



## **MAHATMA GANDHI CENTRAL UNIVERSITY, BIHAR**

[A Central University established by an Act of Parliament]

Dr Ambedkar Administrative Building, Motihari, District – East Champaran, Bihar

**Email:** osdadmin@mgcub.ac.in

**No. MGPU/Tender/01/2024**

**Date: 13.03.2024**

### **NOTICE INVITING TENDER**

Sealed Quotations are invited from reputed transporters/vendors for hiring of vehicles like **Innova/ Scorpio/ Bolero Neo/Indigo/Swift D Zire/ Maruti Omni Van/Other Sedan/Other SUV/ Mahindra Pick Up/ Tata Ace** on **Monthly/Daily Rental Basis** for meeting the official requirements of the University.

For details, please visit university website [www.mgcub.ac.in](http://www.mgcub.ac.in). Bidders are also requested to visit our website regularly to keep themselves updated.

Sd/-  
**OSD (Administration)**

<b>Tender No. MGPU/Tender/01/2024</b>		<b>Date: 13.03.2024</b>	
<b><u>Tender for Hiring of Vehicle</u></b>			
	<b>Date</b>	<b>Time</b>	<b>Venue</b>
Last date of submission of tender	<b>03.04.2024</b>	<b>5:00 PM</b>	<b>Dr. Ambedkar Administrative Building, Near O.P. Thana, Raghunathpur, Motihari – 845 401 (Bihar)</b>
Opening of Technical Bid	<b>04.04.2024</b>	<b>3:00 PM</b>	<b>Dr. Ambedkar Administrative Building, Near O.P. Thana, Raghunathpur, Motihari – 845 401 (Bihar)</b>
Opening of Financial Bid	<b>05.04.2024</b>	<b>2:00 PM</b>	<b>Dr. Ambedkar Administrative Building, Near O.P. Thana, Raghunathpur, Motihari – 845 401 (Bihar)</b>

**Clause-1  
Tender Notice**

- 1.1 The University is inviting tender for hiring of vehicles like **Innova/ Scorpio/ Bolero Neo/Indigo/ Swift D Zire/ Maruti Omni Van/Other Sedan/Other SUV/ Mahindra Pick Up/ Tata Ace on Monthly/Daily Rental Basis** for meeting the official requirements of the University. The contract of hiring of vehicles will be initially for a period of two years. However, the contract may be extended for subsequent years (maximum up to three years) on mutual agreement on the same rate, terms and conditions, if the services of the contractor are satisfactory. The interested parties/service providers may submit their quotations in the prescribed application forms (i) Technical Bid as per **Annexure-I**, (ii) Financial Bid as per **Annexure-II and Annexure-III**.
- 1.2 An **Earnest Money Deposit of Rs. 20,000/-** and **application fee for tender of Rs. 2360/- inclusive GST @ 18%** in the form of Demand Draft in favor of “Mahatma Gandhi Central University” payable at **Motihari**, must be enclosed with the quotation(s).
- 1.3 The tender must reach the following address **on or before 03.04.2024 by 5:00 PM by Registered/Speed Post**:
- The OSD (Administration)  
Dr Ambedkar Administrative Building  
Mahatma Gandhi Central University  
Near O.P. Thana, Raghunathpur  
Motihari 845 401**
- 1.4 The **Technical Bid (Annexure-I)** and the **Financial Bid (Annexure-II & Annexure-III)** should be sealed by the bidder/service providers in separate covers duly superscribed and both these sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed. The outer envelope must be superscribed “Tender for Hiring of Vehicles”.
- 1.5 The Technical Bids will be opened by the Tender Committee on **04.04.2024 at 3.00 PM** in the presence of representatives of the bidders. A maximum of two representatives of any bidder shall be authorized and permitted to attend the bid opening. At the second stage, Financial Bids of the technically qualified bidders will be opened on **05.04.2024 at 02.00 PM** for further evaluation and ranking before awarding the contract.

