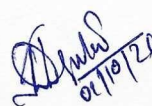
Memo No. 9046 / Date 01.10.2026

Copy to all Notice Boards / OIC, University Website with request to upload the above notice along with the tender papers from **01.10.2026** for public display.


01/10/26
Registrar (I/C)

Memo No. 9047 / Date 01.10.2026

Copy to CoF /CoE /OIC, Purchases /OIC, Tender Committee / Dy. Registrar (Estt./ Admin) for information and necessary action and P.S. to V.C for kind information of the Vice Chancellor.


01/10/26
Registrar (I/C)

Annexure-I

List of Vehicle required

(Maximum Three year old petrol vehicles with Commercial Registration Number)

1. Tata Safari X-plus/Tata Harrier / Innova: - Any One petrol vehicle for regular monthly basis.
2. Swift dzire VXi AMT/ Tata Punch : - Two petrol vehicles for regular monthly basis.

Rama Devi Women's University, Vidya Vihar, Bhubaneswar**Tender Document for Hiring of Petrol Vehicles-2026****TECHNICAL BID**

Sl. No.	Information	To be filled up by the bidder neatly (ink /Type)
1	Name of Firm/ Agency (Attach proof)	
2	Full Address of Registered Office with Pin Code (Attach proof)	
	Telephone No.	
	E-mail id	
3	Full Address of Operating / Branch Office with Pin Code (Attach proof)	
	Telephone No.	
	E-mail id	
5	Name & telephone no. of Authorized Officer/Person to liaise with Field Office (s) (Attach proof)	
6	Details of the Tender fees (Attach proof)	
7	Details of the EMD fees (Attach proof)	
8	Registration No. of the Firm/ Agency (Attach proof)	
9	Service Tax / GST Registration No (Attach proof)	
10	Bankers Name (Attach certified copy of statement of A/C for the last Three Years)	
11	Additional information, if any (Attach separate sheet, if required)	

1. Registration No. of Vehicle :- (Supply Xerox Copy)

Sl. No.	Type of Vehicle	Year of Manufac ture	Registr ation Number	Fitness Valid Date	Permit Valid Date	Insurance Valid Date	Average kilometer per charging
1	Tata Safari X-plus (preferably white)						
2	Tata Harrier (preferably white)						
3	Innova (preferably white)						
3	Swift Dzire VXi AMT (preferably white)						
4	Tata Punch						

2. Name & complete address of the owner of vehicle :- (Attach the proof)

3. Name/ Address of the Driver :- (Attach the proof)

4. D.L. No & Validity of the D.L. of the Driver :- (Attach the proof)

Declaration

1. I, _____ Son /Daughter /wife of _____ Proprietor / Director / Authorized Signatory of the Vehicle Service Provider mentioned above that I am competent to sign this declaration and execute this tender document.

2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them;

3. The information/documents furnished along with the above tender form are true and authentic to the best of my knowledge and belief I/We, am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Date :

Signature of

Owner/ Proprietor/ Partner/ Director

Place:

Full Name:

Seal:

FINANCIAL BID FORM**Tender for Hiring Petrol Vehicles-2026**

Sl. No	Name of the office	Type of Vehicle	Monthly Rate (Rs.)	Other charges if any (Oil charges per K.M in terms of money in Rs.	GST Rate In Rs.	Total in Rs.
1	AC Petrol Vehicles on monthly basis	Tata Safari X-plus (preferably white)				
		Tata Harrier (preferably white)				
		Innova (preferably white)				
		Swift Dzire VXi AMT (preferably white)				
		Tata Punch				

Date :

Place :

Signature of

Owner/ Proprietor/ Partner/ Director

Full Name :

Seal :

Notes:

The total rates quoted by the tendering agency should be inclusive of all statutory / taxation liabilities in force at the time of entering in-to the contact.

