

**NOTICE INVITING LIMITED TENDER ENQUIRY FOR HIRING OF
VEHICLES ON MONTHLY BASIS & CALL BASIS FOR YOUNG INDIA
SKILLS UNIVERSITY, TELANGANA**

Tender No. 2025-26/08

Date of Issue: 23.02.2026

Date of Closing & Time : 05.03.2026, 15:00 Hrs



**SKILLS
UNIVERSITY**

TELANGANA

Address : Nilgiri block, IIIT Hyderabad (Transit campus), Gachibowli, Telangana 500032

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NOTICE INVITING LIMITED TENDER ENQUIRY

YISU/Admin/HV-LTE/2025-26/08

Dated: 23.02.2026

Young India Skills University (hereinafter called “the University”) invites tenders through **Offline Mode (Post or Hand Delivery)** for “Hiring of following vehicles

- i. **Toyota Innova Crysta (Model registered after January 2026) - 01 No.**
- ii. **Maruti Swift Dzire (Model registered after January 2026) - 01 No.**
- iii. **Maruti Suzuki Ertiga - 01 No.,**

on a monthly & call basis for the official use of the University Officials and Senior Managers, visitors and dignitaries, for a period of 01 (one) year” from interested, experienced, and reputed individuals, firms, organizations, and other agencies having a minimum of 3 years' experience in providing similar vehicle hiring services to Government Universities/Departments/PSUs/PPP institutions and reputed organizations.

Sr. No.	Vehicle Description	Cost of document	EMD (Rs.)	No of vehicles required	Duration of contract (From Date of Award)	Probable date of Starting the Contract
1	Toyota Innova Crysta - White Colour & White number plate	Exempted	55,000	1	01 (One) Year	09.03.2026
2	Maruti Swift Dzire	Exempted	22,000	1	01 (One) Year	
3	Maruti Suzuki Ertiga	Exempted	25,000	1	01 (One) Year	01.06.2026

Note:

- i) The Young India Skills University (YISU) reserves the right to **increase or decrease the number of vehicles**, based on actual operational requirements, on the same rates, terms, and conditions finalized with the successful bidder. The successful bidder shall be **obliged to provide additional vehicles, as and when required by YISU, immediately upon receipt of written or telephonic intimation**. All such additions will be governed by the same rates and terms as the original contract. The decision of the **Competent Authority, YISU**, in this regard, shall be final and binding on the service provider.
- ii) EMD shall be deposited/transferred to the YISU account as per the following details and copy of challan or UTR no. has to be provided along with the bid.
Bank name: State Bank of India
Beneficiary name: Young India Skills University, Telangana
Acc.no: 43452954044
IFSC: SBIN0004187
Branch: Hitec City branch
- iii) EMD exempted provided the agency has to submit the copy of **MSME Certificate** along with the bid.
- iv) Call-basis vehicles for staff, visitors and dignitaries shall be provided as per requirement, and the model/category of vehicle shall be determined based on operational necessity and the rates quoted in Annexure II.

a. **Schedule of Bidding Process**

The Authority shall endeavour to adhere to the following schedule:

Sl No.	Event Description	Date & Time
1	Invitation of Tender (Issue Date)	23-02-2026
2	Last Date for Submission of Bids (Offline)	05.03.2026 up to 15:00 hrs
3	Bid Opening Date & Time	05.03.2026 at 15:30 hrs
4	Validity of Bid	90 days from the bid due date
5	Signing of Agreement	Within 7 days of issuance of Letter of Award (LOA)

Note:

- a) The University shall open the Bids received in physical (offline) format at the designated time and venue.
- b) Conditional bids would be rejected.
- c) YISU reserves the right to accept/reject or split any or all the bids without assigning any reasons thereof.
- d) For any clarification, please contact;

Name & Designation : Mr. Raja Chanasha, Program Assistant (Admin)
Contact No : 8374167173
Email ID : yisuadmin@yisu.in

The undersigned reserves the right to accept or reject any or all quotations/Tender/Bid without assigning any reason.

**Sd/-
Registrar I/c**

Section-I Instructions to Bidders

A. General Scope of Services

1.0 Introduction

The University," invites offline bids for the ""Hiring of following vehicles

- a) Toyota Innova Crysta (Model registered after January 2026) - 01 No.
- b) Maruti Swift Dzire (Model registered after January 2026) - 01No.
- c) Maruti Suzuki Ertiga - 01 No.

on a monthly & call basis for the official use of the University Officials and Senior Managers, as defined in this document. Call-basis vehicles for staff, visitors and dignitaries shall be provided as per requirement, and the model/category of vehicle shall be determined based on operational necessity and the rates quoted in Annexure II.