**Clause-2**  
**General terms and conditions**

- 2.1. The vehicle to be provided must be **of year 2021 model or later**.
- 2.2. Availability of the vehicle must be 24X7 basis along with medically fit drivers who hold valid Driving License. **The vehicle without driver may also be considered.**
- 2.3. Vehicles will be under the administrative control of Mahatma Gandhi Central University, Motihari during the hired period.
- 2.4. Vehicles may be used for the Inter State travels, if required.
- 2.5. The bidder must have registration of GST and should submit a copy of GST Registration Number.
- 2.6. The contract for hiring of the vehicle will be initially for a period of two years and may be extended for subsequent years (maximum up to three years) on mutual agreement on the same rate, terms and conditions, if the services of the bidder are satisfactory.
- 2.7. The rates are to be quoted in the proforma given at **Annexure-II and Annexure-III**. The rates quoted shall be fixed for two years. After two years of the contract, any change in the rates may be proposed with proper justification to the University for Mutual Agreement. The University has sole discretion in this regard.
- 2.8. The bidder has to deposit earnest money (EMD) of **Rs. 20,000/-** in the form of DD in favour of "**Mahatma Gandhi Central University**" payable at **Motihari**.
- 2.9. The earnest money of all the unsuccessful tenderers will be returned as early as possible after the expiry of the period of the bid validity and after issue of the work order. No interest will be payable by the University on the Earnest Money Deposit. The earnest money will be forfeited in the following cases:
  - i. Earnest Money is liable to be forfeited and bid is liable to be rejected, if the tenderer withdraw or amends impair so derogates from the tender in any respect within the period of validity and/or after opening the tender.
  - ii. When the tenderer does not deposit the security money after the work order is given.
  - iii. If the successful bidder fails to provide the vehicle within the prescribed time after issue of work orders.
  - iv. When information/certificate/document furnished is found to be false at any stage.
  - v. When the bid documents have been manipulated or altered at any stage.
- 2.10. **Performance Security:** Performance Security of **Rs. 50,000/- (Rupees Fifty Thousand only)** is to be furnished in the form of Account payee Demand Draft, Fixed Deposit Receipt from a Commercial Bank, Bank guarantee from a commercial bank and shall be valid for 24 months from the date of contract. In case of extension of contract, the performance security may be revalidated accordingly to cover the contractual obligation.
- 2.11. The contractor will have to give a written undertaking that he accepts all the terms and conditions of this tender. The contractor should also submit the tender document duly signed and stamped in all the pages.
- 2.12. Vehicles will be at the disposal of the University throughout the duration of the contract except for the duration it goes for regular maintenance (only one day per month).
- 2.13. Duty Slips in duplicate copy to be printed and serially numbered by the Service Provider as per prescribed format of MGCU (**Annexure-V**) and should ensure that at the end of duty; the duty slips are completed and signed by the users.
- 2.14. The tampering of meter reading, vehicle usage timings, overwriting of Summary/log sheet, misbehavior, alcoholism and intake of intoxicants etc. by driver while on duty shall be viewed seriously and will lead to even cancellation of contract.
- 2.15. Service Provider shall not engage any person below 18 years of age as driver.

- 2.16 University reserves the right to cancel the bids or for any particular vehicle without assigning any reason.
- 2.17 The application fee of tender of amount of **Rs 2360/- (Rs. 2000/- and GST @ 18% thereon)** in the form of DD in favour of **Mahatma Gandhi Central University** payable at **Motihari** should be attached with the application form without which the offer would not be considered.
- 2.18 Notwithstanding any clause/conditions above, the bidder may note that the vehicles provided/drivers deployed shall adhere to flexibility in timing/usage as per the requirement of the University.
- 2.19 Vehicles attached with Vice Chancellor and Statutory Officers will have flexible timings and will be stationed at the designated places of the authority (or) residences of the officers as the case may be.
- 2.20 Hours/distance calculation should commence from the time of reporting of vehicle at MGCU/at designated places.
- 2.21 During General Holidays i.e. Sundays/Saturdays/Government Holidays, if any of the vehicle hired on monthly basis is utilized by the university, no extra charges/payments will be made by the University.**

