



MAHARAJA BIR BIKRAM UNIVERSITY

P.O.: Agartala College- 799 004

Dial :(0381) 251 2250, 251 2252, 251 2254

No.F.37(1)/MBBU/Hiring of Vehicle/Vol-II/2023/ 2349—51 September 08 ,2025

Short Notice Inviting Tender

On behalf of the Maharaja Bir Bikram University, Agartala sealed quotations are hereby invited from the bonafide and interested lawful owners/suppliers/agencies of the following vehicles with valid commercial registration of the transport authority in Tripura for hiring of vehicles along with fuel & driver(s) for MBB University.

Hiring of Vehicles (Petrol) for the MBB University:

Sl No	Type of vehicles	Quantity (Nos)
1)	Maruti SX4 ZXI MT/Maruti Swift Dzire/ Maruti Ertiga ZDI/Hundai Creta/ Hundai Elantra/ Hundai Elite i-20/ Hundai Verna/ Tata Nexon/ Tata Safari Strome VX/ Tata Harrier or similar type of vehicle <i>*(Colour of the vehicle(s) should be white)</i>	02 (Two)

The sealed quotations complete in all respects will be received on or before **September 18, 2025 up to 5.00 P.M** during office hours (except holidays) in the office of the Registrar, MBB University, Agartala, Tripura. Details of notice with terms and conditions can be seen and downloaded from the MBB University website <https://mbbuniversity.ac.in>.

The Rates should be quoted comprise of all applicable taxes in the financial bid in the prescribed format (Annexure C) as follows:

- 1) Detention Charge per Day (X).
- 2) Running Charge per KM (Y).

(Dr. Sumanta Chakrabarti)
Registrar

Copy to:

1. The Vice Chancellor, MBB University, Agartala.
2. D.D.O MBB University, Agartala.
3. The Assistant Registrar, MBB University, Agartala with a request to upload the EOI on MBB University website.

1)	Name of Institution	:	Maharaja Bir Bikram University
2)	Website (URL)	:	https://mbbuniversity.ac.in
3)	Type of Tender	:	Open
4)	Name of Service	:	Hiring of Vehicles with fuel & driver(s) for MBB University
5)	Earnest Money Deposit (EMD)	:	Rs 5,000/- (Rs Five thousand) only
6)	Last Date for submission of Tenders/Bids	:	September 18, 2025, up to 5.00 P.M
7)	Probable date and time of opening of the quotations	:	September 19, 2025 at 11.00 A.M at Administrative Building, if possible.
8)	Quotations are to be submitted in sealed envelopes addressed to	:	Registrar Maharaja Bir Bikram University P.O: College Tilla, Agartala West Tripura, Pin: 799004

(A) Instructions to the Bidders:

- i. The bidders or their authorized representatives may remain present on the date & time of opening of the bids. Either the bidder himself or one of his representatives with proper authorization only will be allowed at the time of opening of the quotations. If any of the bidders is not present on the date and time of opening of quotations, the opening authority read out and records the deficiencies, if any and this will be binding on the bidder. Absence of bidder or their representative shall not impair the legality of the opening procedures.
- ii. The MBB University shall not be held responsible for loss and non-receipt of quotations by post. Tender received after the last date and time stipulated in the notice are liable for rejection.
- iii. Each bidder shall submit only one bid. A bidder, who submits more than one bid, shall be disqualified and considered non-responsive. The bidders shall not assign or sub-let his contract or any substantial part thereof to any other vendor.
- iv. Bidders are advised to go through the tender document carefully before submitting the offer. Conditional bids/offers will not be accepted.

(A) Terms & Conditions are given below:

