

UNIVERSITY OF MADRAS

TENDER DOCUMENT

TENDER TERMS AND CONDITIONS WITH SPECIFICATIONS TO BE ABIDED BY THE TENDERERS :

01. INTRODUCTION :

This Tender is given in accordance with the Tamil Nadu Transparency in Tenderers Act 1998 and Rules 2000 & 2012 as amended from time to time.

a.	Tender Ref. No.COE-Purchase/UNOM/Tender/Vehicle/2026/To285 Dated:26 th Oct.2026
b.	Designation and Address of the Tender Inviting Authority The REGISTRAR, University of Madras, Centenary Building, Chepauk, Chennai – 600 005.
c.	Nature of Contract work as per specifications furnished in Annexure-II Commercial Bid Tender for Engaging Cars and Vans with AC / Non-AC Vehicles on Hire basis for EXAMINATION DUTY and other official purposes for a period of one year from the date of approval / award of Panel on Fixed Rate Contract
d.	Supply/work to be carried out at THE OFFICE OF THE REGISTRAR and THE CONTROLLER OF EXAMINATIONS, University of Madras, Chepauk Campus, Chennai-05
e.	Total Value of the Contract Rs.20,00,000/- approximately
f.	Earnest Money Deposit (EMD) (1% from the total value) Rs.20,000/- by way of DD drawn in favour of “The Registrar, University of Madras”- payable at Chennai
g.	Tender Document (Tender terms and conditions with specifications, Technical Bid/Commercial Bid) should be downloaded through 26th Oct.2026 to 09th Nov.2026 University Website:www.unom.ac.inONLY
h.	Last date & time for Submission of Tender 10th Nov.2026 Till 2-00 P.M. at The Registrar’s Secretariat, University of Madras, Centenary Building, Chepauk, Chennai – 600 005
i.	Date, Time & Venue of Opening of Tender 10th Nov.2026 at 3-00 P.M. at The Registrar’s Secretariat, University of Madras, Centenary Building, Chepauk, Chennai – 600 005
j.	Procedure for submission of Tender by way of TWO-COVER SYSTEM

02. GENERAL INSTRUCTIONS :

The Tender Inviting Authority reserves the right to cancel in full or part of the tender of any item without assigning any reason there for at any time. Any reasons for not complying the contract furnished by the tenderer shall not be entertained and any failure will be construed as breach of contract and the name of the company will be recommended for listing them under “Blacklisted”. The Tenderer should not have been blacklisted or debarred by any of the Organizations for their deficiency of service in complying the orders entrusted to them (Declaration to this effect is to be furnished). The Tenderer shall bear all costs associated with the preparation and submission of this Tender. The Tender Inviting Authority may amend the tender wherever it is felt that such an amendment is absolutely necessary. Any amendment to the tender will be uploaded on the Government web portal www.unom.ac.in It is the responsibility of the tenderer to verify the amendments, if any. Additional terms and conditions will be incorporated in the Purchase/Supply/Work order, if needed, to safeguard the interests of the University. The Tender document is not transferable under any circumstances. Tender documents can be downloaded through website www.unom.ac.in The Tenderer should Sign and affix Company Seal on all pages of this Tender Document without fail and submit the same along with the Annexure-1 through Sealed Cover-1 – Technical Bid after taking a photo copy for the purpose of Tenderer’s reference.

SIGNATURE OF THE TENDERER WITH SEAL

03. ELIGIBILITY CRITERIA:

The University will consider the Commercial Bid of the vendors ONLY those who qualify as per Technical Bid / Terms and Conditions of the Tender Document. The Vendors who are not qualified in the Technical Bid and who are not following the Terms and Conditions of the Tender Document, the Commercial Bid of such Vendors will summarily be rejected. The Tenderers should provide all documentary evidences in support of fulfilling the **Eligibility Criteria** as stipulated in the Technical Bid of the Tender Document while submitting the Sealed Technical Bid Cover.

