



माधव प्रौद्योगिकी एवं विज्ञान संस्थान, ग्वालियर
MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR
Deemed to be University
(Declared under Distinct Category by Ministry of Education, Government of India)
NAAC ACCREDITED WITH A++ Grade
Gola Ka Mandir, Gwalior (M.P.)- 474005, INDIA
Ph.:+91-751-2409300, E-mail: director@mitsgwalior.in, Website: www.mitsgwalior.in



Cost of Tender Form: Rs.1000+18% GST= 1180/- (Non-refundable)

S. No.: MITS-DU/26/01/008

TENDER DOCUMENT
FOR
Transport Service

Tender, 2026-27

Pre Bid Meeting: - 30/01/2026 at 04:00 PM at the Conference Hall

Date/Time of Closing: 06/02/2026 at 02:00 PM

Bid Opening: 06/02/2026 at 03:00 PM

The tender documents contain 10 pages from page no.01 to 10

Seal & Signature of the Agency/Firm

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TENDER NOTICE

Sealed tenders are invited from eligible Suppliers/agencies having PAN, GST No. and Income Tax return form. The tender form shall be issued to those Suppliers/agencies who qualify the above criteria and provide documentary proof of past satisfactory assignments of same nature of works done in the reputed department.

Category No.	Category of Tenders	Earnest Money (Rs.)	Cost of Tender form Rs.
MITS-DU/26/01/008	Transport Service	10,000/-	Rs. 1000 + 18 % GST=1180/-

The tender document can be obtained from the Account Office of MITS-DU, on or before **06.02.2026** up to **01:00 PM** by depositing the cost of tender form in cash/DD in favor of "**Vice Chancellor, MITS-DU self-finance**" payable at Gwalior (Non-refundable) in the Institute working hours. The last date for the submission of completed tender form is **06.02.2026** up to **02.00 PM** and tenders will be opened on **06.02.2026** at **3:00 PM** at the conference hall in the presence of the tenderers/vendors or their representatives. The pre-bid meeting will be held on **30.01.2026** at **04:00 PM** at the conference hall. The tender documents can be downloaded from the web-site www.mitsgwalior.in. The tenders directly downloaded from the website, must be attached with a Demand Draft in favor of the "**Vice Chancellor, MITS-DU self-finance**" payable at Gwalior, for the tender form cost.

*PSM
22/01/2026*
(Prof Prabhakar Sharma)
OSD
Office of the Vice Chancellor
[Signature]