CHECK LIST**DOCUMENTS TO BE PROVIDED WITH THE TECHNICAL BID**
TO BE ARRANGED AS FOLLOWS

Sl. No.	Documents	Yes /no by the bidder	Yes/No by the office
1	Covering Letter		
2	Bank draft for tender fees (Non-Refundable)		
3	Bank draft for EMD (Refundable)		
4	CHECK LIST		
5	Dully filled in and signed Technical Bid form		
6	Attested copy of Registration of Firm/Agency		
7	Attested copy of address proof of the firm/Agency		
8	Attested copy of proof the Name and address of the proprietor		
9	Undertaking Regarding Non-blacklisted through Non-Judicial stamp paper of Rs. 10.00 in shape of affidavit from the notary. If submitted documents detected forged, the tender application is liable for rejection and it will be treated as criminal offence under IPC Act.		
10	Attested copy of GST registration certificate		
11	Attested copy of PAN		
12	Attested copy of the latest IT return filed by agency (last three years)		
13	Signed copy of Terms & Conditions regarding tender		
14	Proof of Driving License of the Driver		
15	Name & Address proof of the Driver		
16	Proof of Insurance (Xerox Copy)		
17	Xerox copy of Registration Certificate of the Vehicle		

Annexure-V

Terms & Conditions for Hiring of petrol Vehicles

1. This Agreement is made on this _____ day of _____ (Month) (Year) on the orders of Governor of Odisha by and between the "Registrar" **Name of the Office, address** (which expression shall unless be excluded by or repugnant to the context be deemed to include its successors and assigns) and "Service Provider" **Name, having its registered office (detailed address) herein after called "agency"** which expression shall unless excluded by or repugnant to the context be deemed to include its successors and assigns; herein after described as 2nd Party.

2. Whereas the University Authority is desirous of engaging the Agency to provide vehicle on hiring basis and the Agency is agreed to provide the vehicle as its service provider with the terms and condition mentioned hereinafter.

2.1 Whereas the Agency is the owner of a make and model of motor vehicle of the following description : Registration Number _____; Model _____; Chassis Number _____; Engine Number _____; Color _____; Year of Manufacture _____;

2.2 Whereas the Service Provider having PAN No. _____ and GST No. _____ which are valid on this date.

3.0 RENTAL

The motor vehicle is hereby hired for one year at the rate of _____ per month (excluding GST) payable monthly and the mileage of the vehicle, which will be governed as per **FD OM No. 15836/F, dated 27.05.2025** of Government of Odisha. The contract will be renewed subject to satisfaction of the University Authority.

4.0 The Service Provider Obligations:

4.1 Service provider agrees to terms and conditions of the contract and shall ensure full compliance to them.

4.2 Agency agrees to provide quality services as per SLAs mentioned in the contract.

4.3 Agency to ensure that vehicle deployed shall arrive at designated location on time. In an event of delay in arrival beyond 15 minutes, user shall have right to hire other taxi services (which may or may not be of similar hired car category). The fare charges shall be charged to service provider.

4.4 Agency to ensure that all maintenance work related to assigned vehicle shall be carried out in off duty hours.

4.5 In the event of break-down, servicing & repairs of the assigned vehicle the service provider at his own cost shall make alternate arrangement by providing similar or higher class of vehicle(s) for which agreement is entered into. Failure to do so will evoke penalty or possible termination of contract.

4.6 The Agency shall not be allowed to sub-let the Contract.

4.7 The Agency shall only provide vehicles which have the comprehensive insurance.

4.8 Police verifications for deployed driver shall be ensured by the Agency.

4.9 Agency shall update the log book at least once in every 72 hours. Failure to do so shall be penalized as per this contract. At the time of termination of contract, the service provider shall hand over the log book (s) to the Registrar of the University.

Vehicles:

4.10 The vehicle should have commercial license. The vehicle should not be more than three year old from the date of the Service request. **Vehicles older than three years should be replaced by the service provider.** During replacement of the vehicle or driver, as the case may be, the pass/id card issued, if any, shall be surrendered.

4.11 The Agency will deploy the vehicle, which is well maintained, cleaned thoroughly both internally and externally. Vehicle shall be equipped with medical kit. The vehicle should have a mobile charger and ambient freshener.