04. TENDER COST AND GST:

On the submission of Demand Drafts obtained towards Tender Cost plus 12%GST on Tender Cost, as mentioned above along with Requisition letter, Tender Document shall be received in person from the Registrar's Secretariat, University of Madras, Chepauk, Chennai-600 005. Otherwise, those who have downloaded the Tender Document through the website, they should submit the Demand Drafts obtained towards Tender Cost plus 12%GST on Tender Cost, as mentioned above in a separate ordinary cover addressed to the Registrar, University of Madras, pending which the bids of the Tenderers concerned will not be opened and summarily rejected.

05. EARNEST MONEY DEPOSIT :

The Tenderer should submit Earnest Money Deposit (EMD) as prescribed in the Tender Notification along with the Technical Bid by way Demand Draft obtained from any Nationalized / Scheduled Bank and drawn in favour of "The Registrar, University of Madras" payable at Chennai. Any Tender without the EMD will be considered as NON-RESPONSIVE and will be SUMMARILY REJECTED. Upon submitting the Security Deposit by the successful tenderer/s and upon signing the Agreement, the EMD will be returned to the unsuccessful tenderer/s within a reasonable time period. No interest will be paid on the EMD. Earnest Money Deposit of the successful Tenderer/s will be returned only after the successful completion of the contract period, subject to the satisfaction of the University.

As per the Tamil Nadu Transparency in Tenders Act 1998 and Rules 2000, the Small Scale Industrial (SSI) Units registered with Tamil Nadu Small Industries Development Corporation (SIDCO) or National Small Industries Corporation (NSIC) in respect of those items for which the Registration Certificate has been obtained in respect of tenders called for by Government Departments, State Owned Public Sector Undertakings, Statutory Boards, Local Bodies and Co-operatives are granted exemption from the payment of Earnest Money Deposit.

06. FORFEITURE OF EARNEST MONEY DEPOSIT :

The EMD is liable to be forfeited if :

- (a) The tenderer withdraw his tender at any stage after the last date and time fixed for submitting the tender.
- (b) The tenderer on becoming successful, fails to furnish the required Security Deposit or Sign the Agreement, within the stipulated time limit.
- (c) The successful Tenderer fails to abide by the tender conditions or withdraws after his tender has been accepted, his Earnest Money Deposit will be forfeited.
- (d) The successful Tenderer shall not assign or make over the contract, the benefit of burden thereof to any other person or persons or body corporate.
- (e) The successful Tenderer shall not underlet or sublet to any person(s) or body corporate for executing the contract or any part thereof, his EMD will be forfeited.

SIGNATURE OF THE TENDERER WITH SEAL

07. QUOTING RATE DETAILS:

- a. The Tenders should contain particulars like name and addresses of the Tenderers, net rate + applicable GST for the above said purpose.
- b. The rates should be kept firm for 120 days from the date of the opening of the Tenders for acceptance.
- c. The rate should be quoted for the item/s with specifications if applicable and should be indicated clearly both in words and figures. Any scoring or overwriting should be attested by the Tenderer with full signature. The rate quoted should be firm and should not be subject to any variation clauses.
- d. The University shall not pay any increase in duties, taxes and surcharges on account of any revision by the Government at the time of issue of work order.

08. TWO-COVER SYSTEM :

Sealed Tenders are invited under Two-cover system by the Registrar, University of Madras from the reputed Firms / Supplier for the supply of the said item/s, as per the specifications prescribed. "Two-Cover System" means a procedure under which the tenderers are required to simultaneously submit two separate sealed covers, "Sealed Cover-1 – Technical Bid" containing the Earnest Money Deposit (EMD) and the details of their capability to undertake the tender which will be opened first and the "Sealed Cover-2 – Commercial Bid" containing the price quotation which will be opened only if the tenderer is found qualified to execute the Tender. Tender submitted without following Two-Cover System procedure as mentioned above would be summarily rejected. The above said SEALED COVER-1 and SEALED COVER-2 shall be put together in a Separate big size Outer Sealed Cover.