### Clause-3

#### Terms and conditions of Contract

- 3.1 All repairs and maintenance, running costs, fuel, lubricants, salaries of drivers, taxes, insurance, etc. necessary for the running & maintenance of vehicle will be borne by the contractor.
- 3.2 Contractor would be responsible for the good conduct of the drivers deployed and if at any point of time any driver is found to be working against the interest of the university, the said driver shall be withdrawn and a fresh driver shall be provided to the university at no additional cost.
- 3.3 Contractor shall provide vehicle running on Petrol/Diesel.
- 3.4 The driver is required to maintain a log-book/duty slip (i.e. details of Vehicle No. Type, Driver Name, Name/Address of User, Route Detail, Start/Close Meter Reading, Total K.M., Time of Departure/Arrival, Total Time) of various journey performed during the day since morning till last duty separately and all the entries be got attested from the users. If, on any occasion, it is found that the driver of any vehicle has made wrong entries in the duty slips, the bidder shall be responsible for the same. The University reserves the right to withhold full payment of such vehicle.
- 3.5 All hired vehicles shall be under University's control and shall be parked in designated locations of the Mahatma Gandhi Central University.
- 3.6 Vehicles should be fit with all required accessories to drive on State and National Highways.
- 3.7 Vehicles should also be fitted with Towing hook.
- 3.8 Vehicle should be able to move freely to the neighboring States without any restrictions.
- 3.9 All vehicles shall be comprehensively insured against all risks (including the driver and occupants & third party). Insurance policy shall be renewed well before the due date.
- 3.10 The Driver on duty should respect and behave courteously with travelers especially with women and children.
- 3.11 The bidder must accept all liabilities and keep the University away against any action, suit, cost, damages, charges and expenses arising how-so-ever out of the operation of the vehicles.
- 3.12 The University has the right to enter into contract for hiring of vehicles/drivers with one or more service Providers/bidders.
- 3.13 The bidder should not assign this contract or any part thereof to any third party.
- 3.14 Although, the selection of the successful bidder will be done on L1 rate, the University may also apply another mechanism to select bidder through technical evaluation with proper justification.
- 3.14. Driver should always carry all necessary documents like Registration papers, Insurance papers, Pollution Under Control (PUC) clearance, RTO tax payment papers, valid driving license and all other documents that are required for vehicle as per rules & regulations of applicable laws. The FASTAG must be affixed in the vehicle with proper recharge.
- 3.15 In case of breakdown of any vehicle, the bidder shall, within two hours provide another vehicle at no extra cost. The University shall have also right to charge **Rs. 1,000 per day** if no another vehicle is provided within two hours. The University may also hire vehicle from the open market and the

expenses incurred thereon shall be deducted from the bill of the bidder.

- 3.16 In case of any accident of the vehicle, it will be the responsibility of the bidder or his representative (drivers) to lodge FIR etc. with police. All RTO issues and Traffic violations are to be taken care by the bidder.
- 3.17 The contract is valid only for hiring of vehicle and at no point of time any or all of the Staff of bidder shall raise a claim for employment in the Mahatma Gandhi Central University.
- 3.18 Drivers should carry sufficient cash for discharging obligation on account of parking charges, toll taxes and other emergent expenditure. Parking charges & toll taxes will be reimbursed to the bidder on production of original receipts/e-receipts. Proper supporting documents will be required along with such claims.
- 3.19 Lodging, boarding, transportation of drivers shall be the bidder's responsibility.
- 3.20 The driver provided by the contractor should fulfil the following conditions:
- i. Should be in possession of valid commercial driving license issued by RTO for the class of vehicle he is driving.
  - ii. Should wear uniform which should be properly washed /ironed.
  - iii. Should be well qualified and should be able to read and write and have minimum three years of experience as driver.
  - iv. Should not smoke; chew Pan/Pan masala/Tobacco inside the vehicle both while driving or otherwise.
  - v. Should not get indulged in any activity which compromises security of the officers travelling in his car.
  - vi. Should be in possession of Mobile phone with valid connection.
  - vii. Should not use mobile phone, while driving.
  - viii. Should not involve in any activities against the interest of the University.
  - ix. Driver should be alert/careful enough to take care of items/material kept in the vehicles.

In the event of driver not being in presentable dress, not behaving properly, engaging in rash and unsafe driving, he will not be allowed entry in the University and vehicle will be treated as absent.

- 3.21 Statutory Requirements: It is desirable to have the Registration with EPF, ESIC (if applicable) GST, PAN etc. However, if the Service Provider does not possess any or all the above, they shall obtain the same within one month of commencement of Contract.
- 3.22 Vehicle should carry portable fire extinguisher.

**Signature of Bidder with seal**

#### **Clause-4**

#### **Terms of Payment**

- 4.1 Bills/ shall be submitted in duplicate to the authority specified in contract, along with photocopy of log book duly signed by the controlling officer and payment will be processed on accordingly. Bidder will submit an undertaking along with bills that he will deposit the ESIC/ EPF (if applicable) in time.
- 4.2 Bidder will have to submit the receipts of deposit along with subsequent monthly bills.
- 4.3 The last bill will be processed only on showing the receipt of depositing of all previous EPF & ESI for this contract.