1. The interested owners/suppliers/agencies shall submit the quotations in properly sealed envelopes. The address of the bidder submitting the offer must appear distinctly on the sealed envelopes. The envelope shall be super scribed as **“Hiring of vehicles along with fuel & driver(s) for MBB University”**.
2. **Year of manufacturing of the vehicle (s) offered for hiring must be 2024 and onwards and the vehicle (s) shall be in tip top running condition with all of its meters etc. in operative condition. Vehicle having temporary registration number shall not be accepted in the bid process.**
3. The vehicle(s) should have valid Commercial Registration along with Road Permit, Fitness Certificate, Insurance Certificate, Pollution under Control Certificate, etc. and documents in support of year of manufacturing of the vehicle(s).
4. Total number of vehicles in possession should be mentioned by the bidder in his/her letter head stating the details of vehicle(s), like Type of vehicle, Registration No., Year of Manufacturing, Date of purchase of vehicle etc.
5. Preference will be given to the bidders having ownership of 10-15 vehicles.
6. The bidder should have at least 2 (two) years' experience to supply vehicles to Govt. Offices/ Govt. Institutions (*Attach copies*).
7. **Earnest Money Deposit (EMD) of Rs 5,000/- (Rupees Five thousand) only in the form of a Demand Draft (DD) drawn in favour of “DDO, MBB University” payable at Agartala from any Nationalized Bank shall be submitted along with the sealed tender. Tender without EMD Fee will be summarily rejected.**
8. Bidders exempted under specific Government order/ rules from submitting EMD have to furnish copy of the related Governments order/rules in English language, along with the tender in support of his/her/their claim for exemption of submitting EMD.
9. Fuel (Petrol), lubricants, maintenance, and dusters for the vehicle(s) will be the responsibility of the supplier of the vehicle(s). Towel, Freshener, Napkin, etc. are to be changed regularly and minimum basic accessories for the vehicle(s) shall have to be provided by the supplier.
10. Detention of vehicle (s) will be for minimum 12 hours in a day and duty hours may be extended according to the need of MBB University. Normal duty hours of the vehicle from 9 a.m. to 9 p.m. every day. Vehicles may be required in holidays as per requirement of the MBB University. The Vehicle should not be used/rented for any other purposes during the entire contract period.
11. **Colour of the vehicle(s) should be white.** Driver(s) must be citizen of India and must poses valid driving license & necessary testimonials. All expenditure of the driver(s)

should be borne by the supplier of the vehicle(s). The driver must be well behaved and wear clean white uniform while on duty.

12. All documents of the vehicle should be kept with the driver during movement on duty. The driver should report for duty with the vehicle along with sufficient fuel (Petrol).
13. Any breakdown, accident, defects, etc. will have to be attended immediately and to be repaired by the supplier of the vehicle at his own cost and risk. An alternative arrangement of the vehicle shall have to be arranged in that case replacing by a similar type of vehicle. Cost of repair/maintenance of the vehicle shall have to be borne by the supplier.
14. MBB University shall not be responsible financially or otherwise for any injury to the driver(s) in the course of their performing the duties or for payment of any compensation.
15. **Payment of hiring charges will be on a monthly basis against submission of bill & logbook. Log Book in the prescribed format is to be maintained for the daily journey.**
16. If condition of the vehicle and service of the driver is not found satisfactory, the vehicle will be discontinued accordingly.
17. The rates and the contract shall remain valid for 01 (one) year. However, the period of validity of the rates and the contract may be extended further with consent from both the parties, provided the service during the period of work is satisfactory.
18. Number of vehicles may increase or decrease. There may be a requirement for more vehicles at a time. The successful bidder shall be responsible for providing all such vehicles as and when required.
19. In case of withdrawal of the vehicle service, at least 03 (Three) months' notice to be given by the supplier of the vehicle and MBB University at any point of time discontinue the vehicle service by giving 01(one) month notice to the supplier.
20. The vehicle should be placed within 07 (seven) days from the date of issue of the letter of award.
21. Rates should be quoted in the Annexure-C (Financial Bid). In order to decide the lowest bidder, total journey per day will be considered as 50 KM (say). Following example is excerpted below-
[Vehicles (Petrol) for the MBB University (Financial Bid page 09)]
Detention charge per day incl. all taxes & charges =Rs X.00 (Financial Bid page 09)
Per KM running charges incl. all taxes & charges =Rs Y.00 (Financial Bid page 09)
The total amount for 50 KM running per day Rs (X + 50Y) and this value will be considered at the time of preparation of comparison statement.
22. In case of a tie in the financial offer, experience/number of vehicles in possession of the bidder will be taken in to consideration for evaluation of qualified lowest-1.