- 1.2 Throughout these Bidding Documents, the terms "**Bid,**" "**Tender,**" and "**Quotation,**" along with their derivatives (bidder/tenderer, bidding/quoting, etc.), are synonymous and shall be used interchangeably to convey the same meaning. The decision of **Young India Skills University (YISU)** regarding the interpretation of any term within the context of this clause shall be final and binding on the service provider.
- 1.3 The Tender notice and any subsequent amendments or corrigenda thereof will be hosted on the **official website of Young India Skills University (YISU)**. Bidders are responsible for regularly checking the University website to stay updated on any developments, modifications, or clarifications regarding this bid.

2.0 Procedure for Tendering

2.1 Preparation and Submission of Bids

- (i) The Tender document is available for download on the official YISU website starting 23-02-2026. In accordance with the Limited Tender Enquiry rules, the bid must be submitted as a Single Bid in a physical format. Bids must be delivered to the Office of the Registrar In-Charge, YISU, Telangana, via Registered Post, Speed Post, or Hand Delivery.
- (ii) Any bid received after the prescribed due date and time ,i.e. , for any reason whatsoever, including postal delay or delay in transit, shall be summarily rejected.
- (iii) The Authorized Signatory holding Power of Attorney and the person executing / delegating such POA shall only be the Signatory. In other cases, the Bid shall be considered non-responsive.

- (iv) Bidders shall submit all required documents in a **single sealed master envelope**. The envelope must be clearly superscribed with the Tender Name. The following documents must be enclosed (Self-Attested):
- a) Copy of this Notice Inviting Tender (NIT) duly signed and sealed.
 - b) Duly filled and signed Vendor Details along with Annual Turnover particulars (as per Annexure I & Annexure III)
 - c) Price bid (as per Annexure II)
 - d) Proof of 3 years of Government/PPP/PSU experience.
 - e) Copy of Income Tax Returns & PAN Card.
 - f) Copy of valid GST Registration Certificate.
 - g) Copy of document of ownership/lease agreement, RTO permit, Insurance, PUC etc.
 - h) Affidavit regarding correctness of statements (in prescribed format)
 - i) Undertaking for Bid (for those claim Clause 3.0(f))
 - j) Copy of relevant Experience certificates/work orders with documents proof of vehicle operation/running to this effect.
 - k) Non-blacklisting undertaking, on the letterhead of the agency.
- (v) **Price bid:** Monthly consolidated hire charges (inclusive of fuel, salary, Vehicle maintenance and taxes etc.) for up to Monthly usage limit. plus, extra km and night charges. (Ref: Annexure II)
- (vi) This tender covers hiring of vehicles on both monthly basis and call basis under a single tender process. Agencies shall mandatorily quote rates for all three (03) monthly-basis vehicles specified in Annexure II, subject to availability with them. For call-basis vehicles (for staff, visitors and dignitaries), bidders shall quote price for the models/categories available with them as per Annexure II. Deployment of call-basis vehicles shall be strictly as per requirement, and the model/category shall be determined based on operational necessity and the rates quoted.
- (vii) In case of bidders availing the enabling provision under Clause 3.0(f) (Relaxation for Newly Established Firms (including startups and MSMEs)), submission of **Annexure-IV Undertaking** shall be treated as compliance in respect of experience and turnover-related requirements, without affecting other mandatory statutory and contractual document submissions, and subject to the discretionary evaluation framework prescribed therein.

2.2 Bid Opening and Evaluation:

- (i) Bids will be opened physically at the University on 05.03.2026 at 15:30 hrs.
- (ii) Evaluation shall be carried out on L1 (Lowest Cost) basis, subject to fulfilment of all eligibility and technical requirements. For monthly-basis vehicles, evaluation and award shall be done individually for each specified vehicle, and the bidder quoting the L1 rate for that particular vehicle shall be considered for award of that vehicle.
- (iii) For call-basis vehicles, deployment shall be made from among the bidders who have quoted the lowest rate for the specific model/category required at the time of requisition.
- (iv) The rates quoted for both monthly and call-basis vehicles shall remain firm and fixed for the entire contract period, and no escalation shall be permitted under any circumstances. In the event that only a single bid is received, YISU reserves the right to open and evaluate the same based on rate reasonableness and compliance.
- (v) YISU reserves the right to accept or reject any or all bids without disclosing reasons. The decision of the **Competent Authority of YISU** shall be final in all matters and disputes.