#### **Clause-5**

#### **Termination**

5. The University may, without prejudice to any other remedy for breach of contract may terminate the contract in whole or in parts in the event of the following:
  - 5.1 If the contractor fails to arrange the supply of any or all of the vehicles within the period(s) specified in the contract or any extension thereof granted by university.
  - 5.2 If the contractor fails to perform any other obligation (s) under the contract.
  - 5.3 In case the Contract has to be terminated, 30 days' notice in writing shall be given by the either side.

#### **Clause-6**

#### **Jurisdiction**

6. All disputes arising out of this contract shall be subject to the Jurisdiction of Motihari Court.

#### **Clause-7**

#### **Eligibility Conditions for Bidders**

- 7.1 The Bidder should have owned at least **two (02)** vehicles e.g. Innova/Scorpio/Bolero Indica/Indigo etc., with models not older than year 2021 and vehicles registered under commercial category. In case University requires more than 02 vehicles at a time it will be the responsibility of the bidder to manage the same at the contractual rates.
- 7.2 The bidder must have registration of GST. If not already registered, proof of application for registration must be submitted with the condition that registration certificate will be produced before signing the agreement/contract.
- 7.3 The Annual turnover of the bidder should be at least **Rs. 03.00 lakhs** in the last two financial years. Copy of ITR/Audited financial statements or financial statements of the turnover duly certified by a Chartered Accountant to be enclosed as proof of the same.

**Signature of Bidder with seal**

**Clause-8**

**Relationship Certificate**

8.1 The bidder should give a certificate that none of his/her near relative is working in the University where he is going to apply for the tender. In case of proprietorship firm, certificate will be given by the proprietor. For partnership firm certificate will be given by all the partners and in case of limited company by all the Directors of the company, excluding Government of India/Financial institution nominees and independent non-Official part time Directors appointed by Govt. of India or the Governor of the state. Due to any breach of these conditions by the company or firm or any other person the tender will be cancelled and EMD will be forfeited at any stage whenever it is noticed and MGCU will not pay any damage to the company or firm or the concerned person.

The company or firm or the person will also be debarred for further participation in the concerned unit. The near relatives for this purpose are defined as:-

- a) Members of a Hindu undivided family.
- b) Spouse.
- c) The one is related to the other in the manner as father, mother, son(s) & Son's wife (daughter in law), Daughter (s) and daughter's husband (son in law), brother(s) and brother's wife, sister(s) and sister's husband (brother in law).

The format of the certificate to be given is

"I.....  
s/o.....  
r/o.....

here by certify that none of my relative(s) as defined in the tender document is/are employed in MGCU unit as per details given in tender document. In case at any stage, it is found that the information given by me is false/incorrect, MGCU shall have the absolute right to take any action as deemed fit/without any prior intimation to me."(as per **Annexure-VI** Clause 8)

**Clause-9**

**Submission of Documents**

Documents required to be submitted for establishing Bidders Eligibility and Qualifications:

- 9.1 Proof of ownership/hold on lease duly stamped and registered of minimum number of vehicles, as per clause 7.1. The RC book should be registered in the name of the company/proprietor.
- 9.2 Registration certificate for GST, else, copy of application submitted to concerned authority, as per clause 7.2.
- 9.3 Registration with EPF & ESIC.
- 9.4 Experience certificate from appropriate authority as per the clause no.7.3 of the Tender document.
- 9.5 Copy of ITR/Audited financial statements or financial statements of the turnover duly certified by a Chartered Accountant.

**Clause-10**

**Amendment to bid document**

- 10.1 At any time, prior to the date of submission of bid, the University, for any reason whether at its own initiative or in response to a clarification required by a prospective bidder, modify the bid document by amendments.
- 10.2 Such amendments shall be hosted on University website/CPMP and these amendments will be binding on all prospective bidders.

