



राष्ट्रीय खेल विश्वविद्यालय, इम्फाल, मणिपुर
(केन्द्रीय विश्वविद्यालय)
भारत सरकार, युवा कार्यक्रम एवं खेल मंत्रालय
NATIONAL SPORTS UNIVERSITY, IMPHAL, MANIPUR
(A Central University)
Government of India, Ministry of Youth Affairs and Sports



F.No. 17/PUR/SERV/24-25

Date: 25/11/2025

NOTICE INVITING TENDER FOR HIRING OF VEHICLES

The National Sports University, Manipur invites quotations from agencies/firms/individuals for hiring of 5 (five) vehicles on monthly basis under two bid system (Technical and Financial). Preference will be given to vehicle registered as Taxi or Public Transport Vehicle.

The contract will be initially for a period of one year and extendable on year to year basis, subject to satisfactory performance of the agency/firm/individual and with the approval of the competent authority of the University.

Separate quotation should be submitted for different make/model of the vehicles.

Sl. no	Type of Vehicle (Preferable)	No. of requirement	Colour (Preferable)
1	Vehicle 1 - Maruti Ciaz	1	White
2	Vehicle 2 - Honda Elevate	1	White
3	Vehicle 3 - Mahindra Bolero	1	White
4	Vehicle 4 - Maruti Swift –Vehicle 4	1	White
5	Vehicle 5 - Maruti Zypsy –Vehicle 5	1	White

Interested agencies/firms/individuals are required to submit the sealed tender in the Prescribed Form along with required documents under two bid systems (Technical and Financial).

The sealed Tender should be superscribed as “TENDER FOR HIRING OF VEHICLES along with Advertisement number in bold letters at the top of the envelope. The same should reach to the office of the undersigned on or before 04.00 P.M. of 18/12/2025. The tender opening date shall be intimated later.

Sd/-
M.C. Liklainu
Deputy Finance Officer

ELIGIBILITY CRITERIA

1. The bidder should not have been blacklisted by any Government/PSU for fraudulent practices, non-delivery or non-performance during the last three years as on the date of issuance of tender. Undertaking in this regard is to be submitted on Company's letterhead by the agencies.
2. The agency/firm/individual should be GST registered and should have a valid PAN.
3. The agency/firm/individual should be in business of renting/hiring of cars for the last 2 years.
4. Annual turnover for the last 2 years preceding financial year should preferably be not less than Rupees 10 lakhs per year.

TERMS & CONDITIONS

1. The vehicle to be provided should be minimum BSIV-compliant and should not have run more than 50000 kms, as on the date of hiring. The vehicle shall maintain good and clean upholstery.
2. The vehicle shall be made available, as per requirement, on all week days i.e. from Sunday to Saturday i.e. to be used 30/31 days subject to maximum of 2500 kms in a month. Saturday, Sunday and other Gazetted holidays will be covered in definition of month.
3. It may be kept in the custody of the University, if needed.
4. Fuel and -Driver will not be provided by National Sports University Manipur. All expenses relating to salary and allowances of the driver shall be borne by the Service Provider. Likewise all expenditure related to the vehicle including insurance, maintenance & fuel etc. will also be borne by the Service Provider.
5. Any changes in vehicle will be allowed only in exceptional circumstances with prior information and approval of the competent authority.
6. The vehicle must be made available at any given time and day as informed.
7. The calculation of mileage shall be from the reporting point to the reporting point and will not be calculated on garage to garage basis. For this purpose, the service provider shall ensure that the odometer of the supplied vehicle is properly sealed. In case of any doubt the authorized officer of this office may get the same checked from any authorized workshops at the cost of Service Provider.
8. In case of any breakdown of vehicle on duty, the service provider shall make arrangement for providing another vehicle. In such a case, mileage from garage to the point of breakdown would not be paid.
9. The tenderer should ensure that after getting the contract the drivers deputed for service to this Office do not have any Police records/ Criminal cases (previous or pending) against them. The service provider should make adequate enquiries about the antecedents of the drivers before deputing them for service to this Office.
10. The driver(s) shall observe all the etiquette rules and protocols while performing duty. They must carry a mobile phone in working conditions, for which, no separate payment shall be made by this office. The driver(s) deputed on duty should carry valid driving license.
11. All maintenance of the vehicle should be carried out by the owner at their own cost. The vehicles should be insured comprehensively and should have necessary permits from the Transport Department/Authority. The vehicle registered as Taxi or Public transport will be given preference. This Office shall not be responsible for any challan, loss, damage or any accident of the vehicle or to any other vehicles or for the injury to the driver or to any other third party. The loss or damage or legal expenses on this account shall be borne by the Service Provider.
12. Log book should be maintained.