2.3 Amendment of Bid document:

Any addendum, corrigendum, or amendment to the Bid document shall be uploaded exclusively on the official website of Young India Skills University (YISU) (www.yisu.in)

2.4 MODIFICATION/SUBSTITUTION/WITHDRAWAL OF BIDS:

- (i) In the event that a bidder needs to modify, substitute, or withdraw their submitted bid, they may do so provided that a written notice is received by the Competent Authority, YISU, prior to the Bid Due Date and Time (05.03.2026, 15:00 hrs).
- (ii) The notice for modification, substitution, or withdrawal must be prepared, sealed, and delivered in a physical envelope. This envelope must be clearly marked as “**MODIFICATION**”, “**SUBSTITUTION**”, or “**WITHDRAWAL**”, as appropriate, to ensure it is processed correctly alongside the original submission.
- (iii) No bid shall be modified, substituted, or withdrawn by the bidder on or after the **Bid Due Date and Time**. Once the deadline has passed, the physical documents submitted shall be considered final and binding for the evaluation process.

3.0 Eligible Bidders

- a. The bidder must be a legally constituted entity, such as a **Proprietorship, Partnership, Registered Firm, or Company**. A copy of the firm's registration certificate, PAN, and GST registration (valid in Telangana) must be enclosed.
- b. The bidding Agency must have a **minimum of 03 (three) years of experience** in providing hired vehicles to Government Departments, Public Sector Undertakings (PSUs), or Government Universities.
- c. Agency/Bidders shall not be under a declaration of ineligibility for corrupt and fraudulent practices by the Central Government/ State Government / PSU / or any reputed organization whatever name called under the Central or the State Government/ PPP Institutions and Universities.
- d. The Agency shall own / lease required no. of vehicles registered under their custody. Agency shall submit the documents of ownership/Lease agreement, RTO permit, Insurance in respect of these vehicles.
- e. The bidder must ensure the **deployed driver** holds a valid license with at least **three years of experience**, has no criminal record, and a clean driving history.
- f. **Relaxation for Newly Established Firms:** Notwithstanding anything contained in the eligibility criteria relating to prior experience, turnover, or years of establishment, the University may, at its sole discretion and in the interest of promoting fair competition and wider participation, permit firms/agencies having less than three (03) years from the date of establishment (hereinafter referred to as "Newly Established Firms"), including startups and MSMEs, to participate in the bidding process even if they do not fully satisfy 03 years of experience, subject to submission of the Undertaking prescribed at Annexure-IV; provided that submission of such Undertaking shall not amount to automatic qualification, waiver, or relaxation of eligibility conditions, and this enabling provision shall operate only upon the satisfaction of the Competent Authority regarding the bidder's overall capability and suitability to execute the contract; participation under this clause shall not dilute any contractual obligation nor constitute endorsement of capability, including deployed driver's Eligibility, and in the event of non-performance or breach, the University shall retain full rights to invoke contractual remedies including termination, recovery of losses, imposition of penalties, and blacklisting as per applicable rules; the entire risk of performance shall remain solely with the bidder, and the decision of the University regarding acceptance

or rejection under this clause shall be final and binding and shall not be subject to challenge merely on the ground of relaxation or non-relaxation of eligibility criteria, nor shall the exercise or non-exercise of this provision create any precedent, estoppel, or legitimate expectation in any present or future procurement process.

4.0 Scope of Service for the Hiring of following vehicles:

S.No	Vehicle Description	Monthly usage limit.	Total no of vehicles required
1.	Toyota Innova Crysta - White Colour & White number plate (RC after January 2026)	3,000 KM	01
2.	Maruti Swift Dzire (RC after January 2026)	2,500 KM	01
3.	Maruti Suzuki Ertiga	3,000 KM	01

Note:

- i) Above quantity of Vehicles are tentative & may increase or decrease as per actual requirement of YISU and on its discretion and meant for the official usage of the University Officials.
- ii) The University reserves the right to increase the number of vehicles at the same rates, terms, and conditions finalized with the successful bidder. The successful bidder shall be bound to provide any additional vehicles as requested by YISU immediately upon receipt of written, Message or telephonic intimation, maintaining the same contractual standards. The decision of the Competent Authority of YISU in this regard shall be final and binding on the service provider.
- iii) Call-basis vehicles for staff, visitors, and dignitaries shall be deployed strictly on actual requirement against authorized email, Message or telephonic requisition from the University. The vehicle category shall be determined based on operational necessity.
- iv) The quoted rates must be fully inclusive of GST, insurance, fuel, maintenance, driver salary, and all other statutory liabilities. No separate reimbursement for GST will be provided. For the finalization of the L1 bidder, the evaluation will be based on the Total Monthly Inclusive Cost.