GENERAL TERMS AND CONDITIONS

1. Tender documents can be obtained against cash payment of Rs. 1180 (Rs 1000/- + 18% GST) OR DD in favour of "**Vice Chancellor, MITS-DU self-finance**" payable at Gwalior (non-refundable) on or before **06.02.2026** up to **01:00 PM** from the Account office of MITS-DU during working days. The tender form can also be directly downloaded from the University website www.mitsgwalior.in and shall be enclosed with tender form fees of Rs. 1180/- in form of a D.D. in name of "**Vice Chancellor, MITS-DU self-finance**", payable at Gwalior.
2. Earnest money deposit (EMD) of amount **Rs 10,000/-** is to be submitted along with the completed tender form duly sealed in 1st envelop. The EMD shall be in the form of Demand Draft in favour of the "**Vice Chancellor, MITS-DU self-finance**" payable at Gwalior. The EMD of the successful bidder will be released after the expiry of the tender duration. Institute will not liable to pay any interest on EMD Cost.
3. Eligibility Criteria for applying for the tender:
 - A. Firms/Agencies Registration Numbers
 - B. Valid PAN Card Number.
 - C. Valid GST Number (Applicable as per Govt. of India Norms).
 - D. Last three-year ITR /income Tax clearance certificate.
 - E. Proof of Past Satisfactory assignment of the same nature done in the reputed departments/ Institute.
4. **Submission of completed tender:** Tender shall be submitted in two bid system.
 - (i) All relevant documents pertaining to eligibility criteria (as per clause no. 3) along with signed tender document, DD of E.M.D., Receipt of Purchase the tender document from MITS-DU/ DD of Tender form Cost (if downloaded from institute website), are to be kept in duly sealed **one envelope marked as Technical Bid**. *In case the 1st envelop is not annexed for eligibility criteria in the proper form as mentioned above in clause (3) and/or is without E.M.D. the envelop marked 2nd will not be opened at all and the same will be rejected and no representations shall be entertained in this regard.*
 - (ii) Second envelope duly sealed shall have **only** financial bid **marked as Financial Bid**. *In case of any mismatch in numbers, only the amount written in words shall be considered final. In the event of overwriting, crossing out, or corrections, the committee reserves the right to cancel the document.*
 - (iii) Both envelopes (sealed envelopes marked as 1st and 2nd) shall be superscribed and be kept into a duly sealed third envelope. Third envelope must be addressed to the Vice Chancellor, MITS-DU Gwalior and clearly written as "The tender document for....." (Name of tender).
5. The last date and time of submission of tenders is on **06.02.2026** upto **02:00 PM**.
6. Tenders will be opened on **06.02.2026** at **03:00 PM**. Technical bid will be opened at **03:00 PM** and the financial bid for the eligible tenderers will be opened on the same day.
7. Validity of the rates will be up to one year. This period may be further extended at the discretion of the MITS-DU; subject to mutual agreement/ consent to another subsequent 01 (one year).
8. Telegraphic/Fax/E-mail and conditional tenders shall not be accepted.
9. **Vice Chancellor, MITS-DU, Gwalior**, reserves the right to accept or reject any or all tenders without assigning any reason thereof, even the lowest tender does not necessarily qualify for the order.
10. The rates should be **F.O.R. at site (University Premises)** & No extra charges on this account (for Octroi, VAT, sales tax and surcharge, etc) shall be payable to the suppliers.
11. Our University is exempted to pay excise duty.
12. The rates should include all material, labour charges, profit & relevant taxes including GST, if any.

13. The tenderers whose tender is accepted shall have to sign an agreement as per the format of University.
14. Any amount due or becoming due for the tender shall be recovered from their bills/ Security Deposit/ EMD.
15. The competent authority reserves the right to increase or decrease the quantity of any item or cell during the period of contract. The tenderers will be bound to comply with the order of the competent authority without any claim and compensation.
16. The rate should be competitive and workable.
17. **Arbitration:**
 - (i) This has been mutually agreed between the MITS-DU and successful vendors that any dispute arising out of this agreement shall be referred for "Arbitration" to the Vice Chancellor, MITS-DU, Gwalior and his decision shall be binding on the vendor. The vendor shall not raise any question of competence of the Vice Chancellor, MITS-DU, Gwalior, to act as sole arbitrator.
 - (ii) During the pendency of the arbitration proceeding and currency of contract, the Contractor/ vendor shall not be entitled to suspend the work / service to which the dispute relates on account of the arbitration and payment to the contractor/ vendor shall continue to be made in terms of the contract. Arbitration proceedings will be held at Gwalior only.
 - (iii) The arbitration would be conducted and governed by and under the provisions of Arbitration Act. 1996. Any legal dispute will be subject to jurisdiction of civil court of Gwalior (MP) and no other court shall have the jurisdiction.
18. The Income Tax shall be deducted from the bills as per the rules.
19. The whole supply should be satisfactorily executed within stipulated time from the date of issue of order. Time extension will not be permitted.
20. The tenderers shall execute the work as per specification mentioned in the supply order.
21. The tenderer should satisfy himself regarding the magnitude of the supply and no claim on this account shall be entertained thereafter.
22. M.I.T.S-DU., Gwalior will have rights to check the sample before supply.
23. Payment will be made after the successful and satisfactory supply and completion of the work.
24. The contractor/firm have to be completed the assigned works or part of work positively otherwise it will be treated as breach of the contract and deposited earnest money shall be forfeited.
25. The EMD of the selected vendor will be adjusted in security deposit (interest free). The EMD of successful tenderers will be released only after Completion of Tender duration.
26. The University shall not be responsible for any loss or damage of materials or labour of any kind.
27. The final rates shall be indicated both in figures and in words, and in case of any discrepancy or ambiguity, the amount expressed in words shall prevail.

