



**OFFICE OF THE REGISTRAR
KHALLIKOTE UNITARY UNIVERSITY, BERHAMPUR
PIN CODE- 760 001, GANJAM, ODISHA**

E-mail: registrar@kuu.ac.in

Website: <https://kuu.ac.in/>

No. 1032

Date: 08/04 /2026

QUOTATION CALL NOTICE

Sealed quotations are invited from interested reputed Travel Agencies/ individuals having PAN & GST Registration to provide one number of Vehicle mentioned below for office use of the Vice-Chancellor of Khallikote Unitary University on monthly rent basis.

| Sl. No. | Category of Offices | Type of Vehicles permissible to be hired | Maximum Monthly Hiring charge (exclusive of applicable taxes) (in Rs.) | Minimum Average Mileage (in KM/Lit) |
|---------|---|--|--|-------------------------------------|
| 1 | Vice Chancellor, Khallikote Unitary University, Berhampur | Innova/Hexa/ Xuv 500 | 50,400/- | 9 |

Terms & Conditions:

1. The Service Provider shall have a valid GST registration to participate in the tendering.
2. The vehicle must be in road worthy condition, shall not be more than 3 years old from the date of initial registration and must have valid Commercial License, Registration Certificate, Insurance Certificate, Fitness Certificate, Pollution Certificate, valid Contract Carriage Permit, proof of up-to-date tax payment etc. mandatory for plying of vehicle.
3. The Driver of the vehicle must have a valid Driving License for driving light transport passenger vehicle and should be sufficiently experienced in driving transport/passenger vehicle.
4. The Driver should be well behaved, gentle and obedient in nature.
5. **5% of the hiring charges** shall be deposited by the intending bidders in shape of Account Payee Bank Draft drawn in favour of the "**Comptroller of Finance, Khallikote Unitary University, Berhampur**" and submitted along

Lu

- with the tender as EMD. After completion of tender process, EMD shall be refunded to unsuccessful bidders.
6. The monthly rate of hire charge, excluding GST be quoted separately, excluding fuel and lubricants.
 7. The Vehicle must achieve a fuel efficiency as referred in the above table.
 8. The details of the make and year of manufacture of the vehicle, registration no., mileage (KM covered per litre) and name of the Driver, Driving License No. and period of validity should be specifically provided in the general bid information to be furnished with the Quotation/Tender. (Annexure-A).
 9. The Quotation completed in all respect should reach the undersigned **on or before 26.04.2026 by 04.00 P.M.** and shall be opened on the same day at **04.30 P.M.**
 10. The bidder is required to submit the bid in the format attached in this notice through **Speed Post only** in sealed cover addressing "**The Registrar, Khallikote Unitary University, Berhampur, Ganjam, Pin – 760001**".
 11. The application form of quotation containing General Bid Information & Terms and conditions for Hiring of Vehicles etc. will be available in the University website.
 12. The Tender Calling Authority reserves the right to cancel the Quotation/ Teder at any time.
 13. Any change in the schedule will be informed through university website <https://kuu.ac.in/>. *only.*

Other Terms and Conditions:

The following terms and conditions must be fulfilled by bidder:

1. The hired vehicles, during period of contract, shall have all necessary valid MV documents such as valid Registration Certificate, Insurance Certificate, Pollution Certificate, Fitness Certificate, valid Contract Carriage Permit, proof of up-to-date tax payment etc. and D.L. of the driver available all the times.
2. The Department / Office hiring the vehicle shall not be responsible for any damage/ loss caused to hired vehicles or loss of life / injury made to any person or damage to any property on account of use of hired vehicle any manner whatsoever. The hirer shall be responsible for all such litigation.
3. The hire charges to be paid for monthly basis is final but does not include cost of fuel, which is to be paid separately as per existing Government norms. All the expenditure of the vehicle towards repair, replacement of spare parts, Lubricating oil of Engine, Gear Box & differential Coolant, Tyres & Tubes, Battery etc. will be borne by the bidder.
4. It shall be the responsibility of the bidder to provide a good driver and the remuneration of the driver shall be borne by the service provider.
5. In case of breakdown for reasons whatsoever the replacement of a vehicle of the same or better model shall be provided by the service provider.
6. In case of the vehicle do not report regularly, the authority will be at liberty to terminate the agreement without prior notice.

Lu

7. The vehicles shall report for duty for minimum of 25 days in a month.
8. In case of emergency, the driver will have to report for duty as per the requirement. No extra payment shall be made.
9. Monthly hire charges and reimbursements towards cost of fuel (as per norm) will be paid in every succeeding month, as per as possible within fifteen days of the submission of bills by the service provider and no advance payment will be made.
10. The vehicle shall not be more than 3 years old from the initial registration and also in good running condition during the period of contract.
11. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
12. In case the service provider intends to withdraw the services of his vehicle and terminate the agreement, it shall be mandatory upon him to grant one month notice before such withdrawal of service and termination of agreement.
13. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit. Seal & Signature of Quotation / Tender Calling Authority with Designation.


Registrar

Khallikote Unitary University, Berhampur

General Bid Information

| Sl. No. | Particular | Information |
|---------|---|-------------|
| 1 | Name of the Service Provider | |
| 2 | Complete Address | |
| 3 | GST Number | |
| 4 | GeM Registration Number | |
| 5 | Bank Account No. and IFSC | |
| 6 | Registration No. of Vehicle | |
| 7 | Year of Manufacture | |
| 8 | Make & Model | |
| 9 | Date of Registration | |
| 10 | Name & complete address of the owner of vehicle | |
| 11 | Fitness Certificate validity | |
| 12 | Pollution Certificate validity | |
| 13 | Permit Validity | |
| 14 | Insurance validity | |
| 15 | Name/ Adress of the Driver | |
| 16 | D.L. No. & Validity of the D.L of the Driver | |
| 17 | Contact Number of the Service Provider | |
| 18 | Contact number of Driver | |
| 19 | Proposed hire charge of the vehicle per month excluding fuel cost | |
| 20 | Rate of fuel consumption/ Mileage per litre | |

Certified that the information submitted above is true to the best of my knowledge and belief.

Seal & Signature of the Tenderer/Quotationer