

INVITATION NOTICE FOR HIRING OF VEHICLE RATE



**INDIAN INSTITUTE OF TECHNOLOGY
(BANARAS HINDU UNIVERSITY)
VARANASI - 221005**

Tender Notice No.: IIT(BHU)/IPCell/Vehicle/2025-26/158, Dated: 28/10/2025

HIRING OF VEHICLE RATE ON MONTHLY BASIS

LAST DATE OF SUBMISSION OF TENDER: 10.12.2025 UPTO 16.00 Hrs.

DATE OF OPENING OF TENDER: 11.12.2025 AT 16.00 Hrs.

Address for submission of Tender:

The Registrar,
Indian Institute of Technology,
(Banaras Hindu University)
VARANASI - 221005

ELIGIBILITY CRITERIA

1. The tenderer should have PAN and GST No
2. The tenderer should have experience of providing services for hiring of V e h i c l e to Government/PSUs/Autonomous Body and tenderer should not be blacklisted by any Government Organization/Institution.
3. The vehicle proposed to be provided must have commercial permit and fulfill all the conditions for running in the State of Uttar Pradesh.
4. The vehicle should have comprehensive insurance cover a g a i n s t all types of accident / damage of vehicle or that of driver.
5. The year of manufacture of the vehicle should not be prior to the year 2024.
6. Tenderer should have driver(s)with valid commercial driving license.
7. The offer should be accompanied by a **DD for an amount of Rs. 10,000/- (Rupees Ten Thousand only) as Earnest Money Deposit** drawn in favour of “Registrar, IIT(BHU)” (Cheques shall not be accepted). Bid received without EMD would not be considered and summarily rejected. **The EMD shall be refunded to the unsuccessful firms after finalization of the process.**

1. INSTRUCTIONS TO TENDERERS

1. Copies of the PAN/GST Number should be submitted along with the bid.
2. Each and every page of the tender documents along with the documents which will be submitted by the bidder should be signed by the Proprietor/Director/Partner as the case be along with seal/stamp of the Firm.
3. The financial bid of the tenderers, who qualify in the technical bid, will o n l y be opened.
4. The IIT(BHU), Varanasi reserves absolute rights to cancel/reject any or all tender without assigning any reason. The IIT (BHU), Varanasi has absolute right to strengthen/relax/add/remove any terms and conditions without assigning any reason.
5. The sealed tenders should be submitted in two parts (i) The Technical Bid and (ii) the Financial Bid in separate sealed cover. The two sealed packets (with the identification statement clearly written Technical Bid or Financial Bid) should be put in one covering sealed envelope labeled on the left hand top corner of their envelope "**Tender Document No. date and Due Date**". Also Name (in full) and complete address of the firm should be mentioned on left hand bottom corner of the covering envelop.

The tender should be addressed to '**The Registrar, Indian Institute of Technology (Banaras Hindu University), Varanasi-221005**'.

SCOPE OF WORK

The Contractor shall provide a car (Air Conditioned) with commercial permit & with driver on monthly rental basis to the Institute. The Vehicle provided should fulfill all the conditions for running in Uttar Pradesh state. The Contractor should arrange for proper cleanliness and hygiene of the vehicle including inter alia the provisioning of car perfume, tissue paper, hand towels etc. in the vehicle engaged on monthly basis. The model of the vehicles provided shall not be older than 2024 (i.e. Year of Manufacture).

The Contractor has to ensure that the staff deployed by them is well-dressed in neat uniform and is punctual in his work and has a mobile phone. The staff deputed for work should not have any kind of criminal or adverse record and they should be well-behaved.

The Institute reserves its rights to monitor, make surprise checks & verifications on all aspects of the work and the service provider shall co-operate with the official(s) so authorized by the Institute and furnish to them all records and materials for inspection without demur.