5.0 Financial & Commercial Conditions:

- i) Each Bidder shall submit only one Bid for the work. A Bidder who submits more than one Bid will cause such bids to be disqualified.
- ii) The Bidder shall bear all costs associated with the preparation and submission of their Bid, and the University will, in no case, be responsible or liable for those costs.
- iii) The bidder shall quote rate (both in figures and words) per month per vehicle to be paid as per stipulation in this bid document.
- iv) All applicable taxes, duties, and statutory levies shall be clearly indicated in the Financial Bid
- v) The rate quoted shall be a lump-sum, All-Inclusive monthly hire charge per vehicle, inclusive of all costs and applicable taxes, and no separate payment shall be admissible on any other account, except as expressly provided in this Bid document.
- vi) Tolls, parking charges, inter-State taxes, and municipal levies, if any, actually incurred during official journeys, shall be reimbursed separately only against original receipts or valid documentary proof, subject to verification and approval by the University.
- vii) The rates quoted by the Bidder shall remain firm and fixed for the entire period of the contract and no escalation on any ground shall be admissible.
- viii) The Contract shall be for the whole services based on the priced Bill of Quantities submitted by the Bidder.
- ix) The unit rates and the prices shall be quoted by the bidder entirely in Indian Rupees. All payments shall be made in Indian Rupees.
- x) Payment shall be made on a monthly basis, subject to certification of satisfactory service. The University reserves the right to deduct amounts for non-performance, unexplained extra charges, shortfall, or violation of terms, as applicable.
- xi) In the event of deployment of a replacement vehicle, the same rates, terms, and conditions shall apply, and no additional charges shall be payable.
- xii) In case of any discrepancy between the rate quoted in figures and in words, the rate quoted in words shall prevail.
- xiii) Bidder shall submit offers that fully comply with the requirement of the Bidding Documents. Conditional offer or alternate offer will not be considered further in the process of evaluation and the bid will be declared non-responsive.

6.0 Penalties & Deductions

The following penalties will be strictly enforced and deducted directly from the monthly inclusive bills:

- i. Non-Reporting: Pro-rata deduction for the period of absence plus a penalty of ₹1,000 per day.
- ii. Late Reporting: ₹1,000 per incident for unauthorized delays.
- iii. Vehicle Standards: ₹1,000 per incident for poor hygiene, lack of clean seat covers, or mechanical failure without an immediate replacement.
- iv. Driver Conduct: ₹1,000 per incident for uniform violations, professional misconduct, or mobile phone unavailability.
- v. Safety Violations: Any incident involving more than two negligence challans or a criminal record will lead to immediate driver replacement and a ₹1,000 as penalty.

7.0 Liabilities

The service provider bears all responsibility for insurance, accidents, damages, legal liabilities, and traffic challans etc. YISU shall have zero financial or legal liability regarding third-party claims or driver injury.

8.0 Sealing and Marking of Bids for submission

- i. The Bidder shall submit the Single Bid via Offline mode only (Post or Hand Delivery). The envelope must be sealed and clearly superscribed: "Bid for Hiring of Vehicles on monthly basis for YISU, Telangana"
- ii. Bids are scheduled to be opened at 15:30 Hrs on 05.03.2026. Bids/offers shall be submitted offline in a sealed envelope up to 15:00 Hrs, on or before 05.03.2026 at the following address:

To,
The Registrar In-Charge,
Young India Skills University (YISU),
Room no. 306 Nilgiri block, IIIT Hyderabad,
Gachibowli Telangana - 500032

Note: Any bid received after the prescribed due date and time, for any reason whatsoever, including postal delay or delay in transit, shall be summarily rejected and considered as not received.

9.0 Non-Disclosure of Bid Evaluation

Information relating to the examination, evaluation, and comparison of bids and recommendations for the award of a contract shall not be disclosed to bidders or any other person not officially concerned with such process until the award to the successful Bidder has been announced. Any attempt by a Bidder to influence the University's processing of bids or award decisions may result in the rejection of their Bid.

B. Award of Contract

10.0 Award Criteria

10.1 Determination of Responsiveness and Selection of Successful Bidder

- iii. Evaluation of bids shall be undertaken strictly on L1 (Lowest Cost) basis, subject to the bid being substantially responsive and compliant with all eligibility conditions, technical specifications, statutory requirements and commercial terms stipulated in the tender document.
- iv. In respect of monthly-basis vehicles, evaluation and award shall be carried out independently for each specified vehicle. The bidder quoting the lowest evaluated rate (L1) for the respective vehicle, and found otherwise technically and commercially responsive, shall be considered for award of contract for that specific vehicle. The University reserves the right to award one or more vehicles to different bidders based on L1 determination for each category.
- v. In respect of call-basis vehicles, no exclusive contract shall be awarded. Deployment shall be made on a need basis from among the eligible bidders who have quoted the lowest rate for the specific model/category required at the time of requisition, subject to availability, continued compliance, and satisfactory past performance.

10.2 University's Right to Accept or Reject/cancel Bids

The University, reserves the right to accept or reject/cancel any Bid, to cancel the bidding process, and to reject all bids at any time prior to the award of Contract. This may be done without incurring any liability of any kind to the affected bidders or any obligation to inform them of the grounds for the University's action.