GENERAL CONDITIONS OF CONTRACT (GCC)

1. In any event of breakdown of vehicle hired, the Contractor shall provide a replacement within reasonable time failing which Client will be free to hire a vehicle, as per provision of penalty clause.
2. The vehicles should be in good and road worthy condition, taxes paid up to date, with comprehensive Insurance coverage, permits, etc.
3. The taxies deployed on duty should have valid registration certificate, comprehensive insurance (to cover the occupants also) and statutory requirements of Central/State Governments, fitness certificate, Pollution under Control, Road Tax, Permit and must be revalidated before the expiry of the due date during the tenure of the contract period.
4. The rates quoted by the agencies will include following items as per details given below for which no extra payment will be made by the Client: -

S. No.	Items required in the Taxi
1	Tool box & stepney
2	First Aid box
3	Mobile charging facility in the taxi
4	Driver's Mobile in charged and running condition
5	Good quality clean upholstery/seat covers
6	Umbrella
7	Sealed Mineral Water Bottle (500 ml)
8	Fire Extinguisher

5. The drivers of the cars provided shall always be wearing neat and clean uniform approved by RTO and holding a valid driving license and abide by all the rules laid down by Transport Authority or any Authority relevant to the subject and should always strictly follow the traffic rules and regulations, so as to ensure safety of the passengers.
6. The persons deputed by the agency for carrying out MITS-DU, Gwalior duty should behave properly with the officers and maintain punctuality and discipline. If any driver engaged by the agency is found to be indisciplined, misbehaved or under influence of any intoxicant etc. penalty will be levied.
7. Parking charges, state Taxes will be reimbursed by the Client on submission of authorised receipts countersigned by the Guests & Toll Tax paid will be reimbursed on submission of documentary proof.
8. No payment shall be made against the bills pertaining to journey, where any complaint with regard to quality of the car is received from the user. In this regard the decision of MITS-DU, Gwalior Authorities shall be final and binding on the successful bidder.
9. Detaining the vehicle for own reasons during outstation duty as well as in station or disappearing from duty causing undue detention to an officer may entail deduction or non-payment for the journey performed, besides other penalties as applicable.
10. The successful bidder will be required to strictly adhere to the terms and conditions of the contract and provide quality hired car services. If, hired cars services is not found within the Scope of Work/Scope of Services of the tender, penalty will be imposed as under:

S. No.	Description	Penalty
i.	If at any occasion, it is ascertained that vehicle model is registered before 2020	500/- per duty slip
ii.	Driver's Misbehaviour such as abusing, physical intimidation or similar with the user or under the influence of any intoxicant.	500/- plus replacement of Driver
iii.	If contractor fails to provide the demanded vehicle in time	Minimum Penalty of 1,000/- will be imposed. Alternate arrangement will be made at risk & cost of the contractor.
iv.	Excess claim of mileage	Minimum 1,000/- on 1 st instance 2,000/- on 2 nd instance Termination on 3 rd instance & black listing.
v	Meter tampering resulting in fast meter	10,000/- on 1 st instance, Termination of Contract on 2 nd instance & Blacklisting.
vi	Any other deficiencies found in Hired Car/Hired Car Services as per the contract.	500/- will be imposed on each occasion / & instance. daily basis
vii	Demanding cash/extra time from the Guest for TOLL/Tax/Driver meal etc.	2,000/- per instance
viii	Change of Driver/ vehicle for particular guest for a particular tour.	500/- per day
ix	Breakdown of vehicle	Minimum penalty of Rs 500/- with recovery of charges paid for the other vehicle.
x	The cost of damages if any caused to the properties and premises of MITS-DU, Gwalior, Madhya Pradesh by the hired vehicle/ any staff of the operating agency will be recovered from the operating agency	Amount as per prevailing market rate plus 10% administration charges
xi	In case the successful bidder is not able to provide the required number of vehicles, then it is open for this office to avail the services from other source	In this case, the excess payment if any between the agreed rate and the rate claimed by the other Agency / institution will be recovered from the agency concerned plus 10% administration charges.

11. Night Charges will be inclusive in the rates.

12. The liability under relevant sections of Motor Vehicle Act 1968 and subsequent amendments and IPC causing death or permanent disability caused by the vehicle supplied by the contractor, the hiring authority (client) has no responsibility whatsoever and will not entertain any claim in this regard under the provision of the law.