Details of the services needed are as mentioned below:

Particulars of Services required	Models of vehicles
Staff Car with driver on monthly hire basis	Sedan (Hyundai/Aura/Honda Amaze/Swift Dzire/similar Vehicle) with 1000 CC or above, White colour, with factory installed Air Conditioner

2. GENERAL CONDITIONS OF CONTRACT

1. The term Institute means “Indian Institute of Technology (Banaras Hindu University), Varanasi-221005”.
2. The Annual Estimated Cost includes rent for car with driver.
3. The Staff Car Service Contract shall initially be valid for a **period of one year**. However, the contract may be renewed every year on satisfactory performance on the same terms and conditions with mutual agreement **up to three** years only.
4. The bidder should have PAN Registration and GST Registration.
5. The bidder should have registered office in Varanasi having all the facility required for running an office such as Mobile and valid E-mail Id.
6. The vehicle proposed to be provided must have commercial permit for operation in the State of Uttar Pradesh.
7. The bidder should not be under declaration of ineligibility for corrupt and fraudulent practices or any other reason whatsoever, or have not been black listed by Govt. of India or any of its agencies including Public Enterprises and / or by any State Govt. or any of its agencies.
8. The services of the bidder should not have been terminated on account of deficiency in service / non fulfillment of Tender conditions by this office or any office of ESIC during any time in the last five years from date of publication of tender.
9. Vehicle proposed to be provided should be of latest model, not prior to year 2024.
10. Payment shall be made on monthly basis for the usage of the vehicle.
11. Rates quoted by bidder shall be inclusive of cost of manpower, fuel and other liveries, duties, repair and maintenance charges, insurance and other statutory liabilities related to labour laws etc.
12. The vehicle Registration Book, Insurance Copy, Emission Certificate, Road Tax payment certificate, Commercial Vehicle permit and Driver license should be available with the vehicle at all times.
13. In case the staff car is not provided on any day, the cost of alternative arrangements made will be recovered from the contractor by deducting bill / security deposit or otherwise.
14. Notwithstanding the award of contract under this tender, the Institute has the right to hire vehicles from any other agency also during the tenure of contract.
15. The contractor shall bear the costs of fuel, salaries of his driver, repair and maintenance, road tax, insurance, commercial permit etc., of the vehicle provided and shall also maintain the vehicle in good working condition for 24 x 7 x 365 days use by office.
16. The staff provided by the contractor shall not be entitled to get any amount from this office as allowances, wages bonus, gratuity or retrenchment compensation, etc. Such person(s) shall purely be engaged by the contractor only and this office shall not undertake any responsibilities with regard to their employment, welfare, payment of wages, etc.
17. The driver(s) / staff to be provided by the firm shall be a qualified driver. He shall have a valid commercial driving license. He should have a Medical Fitness Certificate especially with respect to

- eye sight and problems related to eyes. The driver should have sufficient driving experience. He should always while on duty be well dressed. He should be polite and well behaved and should not have any kind of criminal or adverse record.
18. The driver shall keep documents such as RC, Pollution Check Certificate, etc. of the vehicle with him all the time. In case of any penalty for any violation of rules / law, only the contractor / driver shall be solely responsible for the same.
 19. The contractor shall furnish complete bio-data with mobile number of the driver. The character and antecedents of drivers to be deployed should be properly verified and their details (name, address, telephone no., photograph, copy of driving license etc.) will have to be provided to this office. Frequent change of driver without any justification shall not be allowed.
 20. The contractor shall arrange for proper substitute of the driver in case of his leave, absence, sickness, etc. The Contractor shall be fully responsible for providing leave benefits, weekly off, National & Festival holidays etc., to the personnel deployed and as and when any of personnel comes late or proceeds on leave or absents himself/herself, it will be the prime responsibility of the contractor to provide a suitable substitute.
 21. The Institute reserves the right to require the Agency to replace the driver without assigning any reasons for the same and agency shall do so promptly when required to do so.
 22. The contractor shall bear all taxes, recoveries, charges, etc., as applicable and also comply with all statutory requirements regarding compliance of all labour laws such as Minimum Wages Act, ESI, EPF & Misc. Prov. Act, Workmen compensation Act, Employment of Children Act, Employment of Labour/Contract Labour Act, Industrial Employment Act, Contract Labour (Regulation & Abolition) Act 1970, Employee Provident Fund Act or any other act or legislation as may be in force from time to time.
 23. Income Tax as per rules shall be deducted from the bill wherever applicable.
 24. The Institute reserves its right to monitor, make surprise check and verifications on all aspects of the work and the service provider shall cooperate with the official(s) so authorized by him and furnish to them all record and materials for inspection without demur.
 25. The contractor should arrange for proper cleanliness and hygiene of the vehicle including inter alia the provisioning of car perfume, tissue paper, hand towels, etc., in the vehicle.
 26. The contractor shall supply all necessary tools required by his personnel for carrying out work. The repairs and maintenance of tools will be borne by the contractor. In case of accident the supplier shall have to get the vehicle repaired as early as possible. In that case the contractor must be in a position to arrange alternate vehicle in good condition and the contractor has to pay for the accident victims, legal charges, police cases, insurance claims and other payments. The Institute shall not be responsible and/or obligated for any payment to whom so ever in connection with the accident or for repair of the vehicle.
 27. The contractor shall be personally responsible for the conduct of his staff and in case of any