**Signature of Bidder with seal**



## MAHATMA GANDHI CENTRAL UNIVERSITY, BIHAR

[A Central University established by an Act of Parliament]

Dr Ambedkar Administrative Building, Motihari, District - East Champaran, Bihar

Email: osdadmin@mgcub.ac.in

### APPLICATION FORM FOR HIRING OF VEHICLES

1.	Name of the Bidder/Firm/Agency	
2.	Complete Address	
3.	Telephone/Mobile Number(s)	
4.	Fax Number	
5.	E-mail address	
6.	Payment Details	<b>Earnest Money:</b> Amount: ..... D.D. No..... Date: ..... Bank & Branch .....
		<b>Application Fee:</b> D.D. Amount: ..... D.D. No..... Date: ..... Bank & Branch .....
7.	GST Registration number issued by the competent authority in favour of the bidder/Firm/Agency	:
8.	PAN Number issued by the IT Deptt. in favour of the bidder/Firm/Agency	
9.	Any Other Details	

**Signature of Bidder with seal**



## Check List

1. Application Form (Technical Bid) as per **Annexure-I**
2. Application Form (Financial Bid) as per **Annexure-II and Annexure-III**.
3. Earnest Money Deposit for **Rs.20,000/-** in the form of Demand Draft favoring **Mahatma Gandhi Central University** payable at **Motihari**.
4. Application Fee for **Rs.2360/-** in the form of Demand Draft favoring **Mahatma Gandhi Central University** payable at **Motihari**.
5. GST Registration Certificate (Enclose copy of the Certificate).
6. Written undertaking regarding accepting all the terms and conditions of the tender document.
7. Tender document signed in all the pages with seal of the bidder.
8. Registration with EPF/ESIC (Enclose copy of the Certificate if applicable).
9. PAN (Enclose copy of the Certificate).
10. Proof of ownership of 02 vehicles with models **not older than 2021**.
11. Copy of Registered Partnership Deed or Articles/Memorandum of Association in the case of partnership firm or Private Limited Company.
12. Experience Certificate in the field in supplying at least two commercial vehicles/cars for at least two years to any Central/State Govt. organization or a Public Sector Undertaking/Universities/Other autonomous bodies.
13. Annual Turnover for the last two financial years. Copy of ITR or Audited financial statements or financial statement showing turnover duly certified by a Chartered Accountant to be enclosed.
14. Near Relative Certificate as per **Annexure -VI**.

## Declaration

I, ..... hereby declare that I am authorized to sign this document and that:

- 1) All the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that if at any stage, it is found that any information given in this application is false/ incorrect or that our agency does not satisfy the eligibility criteria, our candidature/empanelment is liable to be cancelled / terminated.
- 2) I understand that the decisions taken by the Mahatma Gandhi Central University are final and binding in all matters.
- 3) I hereby agree to work as per the terms and conditions stipulated by Mahatma Gandhi Central University.
- 4) I understand that the Mahatma Gandhi Central University reserves the right to accept or reject and to cancel the empanelment process and reject all expression of interests at any time prior to the award of the contract, without detailing any specified reasons what so ever.

Place : .....

Signature : .....

Place : .....

Name : .....

Designation : .....

**Signature of Bidder with seal**



**MAHATMA GANDHI CENTRAL UNIVERSITY, BIHAR**

[A Central University established by an Act of Parliament]

Dr Ambedkar Administrative Building, Motihari, District – East Champaran, Bihar

**Email:** osdadmin@mgcub.ac.in

**Technical Bid**

1. Annual Turnover of the firm (Rs. in Lakhs) Last three financial years

-=

2020-2021 : .....

2021-2022 : .....

2022-2023 : .....

2. Fleet capacity (Total number of Vehicles) : .....

Sl No.	Name & Type of Vehicle	Model of Vehicle	Registration No.	Remarks

3. Total no. of drivers : .....

4. Previous experience of providing vehicles to Govt. Offices/Institutions /Autonomous Bodies: .....

Sl No.	Name of the Govt. Office/ Institution/ Autonomous Body	Name & Type of Vehicle provided	Number of years	Remarks