(Prof. Prabhakar Sharma)

OSD, Office of Vice Chancellor



Seal & Signature of the Agency/Firm

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SECTION-2

Financial Bid Through Proper Channel

S. No.	Item Description	Quantity	AMOUNT (Rs.) Without GST	GST (%)	AMOUNT With GST Rs.	Total Amount (In words)
1.	Premium SUVs (Innova Crysta/Innova Hycross/ Mahindra Scorpio N and similar) (AC)					
1.01	Upto 8 Hrs. and 80 Kms. (day to day Basis)	1				
1.02	Upto 24 Hrs. and 80 Kms. (Day to day Basis)	1				
1.03	Additional Kms. After 80 Kms. (per Km Basis) (Day to day Basis)	1				
1.04	Additional Hrs. After 8 Hrs. (per Hour Basis) (Day to day Basis)	1				
1.05	Upto 1000 Kms. For 300 Hrs. (Monthly basis)	1				
1.06	Upto 1500 Kms. For 300 Hrs. (Monthly basis)	1				
1.07	Upto 3000 Kms. For 700 Hrs. (Monthly basis)	1				
1.08	Additional Kms. After 1000/1500/3000 Kms. (per Km Basis) (Monthly Basis)	1				
1.09	Taxi vehicle without fuel (with driver and all other liabilities)	1				
1.10	Upto 250 Kms. Per day (Outside journey)	1				
1.11	Upto 150 Kms. Per day (for short distances and one day journey) (Outside journey)	1				
1.12	Additional Kms. After 250 Kms. Per day (Per Kms. Basis) (Outside journey)	1				
1.13	Additional Kms. After 150 Kms. Per day	1				

Seal & Signature of the Agency/Firm

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S. No.	Item Description	Quantity	AMOUNT (Rs.) Without GST	GST (%)	AMOUNT With GST Rs.	Total Amount (In words)
	(Per Kms. Basis) (for short distances and one day journey) (Outside journey)					
2.	SUVs (KIA Carens/ Maruti Ertiga/ Toyota Rumion) (AC)					
2.1	Upto 8 Hrs. and 80 Kms. (day to day Basis)	1				
2.2	Upto 24 Hrs. and 80 Kms. (Day to day Basis)	1				
2.3	Additional Kms. After 80 Kms. (per Km Basis) (Day to day Basis)	1				
2.4	Additional Hrs. After 8 Hrs. (per Hour Basis) (Day to day Basis)	1				
2.5	Upto 1000 Kms. For 300 Hrs. (Monthly basis)	1				
2.6	Upto 1500 Kms. For 300 Hrs. (Monthly basis)	1				
2.7	Upto 3000 Kms. For 700 Hrs. (Monthly basis)	1				
2.8	Additional Kms. After 1000/1500/3000 Kms. (per Km Basis) (Monthly Basis)	1				
2.9	Taxi vehicle without fuel (with driver and all other liabilities)	1				
2.10	Upto 250 Kms. Per day (Outside journey)	1				
2.11	Upto 150 kms. Per day (for short distances and one day journey) (Outside journey)	1				
2.12	Additional Kms. After 250 Kms. Per day (Per Kms. Basis) (Outside journey)	1				
2.13	Additional Kms. After 150 Kms. Per day (Per Kms. Basis) (for short distances and one day journey) (Outside journey)	1				
3	Premium Sedan (Honda City/ Hyundai Verna/ Maruti Ciaz and similar) (AC)					
3.1	Upto 8 Hrs. and 80 Kms. (day to day Basis)	1				
3.2	Upto 24 Hrs. and 80 Kms. (Day to day Basis)	1				
3.3	Additional Kms. After 80 Kms. (per Km	1				