complaint against any of his staff as regards work, discipline, attendance or any other matter concerning efficient and smooth functioning; the contractor will be under an obligation to change the worker concerned when instructed by the Institute authority. The contractor shall observe all the laws and will be responsible for any prosecution of liability arising from breach of any of those laws. The Institute will not have any responsibility with regard to staff on the role of the contractor what so ever.

28. Any liability arising on the Institute shall be deducted from the bills of the contractor and if the full amount is not recovered then the same shall be recovered from the security deposit of the contractor. There would be no liabilities towards the workers of the contractor by the Institute.
29. The contractor shall indemnify against all liabilities / losses / penalties borne by this office which may arise on account of hiring of the staff car under this contract.
30. Contractor will be fully responsible for any accident or mishaps involving workers engaged by the Contractor and the Contractor would pay claims made by these victims. The Contractor shall indemnify the IIT(BHU), Varanasi from any claims arising out of accidents, disabilities of any nature or death or arising out of provisions under law, or any other nature in respect of all workers engaged by the Contractor.
31. The Institute reserves absolute rights to cancel / reject any or all tender without assigning any reason. The Institute has absolute right to strengthen / relax / add / remove any terms and conditions without assigning any reason.
32. Physical checking and test drive of the staff car to be deployed may be done before entering into the contract.
33. The condition of the vehicle / staff car will be reviewed time to time. Thereafter, if the vehicle is found not be in proper running condition, the contractor shall have to replace it.
34. The vehicle hired shall normally be used under jurisdiction of Institute. However, it can also be used for travelling to neighboring Sub Regions in Uttar Pradesh.
35. The contractor shall have to bear all the expenses relating to food, etc., of the driver. For stay / overnight stay outside Varanasi also expenses will be borne by the contractor only.
36. The vehicle provided by the firm should always be in top class condition. In case of any break- down of the vehicle, the firm shall immediately provide another vehicle as replacement. Otherwise this office may hire a vehicle from some other source and recover the expenses from the firm along with penalty of Rs. 1000/-.
37. Monthly Bill shall be produced in the first week of following month. Mode of payment will be ECS / RTGS on monthly basis subject of satisfactory services.
38. The charges shall be fixed for entire period of contract and no interim hike will be accepted/ allowed for whatever the reasons thereof.
39. Vehicle will be parked in prescribed premises only.
40. The agency/contractor shall not sublet or subcontract this service to any other party in any

circumstances, after agreement of contract. If it comes into the notice of Institute, the contract will be terminated.

41. All the disputes will be subject to under the jurisdiction of **Varanasi District** only.
42. The successful bidder shall be required to sign an Agreement on a non-judicial stamp paper worth Rs. 100/- to be purchased by bidder.
43. The Institute shall have the right to terminate the agreement in case the services are found not to be satisfactory with immediate effect.
44. The contractor is required to give a notice of **three months** in case he wants to discontinue the services.
45. In case of non-compliance of the above terms and condition of contract, a penalty may be levied.