23. In cases where the bidder is not the owner of the vehicle(s), a notarized affidavit by the owner declaring "*No objection*" and mentioning all the details of the vehicle (like, Type of vehicle, Registration No., Year of Manufacturing, Date of purchase etc.) to engage his/her vehicle by the concerned bidder under MBB University on hired basis shall be attached with the bid. Also copies of Aadhar Card, PAN Card of the vehicle owner and Certificate of Registration, Insurance Certificate, Certificate of Pollution Control etc. of the vehicle(s) shall be attached with the bid.
24. MBB University reserves the right to split the supply order for the above-mentioned vehicles more than one supplier, if required.
25. Self-attested Copies of the following documents shall have to be furnished along with the quotation:
- (a) Documents in support of year of Manufacturing of the vehicle(s),
 - (b) Copy of Commercial Registration Certificate of the vehicle(s) of current validity,
 - (c) Certificate regarding valid Pollution Control,
 - (d) Copy of valid Insurance Certificate,
 - (e) Copy of Road Tax Certificate of current validity,
 - (f) Copy of Fitness certificate of current validity,
 - (g) Copy of the PAN Card,
 - (h) Copy of GST Registration Certificate,
 - (i) Declaration (Annexure-A) on the bidder's letter head,
 - (j) Details of vehicles in possession of the bidder on the bidder's letter head (*Like Type of vehicle, Registration No, Year of Manufacturing, Date of purchase etc.*).
26. All disputes and differences arising out or concerning the service(s) shall be subject to the sole arbitration of MBB University, Agartala, Tripura. Any legal disputes that may arise out of the tender/contract are subject to the jurisdiction of High Court of Tripura only.
27. Taxes (*Income tax & GST*) etc. as admissible will be deducted from the bill at the source. TDS certificate will be issued on submission of requisition.
28. Qualified selected bidder should submit '*Tax Clearance Certificate*' (GST etc.) along with the bill(s) of every month for payment.
29. The MBB University reserves the right to accept or reject any tender including the lowest one or cancel the tender process without assigning any reason.


(Dr. Sumanta Chakrabarti)
Registrar

DECLARATION

(To be submitted by the Bidder in Letter Head)

I/we have not been suspended/blacklisted by any State Government Department/ Central Government Department/ University/College/Educational Institution/PSU etc.

I/we declare that the vehicle (s) to be deployed to MBB University not having any legal or any other disputes and if any dispute found in future it is the responsibility of me/ us to solve the dispute. MBB University will not have any responsibility in this regard.

I/We have read and agreed with all the terms and conditions included in the tender document and offer to execute the supply/service at the rates quoted by me/us in the Financial Bid.

Notwithstanding anything mentioned in our offer, I/we hereby accept all the terms and conditions of this tender and I/we do not have any deviation to this tender enquiry. We hereby undertake and confirm that we have understood the scope of supply/service properly and shall be carried out as mentioned in this Tender enquiry.

The information furnished in this bid is true and correct to the best of my/our knowledge and belief

Date:

Place:

**(Full Signature & seal of the bidder/
Authorized person of the bidder)**

Technical Bid
(To be submitted by the Bidder in Letter Head)

Sl. No	Particulars	Details
1	Name of the Bidder (Owner/Supplier/Agency) with detailed Address	
2	Mobile No.(s) & Email ID	
3	Details of EMD (Rs 5,000.00/-)	
4	PAN No (Attach copy)	
5	GST Registration No (Attach copy)	
6	Year of Manufacturing of the Vehicle(s) (Attach copy)	
7	Commercial Registration Certificate of the vehicle(s) (Attach copy)	
8	Validity of the Pollution Control Certificate of the vehicle(s) (Attach copy)	
9	Validity of the Insurance Certificate of the Vehicle(s) (Attach copy)	
10	Validity of the Road Tax Clearance Certificate of the Vehicle(s) (Attach copy)	
11	Validity of the Fitness Certificate of the Vehicle(s) (Attach copy)	
12	Number of Vehicles in possession of the bidder [Provide details of the vehicles like; Type of vehicle, Registration No, Year of Manufacturing etc. in bidder's letter head]	
13	Income Tax Returns (ITR) of last 03 (three) Financial Years i.e. FY 2021-22, FY 2022-23 & 2023-24 (Attach copies)	
15	Declaration (Annexure-A) on bidder's letter head	

Date:**Place:**

**(Full Signature & seal of the bidder/
Authorized person of the bidder**

Financial Bid

(To be submitted by the Bidder in Letter Head)

1. Name of the Bidder:

2. Vehicles (Petrol) for the MBB University:

SL. No.	Name of Vehicle(s)	Year of Manufacturing & Registration Number of the offered Vehicle(s)	Quantity (Nos.)	Applicable taxes like GST etc. in percent, if any	Rates in figures& words including of all applicable taxes and charges	
					Detention Charge per day (X) (Rs/day)	Running Charge per km(Y) (Rs/km)
				@ ...%		

[Note: Rates should be quoted inclusive of all applicable taxes (like GST) & charges(if any)]

I/We have read the instructions, terms & conditions of the tender document and I/We have understood that if any false information is detected at a later date, I/We shall be solely responsible. Also, I/We have agreed to provide the vehicle(s) to the MBB University as per rates mentioned above & abiding all the terms and conditions.

Date:

Place:

**(Full Signature & seal of the bidder/
Authorized person of the bidder**

Signature
08/09/2025