Section-II
General conditions of the Contract

A. Terms and Conditions:-

11. Scope of Service & Vehicle Specifications

- **11.1 Purpose:** Proposals are invited to provide **the vehicles, as detailed in the Notice Inviting Limited Tender**, to YISU on a monthly hire basis & call basis for the **exclusive** use of the University Officials senior Managers, Visitors/Dignitaries.
- **11.2 Model & Origin:**
 - (a) One (01) **Toyota Innova Crysta** registered in Telangana after January 2026,
 - (b) one (01) **Maruti Suzuki Ertiga** registered in Telangana,
 - (c) one (01) **Maruti Swift Dzire** registered in Telangana after January 2026, are required. All vehicles shall comply with BS-VI emission norms, be fitted with Airbags and ABS, and be maintained in good running condition. Models of call basis vehicles shall be based on requirement and price quoted.
- **11.3 Condition:** The vehicle must be scratch free and dent free and must be in excellent running condition with high standards of interior hygiene (clean seat covers, towels, and air fresheners etc.).
- **11.4 Fuel:** Strictly Petrol, Diesel, or Factory-fitted CNG. Privately fitted **LPG/CNG cylinders are prohibited.**
- **11.5 Exclusivity:** The vehicle shall not be used by the Service Provider for any other purpose during the contract period.
- **11.6. Use and Registration of Vehicle**

The vehicle shall be utilized solely for official purposes of the University, including visits to Government offices and other official establishments, including areas subject to security regulation. The Innova Crysta, particularly, shall be a white-board registered vehicle, duly authorized for official use, and shall not be a taxi or commercial permit vehicle. The vehicle shall be appropriate for official and **protocol-related** movement, as required from time to time.

12. Operational Requirements

- **12.1 Availability and Duty Hours:** Engagement shall be for 12 hours from reporting point to reporting point; beyond 12 hours shall be treated as extra hours as per approved rates. The vehicles shall remain available 24/7 at all times for the usage of the University, including weekends and holidays, and the driver shall also be available at all times in 30 minutes of notice in emergency or exigency situations.
- **12.2 Billing Point:** Mileage shall be calculated from reporting point to reporting point; garage-to-garage mileage is not admissible. The nominated driver shall maintain a proper logbook daily, recording opening and closing entries, starting and ending locations, and kilometers covered. The driver is obligated to present the logbook to the authorities whenever requested.
- **12.3 Odometer Integrity:** The odometer must be professionally sealed. YISU reserves the right to verify the seal at an authorized workshop at the Service Provider's cost.
- **12.4 Mobilization:** The successful bidder must supply the vehicle within **07 (seven) days** of the Letter of Award (LoA).

13. Call-Basis Requisition

- **13.1 Mode of Requisition:** Vehicles on call basis shall be requisitioned by YISU through authorised email or telephonic communication, based on operational requirement. Telephonic requisition shall be treated as valid and binding.
- **13.2 Exigency Clause:** The Agency shall not cite non-receipt of email as a ground for refusal or delay in deployment. In emergent situations, requisitions may be placed telephonically or Message form at any time including beyond Office hours. Formal confirmation or ratification through email may be issued on the same or subsequent working days for record purposes.
- **13.3 Determination of Category:** The vehicle category or model shall be determined by YISU depending on functional necessity, requirements, and availability with the Agency. Rates quoted in Annexure II shall remain firm throughout the contract period.
- **13.4 Basis of Allocation:** Deployment shall ordinarily be made from the bidder quoting the lowest rate L1 for the specific vehicle or category required at the time of requisition, subject to availability and satisfactory performance.
- **13.5 Pre-Confirmation Details:** Prior to final confirmation of hire, the Agency shall furnish complete vehicle and driver particulars including registration number, driver name, contact details, and recent vehicle images.
- **13.6 Confirmation and Reservation:** Hire shall be deemed confirmed only upon approval by YISU after receipt of required particulars. Once confirmed, whether telephonically, Message or through email, the concerned vehicle and driver shall be exclusively reserved for YISU for the approved duration.
- **13.7 Non-Compliance:** Failure to deploy the confirmed vehicle, abrupt or unauthorised substitution at short notice, or withdrawal after confirmation shall constitute a serious contractual lapse and may attract warnings, penalty, or termination in cases of extreme or repeated non-compliance, as deemed fit by the Competent Authority of YISU.
- **13.8 Pro-Rata Penalty:** If the L1 bidder fails to provide the confirmed vehicle and YISU hires an alternative vehicle on exigency basis, the differential cost over the L1 rate shall be recovered on a pro-rata basis. Where the bidder also holds a monthly vehicle contract, such amount shall be adjusted from the running monthly bills. This shall be in addition to other actions deemed fit by the Competent Authority of YISU.