09. SUPERScription :

This Tender is based on Two-Cover Systems that is Technical Bid and Commercial Bid. Therefore the tender shall be submitted in two parts viz. Cover-1 and Cover-2. Each cover shall be superscribed as follows :

"SEALED COVER-1 – TECHNICAL BID - TENDER FOR SUPPLY OF"
shall contain the following enclosures as per the sequence indicated below :

- a. Earnest Money Deposit (EMD) Amount by way of Demand Draft drawn in favour of the Registrar, University of Madras payable at Chennai.
- b. Duly filled in Technical Bid as per Annexure – I.
- c. Copies of proof of evidence as sought in the Technical Bid shall be attached
- d. The Tender Document (all Pages) duly signed and stamped as proof of having read the contents therein and in acceptance thereof should be attached.

"SEALED COVER-2 – COMMERCIAL BID - TENDER FOR SUPPLY OF....."

shall contain the Commercial Bid as per the format given in ANNEXURE-II. The Tenderer should quote the Net Rate. The net rate must be inclusive of all applicable taxes. The tenderer shall not carry out any alteration in the format prescribed for Commercial Bid. The tenderer shall not enclose any other document or statement that will influence the price. In such an event, the tender inviting authority shall summarily reject the tender.

The above said SEALED COVER-1 and SEALED COVER-2 shall be put together in a Separate big size Sealed Cover that is called OUTER SEALED COVER-3 and shall be superscribed as "TENDER FOR SUPPLY OF".

After following this procedure, the big size Outer Sealed Cover-3 shall be handed over to the Registrar's Secretariat, University of Madras, Centenary Building, Chepauk, Chennai-600 005 on or before the last date and time as given in the Tender Notification.

SIGNATURE OF THE TENDERER WITH SEAL

10. MODE OF DESPATCH / SUBMISSION OF SEALED COVERS :

A big size OUTER SEALED COVER(containing “SEALED COVER-1 – TECHNICAL BID COVER - TENDER FOR SUPPLY OF” and “SEALED COVER-2 –COMMERCIAL BID COVER - TENDER FOR SUPPLY OF”) shall be superscribed as “TENDER FOR SUPPLY OF”. The big size Outer Sealed Cover-3 should be reached to the Registrar, University of Madras, Centenary Building, Chepauk, Chennai-600 005, on or before the last date and time as given in the Tender Notification, by Registered Post with Acknowledgement due or in person. The Tender inviting authority shall not be responsible for any postal delay in receipt of the tender. Delayed / Late Bids will not be accepted under any circumstances. Closing the cover by gum / cello tape will not be treated as Sealed Cover. The Technical Bid Cover; Commercial Bid Cover and the big size Outer Cover should bear the Round Seal or facsimile of the Tenderer / Wax Seal properly fixed on all the opening side/places of the cover in addition to the affixing of the Tenderer's from address stamp, pending which the bids will not be opened and summarily rejected.

11. DUE DATE AND TIME FOR ISSUE / SUBMISSION OF TENDER :

Tender documents can be downloaded through website www.unom.ac.in upto the closing date for submission of Tender Document as mentioned in the Tender Notification. The Tender Document duly filled-in and signed on all pages shall be submitted as per the procedure laid down herein in a big size Outer Sealed Cover along with a ordinary cover contains Tender cost with 12% GST to The Registrar, University of Madras at his Secretariat within the date and time as prescribed in the Tender Notification. The Tender can be submitted on all working days up to the prescribed closing date and time. In the event of the closing date is being declared as a holiday, the tenders can be submitted up to the fixed time on the following next working day. The Tender inviting authority will not be held responsible for any delay in the receipt of the Bank Draft or any delay in the receipt of the document by the Tenderer including loss of the document in transit or delay in obtaining any document / certificate or on any other account. No extension of the date and time for the submission of the document will be given for any such delay. The Tender inviting authority may extend the due date for submission of tender by issuing an amendment in which case all the rights and obligations of the Tender Inviting Authority and the Tenderers previously subject to the original due date for submission will then be subject to the new date for submission. Any Tender received after the due date and time will not be considered and will be returned to the Tenderer and no communication in this regard shall be entertained.