S. No.	Item Description	Quantity	AMOUNT (Rs.) Without GST	GST (%)	AMOUNT With GST Rs.	Total Amount (In words)
3.4	Basis) (Day to day Basis) Additional Hrs. After 8 Hrs. (per Hour Basis) (Day to day Basis)	1				
3.5	Upto 1000 Kms. For 300 Hrs. (Monthly basis)	1				
3.6	Upto 1500 Kms. For 300 Hrs. (Monthly basis)	1				
3.7	Upto 3000 Kms. For 700 Hrs. (Monthly basis)	1				
3.8	Additional Kms. After 1000/1500/3000 Kms. (per Km Basis) (Monthly Basis)	1				
3.9	Taxi vehicle without fuel (with driver and all other liabilities)	1				
3.10	Upto 250 Kms. Per day (Outside journey)	1				
3.11	Upto 150 kms. Per day (for short distances and one day journey) (Outside journey)	1				
3.12	Additional Kms. After 250 Kms. Per day (Per Kms. Basis) (Outside journey)	1				
3.13	Additional Kms. After 150 Kms. Per day (Per Kms. Basis) (for short distances and one day journey) (Outside journey)	1				
4	Sedans (Swift Dzire/Hyundai Aura/Honda Amaze/Tata Curvv or similar cars) (AC)					
4.1	Upto 8 Hrs. and 80 Kms. (day to day Basis)	1				
4.2	Upto 24 Hrs. and 80 Kms. (Day to day Basis)	1				
4.3	Additional Kms. After 80 Kms. (per Km Basis) (Day to day Basis)	1				
4.4	Additional Hrs. After 8 Hrs. (per Hour Basis) (Day to day Basis)	1				
4.5	Upto 1000 Kms. For 300 Hrs. (Monthly basis)	1				
4.6	Upto 1500 Kms. For 300 Hrs. (Monthly basis)	1				

S. No.	Item Description	Quantity	AMOUNT (Rs.) Without GST	GST (%)	AMOUNT With GST Rs.	Total Amount (In words)
4.7	Upto 3000 Kms. For 700 Hrs. (Monthly basis)	1				
4.8	Additional Kms. After 1000/1500/3000 Kms. (per Km Basis) (Monthly Basis)	1				
4.9	Taxi vehicle without fuel (with driver and all other liabilities)	1				
4.10	Upto 250 Kms. Per day (Outside journey)	1				
4.11	Upto 150 kms. Per day (for short distances and one day journey) (Outside journey)	1				
4.12	Additional Kms. After 250 Kms. Per day (Per Kms. Basis) (Outside journey)	1				
4.13	Additional Kms. After 150 Kms. Per day (Per Kms. Basis) (for short distances and one day journey) (Outside journey)	1				
5	Mahindra Bolero Pick up & other similar pick up with covered body					
5.1	Small pick-up truck (Tata Ace or similar) for upto 150 Kms per day (To and fro both included)	1				
5.2	Small pick-up truck (Tata Ace or similar) for upto 250 Kms per day (To and Fro both included) (Outside Journey)	1				
5.3	Small Pick up Additional Kms after 150 Kms. Per day (for short distances and one day)	1				
5.4	Small Pick up Additional Kms after 250 Kms. Per day (Per Kms. basis) (Outside Journey)	1				
5.5	Medium pick up (Mahindra Bolero or similar) 150 Kms Per day (To and Fro both included)	1				
5.6	Medium pick up (Mahindra Bolero or similar) 250 Kms Per day (To and Fro both included) (Outside Journey)	1				

Omni Infra

S. No.	Item Description	Quantity	AMOUNT (Rs.) Without GST	GST (%)	AMOUNT With GST Rs.	Total Amount (In words)
5.7	Medium Pick up Additional Kms after 150 Kms. Per day (for short distances and one day)	1				
5.8	Medium Pick up Additional Kms after 250 Kms. Per day (Per Kms. Basis) (Outside Journey)	1				
6. Buses (60-seater) /Travellers (17/26-seater) (AC)						
6.1	Traveller (17 Seater): 250 Kms. Per day	1				
6.2	Traveller (17 Seater): Additional Kms after 250 Kms. Per day (Outside Journey)	1				
6.3	Traveller (26 Seater): 250 Kms. Per day	1				
6.4	Traveller (26 Seater): Additional Kms after 250 Kms. Per day (Outside Journey)	1				
6.5	Bus (60 Seater): 250 Kms. Per day	1				
6.6	Bus (60 Seater): Additional Kms after 250 Kms. Per day (Outside Journey)	1				

**Bidder have to quote rates in all categories as per the terms & conditions of tender.

(Signature of Tenderer with seal)

Name:
 Full Address:

 Mobile phone No. :
 E-mail:
 Place:
 Date:

Seal & Signature of the Agency/Firm

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