14. Driver Obligations & Etiquette

- **14.1 Experience:** Drivers must have a **minimum of 03 years of experience**, verifiable by their license issuance date, and be well-conversant with Telangana routes.
- **14.2 Professionalism:** Drivers must wear a proper uniform, carry a functional mobile phone, and observe strict protocol.
- **14.3 Conduct:** Consumption of Gutkha, Pan Masala, tobacco, or alcohol during duty hours is strictly forbidden.
- **14.4 Antecedents:** Drivers must have **no criminal records** or pending police cases, and no more than **two (2) negligence challans**.
- **14.5 Substitution on Leave:** In case the assigned driver proceeds on approved leave or any kind of absence, the Agency shall provide a suitable substitute driver without interruption of service.

15. Financials, Billing & Taxes

- **15.1 Monthly Lumpsum Rates:** The quoted monthly rates for the above-mentioned vehicles shall be on lumpsum basis for the prescribed monthly usage limits already specified in this document and shall be fully inclusive of GST, fuel, maintenance, insurance, driver charges, and all incidental operational expenses.
- **15.2 Price Stability:** Quoted rates are fixed for the contract duration. No escalation is permitted due to fuel price or labor cost fluctuations or any other kind.
- **15.3 Reimbursements:** Only toll taxes and parking charges will be reimbursed against original documentary evidence.
- **15.4 Billing Cycle:** Bills shall be submitted within the first week of the succeeding month, duly supported by the certified daily logbook signed by the authorised user and duty slips for call-basis deployments. Payment shall be released within 15 days from receipt of complete bills with duly authorised supporting documents, subject to verification and compliance with YISU requirements.

16. Penalties & Deductions

- **16.1 Standard Penalty:** A penalty of ₹1,000 per incident/day shall be deducted for late reporting, poor hygiene, or violation of any provision.
- **16.2 Non-Reporting:** For any day the vehicle is absent, a pro-rata deduction of the monthly charge plus the ₹1,000 penalty will apply.
- **16.3 Substitute Failure:** If a replacement is not provided immediately during a breakdown, YISU will hire a vehicle at the agency's risk and cost and the pro-rata amount shall be recoverable from subsequent bill cycle.
- **16.4 Salary Delay:** If the driver is not paid within 07 days of the month-end, YISU may remit payment directly to the driver as interim relief and deduct ₹10,000 from the agency's bill. Further action shall be initiated in accordance with applicable New Labour laws.
- **16.5 Safety Violations:** Any incident involving more than two negligence challans or a criminal record will lead to immediate driver replacement and a ₹1,000 penalty.

17. Legal & Administrative Clauses

- **17.1 Indemnity:** The Service Provider shall indemnify YISU against all damages, accidents, injuries, or third-party claims. YISU is not responsible for any traffic challans or any other Liabilities arising out of usage or documentation of the Vehicles.
- **17.2 Termination:** The contract is for 12 months, extendable by mutual consent. Either party may terminate with one month's notice. YISU may terminate with 07 days' notice for unsatisfactory service.
- **17.3 Contract Execution:** The agency shall enter into a contract on ₹100/- non-judicial stamp paper within seven days of the LoA. (Refer Annexure V)
- **17.4 Final Authority:** No conditional bids will be accepted. In case of any dispute, the decision of the Competent Authority, YISU, shall be final and binding.
- **17.5 Jurisdiction:** All disputes are subject to the jurisdiction of Hyderabad only

Annexure - I

Proforma for Vendor details:

(On the Letter head of the agency)

EMPANELMENT OF TRANSPORT AGENCIES FOR HIRING OF VEHICLES ON MONTHLY BASIS.

Sl. No	Description	Information
1.	Name of Agency	
2.	Registration details of Agency (Registration Certificate to be attached)	
3.	Full Address with Pin Code of Registered Office of Company: Landline No. Mobile No. E-Mail Address:	
4.	Full address with Pin Code of Operating Branch/Office of the Agency at Hyderabad, Telangana Landline No. Mobile No. E-Mail Address.	
5.	PAN No. (attach documentary proof)	
6.	GST Registration No. (attach documentary proof)	
7.	Total number of years of experience in regularly providing AC buses to Educational Institutions, PSU's, Government/Semi Govt. Organizations, Corporates etc.	
8.	Average annual turnover during financial years 2022-23, 2023-24, & 2024-25 as per format given at "Annexure III".	
9.	Experience proof for providing Cars during Financial Years i.e. 2022-23, 2023-24, & 2024-25 (must be provided in company's letterhead)	
10.	Agency bank details for payment transfer. (Please attach a cancelled cheque)	

Note:

- i) Agencies may annex separate sheets wherever required for furnishing necessary details. However, such sheets must be duly signed & officially stamped. Unsigned documents may lead to non-acceptance by the University in support of the claim made by the agency.
- ii) In case of bidders availing Clause 3.0(f) - "Relaxation for Newly Established Firms," Sl. No. 7, 8, and 9 relating to experience and turnover may not be applicable. Submission of Annexure-V Undertaking shall be treated as compliance for those requirements, subject to Clause 3.0(f). All other documents remain mandatory.