12. ACCEPTANCE AND WITHDRAWALS :

The final acceptance of the tender is entirely vested with University which reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever. There is no obligation on the part of the University to communicate with rejected Tenderers. After acceptance of the tender by the University, the Tenderer shall have no right to withdraw his Tender of claim higher price. The Tenders with incomplete information will be summarily rejected.

SIGNATURE OF THE TENDERER WITH SEAL

13. OPENING OF TENDERS :

The big size OUTER SEALED COVER-3 of the tenders received within the stipulated time & date will be opened by the Registrar, or any other Officer/Committee authorized by him on his behalf on the opening date and time in the presence of those Tenderers or their representatives with bonafide certificate who may be present at the time of opening. Immediately, the “SEALED COVER-1–Technical Bid” which is found in the big size OUTER SEALED COVER 3 of the Tenderer concerned, will also be opened and the names of tenderers who have enclosed the EMD will be read out including any other conditions if necessary. The Sealed Cover-2 – Commercial Bid of those technically qualified alone will be opened in the Registrar’s Secretariat, University of Madras on a specified time and date. The same will be informed to the eligible bidder. The tenderers who desire to participate may attend the price bid opening. The rate quoted in the tender by the Tenderer will remain unchanged till the finalization of the contract. Any subsequent change of rate after opening of tender shall not be entertained.

14. AWARD OF THE TENDER :

The award of the Tender shall be made strictly in accordance with the “Tamil Nadu Transparency in Tenders Act 1998 and Rules 2000& 2012” and no deviation will be made. Notwithstanding anything that is said herein, the Tender Accepting Authority reserves the right to accept or reject any tender and to cancel the tendering process and reject all tenders at any time prior to the award of tender, without thereby incurring any liability to the affected tenderer/s on the grounds for the tender accepting authority’s action. The tenderer whose tender has been accepted will be intimated by the Tender Accepting Authority in an usual manner.

15. SECURITY DEPOSIT:

- a. The successful Tenderer will be required to remit the **Security Deposit equivalent to 5% of the Total Value of the Contract within TEN days from the date of receipt of Communication / intimating them of the acceptance of the Tender(s).** The Demand Draft towards payment of Security Deposit shall be drawn in favour of “The Registrar, University of Madras”, payable at Chennai. The Work order will be released on receipt of Security Deposit to the account of the University, after execution of a contract between The Registrar, University of Madras.
- b. In the case of successful Tenderer, the Earnest Money Deposit already remitted shall not be adjusted towards Security Deposit to be remitted by the Tenderer. If the accepted Tenderer fails to remit the Security Deposit within the above said period, the Earnest Money Deposit remitted by him will be forfeited to the University of Madras and his tender will be held void and the Tender accepting authority shall continue the process with other responsive tenderers as per the Tamil Nadu Transparency in Tenders Act 1998 and Rules 2000& 2012. The tender inviting authority also reserves the right to take any other action as deemed necessary against such tenderer. No interest will be paid on the Security Deposit.
- c. The Security Deposit furnished by the Tenderer in respect of the Tender will not be returned to the Tenderer till the successful completion of the work/contract order.
- d. If the successful Tenderer fails to act according to the Tender conditions or back out when his Tender is accepted, his Security Deposit mentioned above will be forfeited by the University.

SIGNATURE OF THE TENDERER WITH SEAL

16. AGREEMENT:

The successful tenderer should **submit Rs.100/- Stamp Paper and the Security Deposit within TEN Days from the date of acceptance of the tender**, for the fulfilment of the contract for executing the Agreement between the Registrar, University of Madras and the Successful Tenderer. The period for the Agreement of Contract will be one year from the date of approval of the competent authority. The agreement should be executed before getting the Work Order from the University. The expenses incidental to the execution of agreement shall be borne by the successful Tenderer.

The Terms and conditions etc. stipulated in the Tender Document / Agreement should be strictly adhered to and violation of any of them will entail termination of the contract without prejudice to the rights of the University and recovery of any consequential loss from the successful Tenderer.