4.12 The Agency shall ensure that all electrical connections including lights (both back and front), horn, turn indicators, and other vehicle systems shall be periodically checked and maintained by Service Provider to avoid any inconvenience to user department.

4.13 Agency shall ensure that the vehicle should be parked at the place as advised by the Registrar and should be available, when not in duty. If the vehicle needs to be away for some reasons like refuelling, petty repairing, etc., it should be with the knowledge of the Controlling Officer. Moving away without the knowledge of the Controlling Officer will be considered as non-available and will be liable for penalty.

Driver Deployed:

The Agency shall be responsible for the acts and deeds of drivers of the vehicles that include following:

4.14 Drivers that possess a valid commercial driving license shall be deployed by the agency.

4.15 The driver engaged by the successful bidder/vehicle owner shall maintain a high standard of professional conduct at all times while performing duties under the agreement.

4.16 The driver of the vehicle deployed for user department duties maintain polite & courteous behaviour towards department users as well as to other departmental staff. Repeated instances as the following may result in termination of services

- i) Denial of duty during contract period, or during working hours as noticed by user departments;
- ii) Use of abusive language.

4.17 The driver in no case shall report to duty in an inebriated state or consume alcohol while on duty. In such an event user department shall have full rights to terminate the contract with immediate effect.

4.18 Driver must be provided a working mobile phone and contact number be provided to user department.

4.19 In an event that for any reasons the driver changes his contact number during the tenure of the contract then Agency will immediately notify the user department of the above change.

4.20 The driver shall be available for duty on all days of the month. In case of absence, the Agency shall provide a suitable substitute driver with prior intimation to the concerned officer.

4.21 Gossiping with the guests and using mobile phone during driving is not allowed. In case of urgency, driver should park the vehicle with permission from the user and talk in the mobile to the minimum duration.

4.23 Vehicle and driver should not be changed frequently. Any such changes should be informed by the agency to the authority well in advance for permission.

Statutory Rules Compliance & Taxes:

4.24 The hiring charges do not include fuel cost (petrol/diesel) which is to be paid separately basing on actual consumption and lubricants as per existing Government norms. All the expenditure of the vehicle towards repair maintenance, replacement of spare parts, lubricating oil of engine, Gear Box & differential coolant, Tyres & Tubes, Battery etc. and salary of the driver, payment of insurance/Road tax etc. required for operation of vehicle in a state will be borne by the Agency.

4.25 The Agency shall take comprehensive insurance cover with third party unlimited liability risk of the vehicles detailed for the user department requirement. User shall not be liable for any damages whatsoever to public property and /or any third person due to any accident arising out of and in the course of deployment of service provider's vehicle.

4.26 The Agency shall be solely responsible for any claims by any third party and/or employees of user department traveling in the vehicle for any injuries caused by the driver of the vehicle whether by accident or otherwise.

4.27 The user department will in no way be responsible for violation of traffic rules and /or infringement of any other law for the time being in force, either by the driver of the vehicle or by the service provider. The driver as well as Agency shall comply with relevant rules and regulations of Motor Vehicles Act and Rules applicable at present or in future during the tenure of the contract and as may be enforced from time to time for which user departments would not be held liable/responsible in any manner what so ever. Onus of compliance of all the applicable Laws/Acts/Rules including those under Motor Vehicle Acts/Rules shall rest with the Agency only and user/user departments will not be liable in any manner.

4.28 The Agency shall be responsible for ensuring compliance with the provisions related to Labour Law and especially Minimum Wages Act, Payment of Wages Act, PF, ESI Act, Payment of Bonus Act, Contract Labour [R&A] Act, Workmen Compensation Act etc. as applicable from time

to time. The employees of the Agency shall not be deemed to be employees of the user department and hence the compliance of the applicable acts laws will be the sole responsibility of the Agency.

4.29 The Agency shall be personally responsible for any theft, misconduct and /or disobedience on the part of drivers so provided by him.