Annexure - II

Proforma for Price Bid
(On the Letter head of the agency)

Requirement of Vehicles on Monthly Basis:

S.No	Vehicle Description	Fixed Charges for Fixed KM per Month. *	Rate per Extra Km (Rs.)	Rate per Extra Hrs. (Rs.)	Night Charges (Rs.)
1	Toyota Innova Crysta - White Colour & White number plate ((3,000 KM/month))				
2	Maruti Suzuki Ertiga (3,000 KM/month)				
3	Maruti Swift Dzire (2,500 KM/month)				

Note:

- Night Charges will apply during 11 P.M. and before 5 A.M.
- Kilometer calculation: The meter reading would be permitted from Reporting location to Reporting Location only, calculated in log book through odometer readings
- Toll Tax, Parking Charges, Interstate Tax, municipal charges will be paid against receipts produced only.
- Rates quoted should be Inclusive of GST, fuel charges, driver salary, maintenance etc.
- Rate per Extra Hrs. (Rs.) shall be considered after 12 hrs. of vehicle deployment.

Requirement of Vehicles on call Basis - in and around Hyderabad:

S.No	Vehicle Description	Fixed Charges ^s (80km/8hrs)	Fixed Charges ^s (120km/12hrs)	Fixed Charges (180km/18hrs)	Fixed Charges (240km/24hrs)	Rate per Extra Km (Rs.)	Rate per Extra Hrs. (Rs.)	Night Charges (Rs.)
1	Sedan Car							
2	Hatchback Car							
3	SUV Car							
4	12 seater AC tempo traveller							
5	30 seater AC tempo traveller							
6	40 seater AC bus							
7	50 seater AC bus							

Requirement of Vehicles on call Basis - outstation:

S.No	Vehicle Description	Fixed Charges (80km/ 8hrs)	Fixed Charges (120km/ 12hrs)	Fixed Charges (180km/ 18hrs)	Fixed Charges (240km/ 24hrs)	Rate per Extra Km (Rs.)	Rate per Extra Hrs. (Rs.)	Night Charges (Rs.)
1	Sedan Car							
2	Hatchback Car							
3	SUV Car							
4	12 seater AC tempo traveller							
5	30 seater AC tempo traveller							
6	40 seater AC bus							
7	50 seater AC bus							

Note:

- Night Charges will apply during 11 P.M. and before 5 A.M.
- Kilometer calculation: The meter reading would be permitted from Reporting location to Reporting Location only, must be calculated in duty slips through odometers. (Shortest distance only)
- Toll Tax, Parking Charges, Interstate Tax, municipal charges will be paid against receipts produced only.
- Rates quoted should be Inclusive of GST, fuel charges, driver salary, maintenance etc.
- Extra km/hrs shall be charged only after completion of the approved X km/Y hrs fixed slab, as per requisition, and calculated on pro-rata basis.

Proforma for Annual Turn Over for Hiring of Vehicles for YISU

(On the Letter head of the agency)

EMPANELMENT OF TRANSPORT AGENCIES FOR HIRING OF VEHICLES MONTHLY BASIS

Financial Year	Annual Turnover (Amount in Rupees)	Average Annual Turnover (Amount in Rupees)
2022-23		
2023-24		
2024-25		

Signature of Chartered Accountant

Name:.....

Place:.....

Date:.....

Official Seal

UNDERTAKING

(On ₹100/- Non-Judicial Stamp Paper)

UNDERTAKING OF TECHNICAL, FINANCIAL & OPERATIONAL CAPABILITY

I/We, _____ (Name of the Authorized Signatory), authorized representative of M/s _____ (Name of the Firm/Company), having its registered office at _____, do hereby solemnly affirm and undertake as under:

1. That our firm possesses the necessary technical capability, infrastructure, and operational capacity required to execute the contract for hiring/providing vehicles as per the terms and conditions of the tender.
2. That we have the availability of the required number and category of vehicles in good running condition, meeting all statutory requirements prescribed under applicable Motor Vehicles laws and other relevant regulations.
3. That the drivers proposed to be deployed are duly licensed, experienced, medically fit, and compliant with all statutory requirements including valid driving licenses and background verification as applicable.
4. That our firm complies with all statutory registrations and legal requirements including but not limited to:
 - i) GST Registration
 - ii) PAN
 - iii) Valid vehicle permits
 - iv) Insurance coverage
 - v) Pollution Under Control (PUC) Certificates
 - vi) Labour law compliances, wherever applicable
5. That our firm possesses adequate financial solvency and capability to execute the contract successfully during the entire contract period without any financial constraint.
6. That in the event of increase in the number of vehicles required by the University during the currency of the contract, we undertake to provide additional vehicles of the required category at the approved contractual rates and conditions, within the timeframe stipulated by the University, subject to mutually agreed operational arrangements.
7. That the information furnished by us in support of this undertaking is true and correct. In case any information is found to be false or misleading at any stage, the Tender Inviting Authority shall be at liberty to cancel our bid/contract without prejudice to any other legal action.