17. TIME AND SUPPLY :

As the vehicles are hired for important time bound works like Examination, Inspection etc., the vehicles are to be in good condition, adequately fuelled and should be equipped with standard tools / Stepney so as to handle any emergency situation when arises. The University reserves the right to repudiate the contract and entrust the work to any other third party/agency in the event of any breach of terms and conditions of Tender Document / Agreement of contract committed by the Tenderer or failure to perform to contract in part or whole or by any neglect of instructions of the University by the Tenderer and any additional expenditure that may be incurred by the above process shall be recovered from the Tenderer apart from claiming any damages or any loss to the University, besides forfeiture of EMD/Security Deposit in full. The Tenderer should deliver the items only at the specified premises of the University of Madras.

18. CONTRACT :

The Contract period shall be **ONE YEAR** with effect from the date of approval of the Syndicate / issue of Work order - (Contract work means : (a) Supply of Vehicles/ engagement of Vehicles on hire basis for Examination Duty)

The Contract is valid for a period from _____ to _____ and on satisfactory performances, the renewal may be considered for another tenure.

19. PENALTY FOR NON-FULFILMENT OF CONDITIONS :

- a) In case of breakdown, the Agency/Firm shall be responsible for providing an equivalent/suitable/upgraded replacement within an hour else the University of Madras will claim Rs.500/- towards penalty and the same will be deducted from the Agency pending bills/payments. This will be in addition to the cost incurred by the University of Madras in hiring an alternate vehicle.
- b) The Agency shall provide the driver with uniform. In case the driver reports for duty without uniform, a penalty of Rs.150/- for each occasion would be levied.
- c) However the total penalty during the contract shall not exceed 10% of the total contract value.
- d) Besides, such performance may entail termination/black listing of the Travel Agencies.

20. DISPUTES AND JURISDICTION :

In case of any dispute arising out of any breach of contract pertaining to this tender, the matter will be referred to an Arbitrator under Arbitration and Conciliation Act 1996. The arbitration shall be held in the City of Chennai only and the court at Chennai only shall have jurisdiction in relation thereto.

SIGNATURE OF THE TENDERER WITH SEAL

21. OTHERS :

- a) Vehicles in good condition should be sent upon hiring. There should not be any rattling or any other maintenance requirement. If the condition of the vehicle is not satisfactory and if the vehicle doesn't turn up on stipulated time, the vehicle will be returned by the user and no payment will be made.
- b) All the vehicles being hired under this contract should have been authorized by Regional Transport Office to run as Tourist Cars / Van etc.
- c) The vehicle provided should have valid comprehensive Insurance Policy.
- d) The drivers of the vehicles should be well experienced and holdings a valid licence in possession to drive the respective vehicles. They should be neat, tidy and courteous and should not be under the influence of alcohol or any drugs. A white colour uniform worn by the Driver is compulsory.
- e) As the vehicles are hired for important time bound works like examination, inspection etc., the vehicles are to be in good condition, adequately fuelled and should be equipped with standard tools / Stepney so as to handle any emergency situation when arises.
- f) In the event of breakdown at any point, a substitute vehicle should be arranged immediately by the respective travel agencies.
- g) Travel agencies will be communicated over phone to provide the vehicle as and when required at the first instance in view of the urgency and a written communication will be sent subsequently, which will be the basis for bill settlement.
- h) The mileage and timing will be counted from University of Madras, Chepauk, Chennai 5 to University of Madras, Chepauk, Chennai 5.
- i) The trip sheet should contain information about the following
 - Local or outstation trip.
 - Starting time / Closing Time.
 - Odometer reading at the start / end of trip.
 - Places visited.
 - Name, Signature and designation of the user.
 - Name, Signature and contact number of the driver.
- j) The bills along with the trip sheet are to be submitted to the vehicle user immediately after completion of the trip, Billing address is to be confirmed with the vehicle user before raising the bill for all trips.
- k) Permit, Parking, Entry Tax etc., can be excluded in the bill, provided the receipt is attached with the bill.
- l) Payment shall be made by the vehicle user within 30 days upon receipt of the bill.
- m) Income Tax will be deducted as per the prevailing norms and relevant certificate is to be obtained from the respective user departments directly.
- n) The Registrar, University of Madras has the right to cancel the contract without assigning any reason.
- o) The travel agency should be in a position to supply required number of vehicles in good condition.
- p) Upon receipt of complaint on the service, this contract will be terminated, by giving 14 days notice after ascertaining the veracity of the complaint.
- q) If there is any deficiency in service, any illegal action and violation of the agreement, the EMD will not be refunded at any cost.