4.30 During the contract period, if the vehicle is seized or detained or requisitioned by Police/Motor Vehicle Authority or any other authorities for whatsoever reasons that will be at the service provider's risk. Also, alternate vehicle of similar or higher category will be provided by Agency without any extra charges.

4.31 The vehicles deployed for duty for the user department shall at no point of time carry any person other than personnel authorized by user department.

4.32 The vehicle cannot be put to any private/commercial use beyond the duty hours or on holidays. Unauthorized use of the vehicle by the driver/service provider will lead to unilateral termination of the contract with immediate effect. The Agency has to ensure the safety of passenger by avoiding negligent driving by their drivers such as over speeding, rash driving, and driving vehicle without brakes/defective brakes.

5 The obligations of University Authority:

5.1 University Authority shall make the payment towards hiring charges of the vehicle at the end of every month by credit into the bank account of the Agency through ECS/RTGS within 15 days from the date of receipt of bills complete in all respect. User department shall pay the vendor all amounts on an invoice that are not the subject of a bonafide dispute within 15 days after department's receipt of a valid invoice that complies in all material respects in terms of this Agreement;

5.2 The payment shall be subject to any deductions such as penalties, statutory deduction etc.

5.3 University Authority shall accept the log book entries updated by Driver. Failure to take action on log book entries updated by Driver shall result in auto acceptance of reading provided by service provider.

5.4 The University Authority shall be responsible for costs relating to fuel, toll gate charges, parking charges and other statutory levies, if any, paid during the journey would be billed on actual and shall be paid by Registrar.

5.5 All distances shall be calculated from the reporting point. No payment shall be made for journey from garage to reporting point.

6. Terminations:

6.1 The University Authority shall have the right to terminate this Agreement, upon it giving one (one) month notice in writing.

6.2 The Agency shall have the option to terminate this Agreement upon giving 1 (one) month notice in writing and upon refund of any rental fees paid in advance, over and above the notice period.

6.3 Final payment after termination of the contract shall be released on submission of the log book(s) of the vehicle, car pass and pass/id card issued to the driver, if any.

7. Force majeure

Neither party to this Agreement shall be liable for failure to perform any of its obligations hereunder if prevented from doing so by reason of force majeure.

8. Entire agreement

This Agreement together with the schedules and annexes hereto constitutes the entire agreement and understanding between the Parties and supersedes all previous agreements, understandings and/or representations between the Parties.

9. Waiver of remedies

No forbearance, delay of indulgence by either Party in enforcing the provisions of this Agreement shall prejudice or restrict the rights of either Party nor shall any waiver of its rights operate as a waiver of any subsequent breach and no right, power or remedy herein conferred upon or reserved for the Party is exclusive of any other, power or remedy available to the Party and each such right, power or remedy shall be cumulative.

10 Assignment & change in ownership/management:

10.1 The Agency shall not assign or transfer its obligations and or rights under this Agreement to any third party, whether an associated entity or not, whether in whole or in part without the prior written consent of the Registrar.

10.2 The Agency shall immediately notify Registrar of any change of ownership or management of the Agency's business.

11 Headings:

The headings to the clauses of this Agreement are for the ease of reference only and shall not affect the interpretation or construction of the Agreement.

12 Resolution of disputes:

In the event of any dispute or difference relating to the interpretation and/or application of the provisions of this Agreement, such dispute or difference shall be resolved through mutual consultation by the Head of the concerned Administrative Department on behalf of Government of Odisha and the Authorized signatory of the Service Provider.

13. Applicability of laws:

The Agreement shall be governed by the Indian Laws for the time being in force.

WITNESS WHEREOF the parties hereto have subscribed their respective hand his _____ day of _____ first above written.

Signature of the Officer
authorized to sign on behalf
of Service Provider

Signature of the Authority
An officer acting in the
premises for and on behalf of the
Registrar, R.D Women's University,
Bhubaneswar

WITNESS:

1.

2.

FOR AND ON BEHALF OF Service Provider/Agency

(AUTHORISED SIGNATORY)

WITNESS:

1.

2.

In the presence of

Name:

Address:

Signature:

----- XXXXXXXXXXXX -----