The penalty for some of the defaults is as under:

Sl. No.	Nature of Default	Penalty in Rupees
1	Late Reporting	Rs.300/-per day
2	Non-Reporting	Rs.500/-per day
3	Poor Maintenance of vehicle	Rs.1000/-per month
4	Refusal of duties	Rs.1000/-per day
5	Non-observations of proper etiquette	Rs. 300/- First instance & Rs. 500/- for subsequent instances.
6	Change of drivers without justification	Rs.300/-per instance
7	Unhygienic/Untidy vehicle	Rs.300/-per day
8	Unsafe/Rash driving	Rs.300/-per day
9	Stoppage of vehicle due to insufficiency of fuel	Rs.500/-per instance
10	Break down of vehicle more than once in a month	Rs.1000/-per instance
11	False Billing	10% of the gross payment of that vehicle of that month

46. Price Bid:

- A. The Price includes, Service Charges and any other consumables (with Engine Oil) required.
- B. In case of out station, the contractor has to pay the fuel expenses and the same will be refunded by the Institute on production of proof of payment
- C. Registration, fitness certificate, insurance, uniform to Driver/staff, Driving License and all other related costs will be borne by the Contractor.
- D. The Institute will reimburse only Toll, Entry and Parking charges on production of proof of payment.

Signature of tenderer with seal.

TECHNICAL BID

1	Name of the Firm/Bidder	
2	Make of Vehicle	
3	Model & variant of vehicle	
4	Month & Year of Manufactures	
5	Fuel used	
6	Vehicle Registration No.(Copy of RC to be enclosed)	
7	Registering authority	
8	Whether the vehicle has All India Permit-Yes/No	
9	a) Vehicle Insurance details	
	b) Validity of Insurance	
10	a) Owner of the Vehicle	
	b) Whether first owner or other	
11	PAN of the owner (Copy of PAN Card to be enclosed)	
12	GST of the owner (Copy of GST Registration to be enclosed)	
13	'Annexure C'(Declaration)	
14	Full particulars of the bankers of the Owner/ Firm	
14(a)	Name of the Bank	
14(b)	Account Type	
14(c)	Account Number	
15	ESI NUMBER, if applicable	
16	EPF NUMBER, if applicable	
17	Experience Certificate as per eligibility criteria	
18	Income tax return of last Three Years	

SIGNATURE OF TENDERER WITH SEAL

Financial Bid

Details of vehicle to be deployed as staff car

Manufacturing Company

Model

Year of manufacture

1.Hiring of Staff Car for IIT(BHU), Varanasi on monthly chargeable basis.

Class of Vehicle [with AC]	Rate per Month per 1000kms [Per vehicle] *	Rate per Km for additional Km beyond 1000 kms [per kms charges]*
Sedan(Hyundai Aura/Honda Amaze/Swift Dzire /Similar Vehicle)	Rs._____-/- (Rupees _____ _____)	Rs._____-/- (Rupees _____ _____)

**[Exclusive of GST]

NOTE: The above charges should be quoted keeping in view that the vehicle may be required to be run on **24x7 basis** without any additional payment **within 1000** kms in a month.

*(Exclusive of GST)

Date:

Tenderer's Signature:

Tenderer's Name:

Stamp/ Seal:

DECLARATION

1. I.....Son/Daughter of Shri
Proprietor/Partner/Director/Authorized Signatory
of..... 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 hereby convey my acceptance of the same.
3. The information/document furnished along with the above application are true
and correct 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.
4. It is certified that the firm has not been blacklisted by any Govt., PSU or
Autonomous / Statutory body.

Signature of authorized person. Date:

Full Name:

Place:

Firm's/Company's seal:

Note: The above declaration, duly signed and stamped by the authorized signatory of the tenderer must be enclosed with tender.

Signature of tenderer with seal.