SIGNATURE OF THE TENDERER WITH SEAL

The Tender Inviting Authority shall have the power to make any changes/additions in the Terms and Conditions without consultation with the Firm/Supplier. The tenderers while sending their tender should enclose this Tender Document also duly signed in all pages with Seal as a token of accepting this TENDER TERMS AND CONDITIONS WITH SPECIFICATIONS TO BE ABIDED BY THE TENDERERS that they understood and accepted them in full. Tenders received without this Tender Document shall be rejected summarily.

DECLARATION FOR UNDERTAKING THE TENDER	
OFFICE SEAL	SIGNATURE OF THE TENDERER
WITH DATE	NAME
	DESIGNATION

SIGNATURE OF THE TENDERER WITH SEAL

**UNIVERSITY OF MADRAS
TENDER DOCUMENT****TECHNICAL BID**

**TENDER FOR SUPPLY OF / ENGAGEMENT OF
CARS AND VANS (AC / NON-AC) ON HIRE BASIS FOR OFFICIAL AND
EXAMINATION DUTY ON THE BASIS OF FIXED RATE CONTRACT
TO THE CONTROLLER OF EXAMINATIONS, UNIVERSITY OF MADRAS,
Chepauk Campus, Chennai-600 005**

**ELIGIBILITY CRITERIA / PARAMETERS AND TECHNICAL SPECIFICATIONS
FOR SUPPLY OF CARS AND VANS (AC / NON-AC) ON HIRE BASIS
FOR EXAMINATION DUTY**

- a. The Agency / firm etc should be in the field of supply of cars or vans (AC / Non-AC) on hire basis at least for a period of two years. (Supporting Documents are to be enclosed i.e. work order / client certificate etc.)
- b. The Agency / firm should be serving on Govt. Organisation / Public Ltd. Company on regular basis at present (Supporting Documents are to be enclosed i.e. client certificate etc.).
- c. The vehicles to be provided by the Agency / Firm should not be more than 4 years old and should be in running condition.
- d. The Agency / Firm should own atleast three Cars / Vans in their name. (The photocopy of the Registration Certificate (RC) and the Insurance Certificate should be enclosed. The originals should be furnished at the time of evaluation of technical bid if necessary).
- e. Only such Agency / Firm may apply whose Cars have been duly authorized by the RTO (i.e. the vehicles should be registered as Cars) for use as public transport and who have telephone and mobile connections available at their Premises / Garage / Stands / Office / in-person from where such Cars are to be operated and can be requisitioned by the Bureau.
- f. The Firm should abide by all labour laws as applicable from time to time.
- g. The Firm should ensure that the drivers employed hold valid driving license, are in uniform, well behaved, reasonably educated and conversant with traffic rules / regulations and city roads / routes as well as with the security instructions.
- h. The Firm should ensure that none of the driver has any criminal/legal case pending against him in any police station or court of law.
- i. Each driver employed by the firm must have a cell-phone duly activated and shall wear uniform while on duty.
- j. No mileage will be allowed for lunch/tea etc. to the driver. The drivers are not allowed to take hired vehicles for their personal lunch and / or tea during duty hours.
- k. The service provider and the drivers should ensure that each vehicle is neat and clean, as well as operationally fit (i.e. with no known fault) and sufficient fuel when on duty.
- l. Each driver should preferably be able to understand the Local language.
- m. The time and distance in respect of hired cars will commence and terminate either from/to the University of Madras.
- n. As the vehicles are hired for important time bound works like examination, inspection etc., the vehicles are to be in good condition, adequately fuelled and should be equipped with standard tools / Stepney so as to handle any emergency situation when arises.