We undertake to abide by all terms and conditions of the tender document and fulfil the contractual obligations, if awarded.

Place: _____

Date: _____

For M/s _____

Signature: _____

Name of Authorized Signatory: _____

Designation: _____

Seal of the Firm

Annexure - V

(This should be printed on non-judicial stamp paper for Rs. 100/- with Notary Public Attestation, -Draft Agreement may please be sent to YISU before taking final printout, for approval of the Competent Authority.)

AGREEMENT

I, _____ (Name of the person), authorized owner/representative of M/s. _____ have been awarded annual contract for hiring of (Insert Vehicle details) by the Young India Skills University (YISU) vide LOA No. _____ Dated: _____. The period of contract is from _____ to _____. Further, I agree to the following terms and conditions:

1. The monthly amount payable for hiring the vehicle of _____ is Rs. _____
2. The change of address of the University in the future shall have no bearing on the terms and conditions.
3. This University shall not make any payment other than charges agreed and mentioned in the Tender.
4. No upward revision of charges can be claimed or will be entertained by YISU during the period of contract.
5. The hiring charges for the vehicle shall be inclusive of Salary of the Driver, Allowances, Vehicle Maintenance, insurance, Repair Charges, Fuel Charges and all other sundry expenses.
6. The service provider shall maintain a daily log book/record for the vehicle in a trip sheet and submit copy of the same along with the monthly bills.
7. Privately fitted LPG and CNG cylinder shall not be used for running the vehicle.
8. University will not make any advance payment under any circumstances.
9. The vehicle should be given for Service to the authorized service agencies only on non-working days and it should not be allowed to give the vehicle on working days.
10. The vehicle should be in good and roadworthy condition with all features, interior provided with Seat Covers, Towels, Car perfume, Tissue papers available at all times in the vehicle.
11. The vehicle shall not be older than in the tender conditions explained in the tender documents.
12. Once hired, the vehicle shall be deemed to be at the disposal of this University at all times during the contract period.
13. The vehicle shall be free from Legal proceedings on account of accidents, traffic related or ownership issues.
14. All vehicle should be white/metallic in colour and in excellent conditions, must be scratch and Dent free.
15. In addition, the vehicle shall be equipped with the following:
 - a. Clean good quality seat covers
 - b. Floor Carpet
 - c. Rubber Floor mat
 - d. Car air freshener
 - e. Car mobile Charger
 - f. Fire Extinguisher
16. The service provider shall not change any vehicle once deployed without the approval of the competent authority.

17. The vehicle shall be available for use by this University on any day including Saturday, Sunday and public Holidays. The mileage mentioned in the tender, if not used fully and balance if any in the monthly kilometre ceiling of _____ shall be Carried forward to the next month.
18. The service provider shall comply with the provisions of the Motor Vehicle Act and Rules and Regulations made thereunder.
19. The calculation of mileage shall be from the pickup point to drop point and not from the garage.
20. The driver deputed on duty should carry a valid driver licence and have a minimum of 5 years driving experience. He should be sent versed with all roads and places in and around Hyderabad. If the deputed driver is on leave, the service provider will make immediate arrangements to depute another driver with the conditions narrated above.
21. The driver must be in uniform while on duty and maintain high standards of personal hygiene.
22. The driver deployed by the service provider shall ensure that the vehicle is not left unattended while on duty under any circumstances.
23. This University shall not be responsible for any challan, loss, damage or any accident of the vehicle or injury to the driver and any other third party. It is the responsibility of the service provider to resolve such issues. Proper insurance has to be taken for vehicle and driver also.
24. The service provider shall ensure that the vehicle deployed under this contract runs with sufficient fuel at any given point of time.
25. Spare vehicle need not be given during the contract period. However, in case of emergency, a spare vehicle may be deployed with the approval of the Competent Authority.
26. Parking of vehicle hired under this contract during or after office hours shall be at the risk and responsibility of the service provider.
27. The owner/supervisor of the firm should readily be available as and when called upon by University Officials.
28. The service provider shall not be permitted to entrust the said contract to any sub-contractor or any other agency under any circumstances.
29. Vehicle shall be provided with at least two sets of upholstery preferably of white colour and changed once in a week or when they are soiled, whichever is earlier.
30. In case a meter is found faulty on check, a penalty clause applicable as per the tender conditions and the said vehicle shall be replaced by another vehicle with the same Model and make.