13. The payment will be made on monthly basis on submission of bills(s) duly supported by duty slip(s)/log sheets(s) duly signed by the concerned officers or authorised person.
14. Service tax as applicable will be paid on billing.
15. During the period of operation, the driver should not ordinarily be changed unless desired/allowed by this office. If a vehicle does not report for duty on any day(s) or the driver reports late or there is violation of any other provision of the tender, then an amount calculated on pro-rata basis per day shall be deducted from the monthly bill of that vehicle. Any such penalty would be deducted by this office from the monthly bill without giving any prior notice.
16. The successful bidder will have to enter into an Agreement for one year on Rs. 100/- Non-Judicial paper.
17. The contract will be initially for a period of one year and extendable on year to year basis subject to satisfactory performance and with the approval of the Competent Authority of NSU.
18. The rate quoted should be limited to:

Vehicle 1	Rs. 57000
Vehicle 2	Rs. 57000
Vehicle 3	Rs. 55000
Vehicle 4	Rs. 55000
Vehicle 5	Rs. 55000

*Inclusive of all taxes and charges including fuel, maintenance and driver.

19. Tender documents may be downloaded from the website along with and EMD for an amount of Rs. 1,50,000 in favour of the National Sports University payable at Imphal should be submitted along with the Tender documents.
20. Envelope of technical bid & financial bid along with EMD should be separately sealed and placed in a third envelope, to be sealed and superscribed with "TENDER FOR HIRING OF VEHICLE (type of vehicle)" along with advertisement number in bold letters at the top of the envelope.
21. The EMD amount shall be forfeited if
 - (i) Tender is withdrawn by the bidder at any time prior to its rejection or before or after its acceptance is communicated to the bidder
 - (ii) If the successful bidder fails to comply with the terms & conditions of the tender notice.
22. The bidder should have valid registration certification and PAN.
23. The National Sports University reserves the right to cancel the tender without assigning any reason whatsoever.

(TECHNICAL BID)

Sl. No.	Particulars	Details
1	Name of the agency/firm/individual	
2	Registered Office address with Telephone Number, Fax Number, e-mail etc.	
3	Correspondence address	
4	Details of a Contact Person (Name, designation, address etc.) Telephone Number (including Mobile No) Fax Number, e-mail etc.	
5	Registration certificate (if available, please submit relevant document)	
6	Former name of the Company/Firm, if any.	
7	GST Registration No.	
8	Is the firm registered under Labour Laws Contract Act? If yes, submit valid registration certificate.	
9	Valid Income Tax Clearance Certification/ PAN	
10	Are you registered with any Government/ Department/ Public Sector Undertaking as Small Scale Industry (if yes, give details)	
11	Documents as mentioned in Eligibility Criteria of tender document	1. 2. 3. 4. 5.
12	EMD	

VEHICLE DETAILS (VEHICLE 1)

1. Vehicle Registration No.		
2. Type & Make & Model		
3. Distance covered		
4. Date of Manufacture		
5. Whether BSIV or above-compliant (Yes/No) Yes / No		

Please enclose self-attested copy of the vehicle registration document.

VEHICLE DETAILS (VEHICLE 2)

1. Vehicle Registration No.		
2. Type & Make & Model		
3. Distance covered		
4. Date of Manufacture		
5. Whether BSIV or above-compliant (Yes/No) Yes / No		

Please enclose self-attested copy of the vehicle registration document.

VEHICLE DETAILS (VEHICLE 3)

1. Vehicle Registration No.		
2. Type & Make & Model		
3. Distance covered		
4. Date of Manufacture		
5. Whether BSIV or above-compliant (Yes/No) Yes / No		

Please enclose self-attested copy of the vehicle registration document.

VEHICLE DETAILS (VEHICLE 4)

1. Vehicle Registration No.		
2. Type & Make & Model		
3. Distance covered		
4. Date of Manufacture		
5. Whether BSIV or above-compliant (Yes/No) Yes / No		

Please enclose self-attested copy of the vehicle registration document.

VEHICLE DETAILS (VEHICLE 5)

1. Vehicle Registration No.		
2. Type & Make & Model		
3. Distance covered		
4. Date of Manufacture		
5. Whether BSIV or above-compliant (Yes/No) Yes / No		

Please enclose self-attested copy of the vehicle registration document.

(FINANCIAL BID)

Sl.	Name of the Vehicle	Rate per Month (Rs.)	GST	Any other charges/taxes	Total Amount (Rs.) including all Taxes and Charges
1	Vehicle 1 -				
2	Vehicle 2 -				
3	Vehicle 3 -				
4	Vehicle 4 -				
5	Vehicle 5 -				

* Rates should be quoted including fuel, driver charge and all related Taxes and Charges.

DECLARATION

a) I / We have gone through the terms & conditions stipulated in the tender document and confirm to abide by the same.

b) No other charges would be payable by the University

SIGNATURE OF AUTHORIZED PERSON WITH SEAL