SIGNATURE OF THE TENDERER WITH SEAL

TECHNICAL BID

01.	Name of the Bidder / Organization		
02.	Nature of the Organization Whether Govt. / Public / Private / Partnership / Proprietorship		
03.	Address of the Registered Office of the Bidder		
04.	Contact Details of the Bidder	Phone No.	
		Fax	
		E-Mail	
		Contact Person Name	
		Mobile No.	
05.	Name of Proprietor / Director of the Firm / Agency		
06.	Location of the Firm with address		
07.	Bidder's Bank and its address and his Current Account No.	The Tenderers should submit the latest three year's Income Tax and Commercial Tax duly certified by the Chartered Accountant. YES or NO Enclosed vide Page No. From To	
08.	Year of Establishment in the said business / Registration No. of the Firm and incorporation particulars of the bidder indicating legal status such as company, partnership / proprietorship concern etc.	Whether copies of relevant documents are attached YES or NO Enclosed vide Page No. From To	
09.	Tenderer should have a minimum Annual turnover (a) THREE TIMES in the <u>approximate total value of the contract</u>	Whether Proof of Evidence for the Annual Turnover Certificate for the Last Three Years in the related field of business duly certified by the Chartered Accountant with Seal is attached YES or NO Enclosed vide Page No. From To	
10.	Whether Copies of Permanent Account No. (PAN) / Income Tax Clearance Certificate of the Bidder enclosed	Whether copies of relevant documents are attached YES or NO Enclosed vide Page No. From To	

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11.	GST Registration No. details	Whether copies of relevant documents are attached YES or NO Enclosed vide Page No. From To			
12.	Proof of experience in supplying the Item and Item based things to PSUs / Govt. Depts.	Copies of Purchase/Supply/Work Orders received from Govt. Depts. / PSUs during the last three years should be attached YES or NO Enclosed vide Page No. From To			
13.	The Tender Document (all Pages) duly signed and stamped as proof of having read the contents therein and in acceptance thereof should be enclosed	Whether Tender Document (all Pages) duly signed and stamped by the Bidder is attached YES or NO Enclosed vide Page No. From To			
14.	Registration Nos. of Cars/Vans together with make, year of purchase{From 2015} and Kms. run along with photocopies of registration book and valid insurance should be attached separately	YES or NO Enclosed vide Page No. From To			
15.	Any other information document, Please specify				
16.	Earnest Money Deposit (EMD) Payment Details :				
	No. of Demand Drafts enclosed				
S.No.	Amount	D.D.No.	Date	Bank Name	Branch Name

TENDERER'S DECLARATION

I/We certify that the information furnished above is true and correct. The terms and conditions are acceptable to us.

OFFICE SEAL

WITH DATE

SIGNATURE OF THE TENDERER

NAME

DESIGNATION

UNIVERSITY OF MADRAS

TENDER DOCUMENT

COMMERCIAL BID

Rates of Local Trip A/C & Non A/C Vehicles						
S No.	Vehicle	Rate / Extra Km				
		Tempo/Van	Toyota Crysta	Shift/Xeet/ Etions	Tata 407	Sujaj Mastha Eatcher
1	5Hrs /50 Kms					
2	10Hrs/100Kms					
3	15 Hrs / 150Kms					
4	Extra per KM					
5	Rate / per Hr					
Rates of Out Station Trip - A/C&Non A/C Vehicles						
1	Per Km					
2	Driver Batta					
3	Night Halt Charges					
4	Toll gate, packing, Permit					
5	Per Day Minimum 250 Kms					

(Note: In cases of vehicles engaged for

Local Trip:

1. 8 hours and running 75 Kms., the Hire charges as applicable to 10 Hours & 100 Kms.).
2. 13 hours and running 125 Kms., the Hire charges as applicable to 15 Hours & 150 Kms.
3. Time count beyond 30 minutes may be rounded off to one hour while 30 minutes and below should be continued.
4. Time and kms will be calculated from shed to shed.
5. 15 Day bill date invoice.

TENDERER'S DECLARATION

I/We certify that the rate quoted in the tender by the Tenderer will remain unchanged till the finalization of the contract. The terms and conditions are acceptable to us.

OFFICE SEAL WITH DATE SIGNATURE OF THE TENDERER

NAME :

DESIGNATION :

[To be executed at the time of entering into agreement before placing order. Each page of this agreement shall be signed by the bidder for acknowledging that the bidder has seen the terms and conditions of the agreement]

AGREEMENT OF CONTRACT

This AGREEMENT made on the day of 2026 between The Registrar, University of Madras, Centenary Building, Chepauk, Chennai – 600 005 (herein after called “the User or the Tender Inviting Authority”) of the one part and.....

.....
(Name and address of “the Supplier”) (herein after called “the Bidder or the Contractor or the Firm or the Manufacturer or the Seller or the Supplier or the Tenderer”) of the other part.

WHEREAS the said Supplier has agreed with the Registrar, University of Madras for supply of vehicles to the University of Madras in conformity with the requirements / conditions / rates as per the Commercial Bid / based on the acceptance letter submitted after negotiation by the Bidder.

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS :

1. In this Agreement, words and expressions shall have the same meanings as are respectively assigned to them in the following documents referred to, and they shall be deemed to form and be read and construed as part of this agreement :
 - a. The Purchase/Supply/Work order issued by the User based on the acceptance letter submitted after negotiation by the Bidder.
 - b. The Notice Inviting Tender.
 - c. The Supplier’s Bids including enclosures, appendixes, documents, etc.
 - d. The Tender Document including **Tender terms and conditions with specifications to be abided by the tenderers.**
 - e. Any other document listed in the Tender Document.
2. The Supplier agrees to undertake to supply the vehicles as per the requirements as agreed to, in their Acceptance Letter Dated at the fixed rate contract,after negotiation.
3. The supplier agrees that in the event of non-fulfilment or non-observance of any of the conditions stipulated for supply of required vehicles to and at the appropriate premises of the University of Madras as mentioned in the Tender Document in conformity with the requirements, the Supplier shall pay as penalty an amount equivalent to 10% of the total value of contract or an amount equal to the actual loss incurred by the University.
4. Neither the User nor the Supplier shall be liable for any delay or failure in the performance of their respective obligations due to causes, contingencies beyond their reasonable control such as
 - a. Natural phenomena including but not limited to earthquakes, floods and epidemics.
 - b. Acts of any Government authority domestic or foreign including limited to be declared or undeclared, priorities and quarantine restrictions.
5. Any notice to the Supplier shall be deemed to sufficiently served, if given or left in writing at their usual or last known place of abode or business.
6. The items/vehicles shall be supplied**WHENEVER THE NECESSITY ARISES** from the date of receipt of Purchase/Supply/Work Order.

SIGNATURE OF THE TENDERER WITH SEAL

7. The Contract period shall be **ONE YEAR** with effect from the date of approval of the Syndicate / issue of Work order - (Contract work means : (a) Supply of Vehicles on hire basis for Examination Duty and (b) Removal of Waste Papers, etc.)
8. The Supplier shall agree that the **penalty at 1% to maximum extent of 5%, on tender value** shall be imposed by the University if necessary, subject to force majeure conditions. Besides, such performance may entail black listing of the supplier. The supplier shall also agree that in the event of non fulfilment or non-observance of any of the conditions stipulated in the Tender conditions, the Supplier shall pay as penalty an amount equivalent to **10% of the total value of contract** or an amount equal to the actual loss incurred by the purchaser.

The University of Madras shall levy penalty in the event of non fulfilment or non-observance of any of the conditions stipulated in the Tender conditions. However the total penalty during the contract shall not exceed 10% of the total contract value. Besides, such performance may entail termination/black listing of the supplier.

9. **The University of Madras shall have the power to make any changes/additions in the terms and conditions without consultation with the Firm/Supplier.**

For and on behalf of

USER

SUPPLIER

WITNESSES :

1.

2.

SIGNATURE OF THE TENDERER WITH SEAL