5. Employee's welfare provisions [EPF, ESTI, and Insurance etc.]: .....

**Signature of Bidder with seal**

# **MAHATMA GANDHI CENTRAL UNIVERSITY, MOTIHARI**

## **Financial Bid for Hiring on Monthly basis**

**Annexure – II**

Name of Vehicle	Standard running per month	Monthly Rate (with AC)		Extra charges Per Kilometer beyond fixed standard running per month	Night charges of driver (in case of out of station or inhouse duty)
		With Driver	Without Driver		
Toyota Innova (7/8 seater)	1200 km				
Mahindra Bolero Neo (7/8 seater)	1200 km				
Mahindra Scorpio (7/8 seater)	1200 km				
Maruti Swift Dzire	1200 km				
Tata Indigo	1200 km				
Maruti Omni Van	1200 km				
Other Sedan (Specify Name)	1200 km				
Other SUV (Specify Name)	1200 km				
Mahindra Pick up	1200 km				
Tata Ace/Intra/Yodha	1200 km				

**Note:**

1. The Bidder has liberty to apply for one type of vehicle or any number of vehicles. For each quote vehicle separate EMD has to be deposited
2. Standard running per month is inclusive of all expenses, fuel, salary of driver, etc. but excluding Parking Charges/Toll Tax (if any).
3. The GST will be paid additional on the bill to be furnished.
4. The drivers to be provided should be as per terms and conditions.
5. Above rates will be fixed for two years irrespective of the prices of Diesel/Petrol
6. Hours/distance calculation should commence from the time of reporting of vehicle at MGCU/at designated places.

I hereby agree to the terms and conditions rolled out by Mahatma Gandhi Central University, Motihari.

**Date:**

**Signature of Authorized Signatory**

# MAHATMA GANDHI CENTRAL UNIVERSITY, MOTIHARI

## Financial Bid for Hiring on Daily basis

Annexure – III

Name of Vehicle	Per KM rate for Local Run	Per KM rate for Outstation Run	Rate for Half day disposal (Specify number of hours and KM)	Rate for Full day disposal (Specify number of hours and KM)	Night Charges (Specify the timings)	Rate of Detention per hour (Specify maximum detention charges)	Fixed Charges for Motihari to Muzaffarpur and Vice-Versa	Fixed Charges for Motihari to Patna and Vice-Versa	Fixed Charges for Motihari to Gorakhpur and Vice-Versa
Toyota Innova (7/8 seater)									
Mahindra Bolero Neo (7/8 seater)									
Mahindra Scorpio (7/8 seater)									
Maruti Swift Dzire									
Tata Indigo									
Maruti Omni Van									
Other Sedan (Specify Name)									
Other SUV (Specify Name)									
Mahindra Pick up									
Tata Ace/Intra/Yodha									

**Note:**

1. The Bidder has liberty to apply for one type of vehicle or any number of vehicles. For each quote vehicle separate EMD has to be deposited
2. Standard running per month is inclusive of all expenses, fuel, salary of driver, etc. but excluding Parking Charges/Toll Tax (if any).
3. The GST will be paid additional on the bill to be furnished.
4. The drivers to be provided should be as per terms and conditions.
5. Above rates will be fixed for two years irrespective of the prices of Diesel/Petrol
6. Hours/distance calculation should commence from the time of reporting of vehicle at MGCU/at designated places.

I hereby agree to the terms and conditions rolled out by Mahatma Gandhi Central University, Motihari.

**Date:**

**Signature of Authorized Signatory**

**Letter of Authorisation for Attending Bid Opening**

To,  
**The OSD (Administration)**  
Mahatma Gandhi Central University  
Near O.P. Thana, Raghunathpur  
Motihari – 845 401

**Subject: Authorization for attending bid opening on ..... (date) in the tender of .....**

**Dear Sir,**

Following persons are hereby authorized to attend the bid opening for the tender mentioned above on behalf of .....(Bidder) in order of preference given below.

<b>Order of Preference</b>	<b>Name</b>	<b>Specimen Signature</b>
I .....	.....	.....
II .....	.....	.....
Alternate Representative	.....	.....

Signatures of bidder or  
Officer authorized to sign the bid Documents on behalf of the bidder.

Notes:

1. Maximum of two representatives will be permitted to attend bid opening. In cases where it is restricted to one, first preference will be allowed. Alternate representative will be permitted when regular representatives are not able to attend.
2. Permission for entry to the hall where bids are to be opened may be refused in case authorization as prescribed above is not received.

**Signature of Bidder with seal**

**Format of Duty Slip**

**(Print Name of the company & address)**

Sl. No.....

Date.....

**(To be filled by bidder)**

1. Reg. No of Vehicle : .....
2. Model &Year ....., Petrol/Diesel.....
3. AC or No AC .....
3. Name, Designation & address of user .....
- .....
- .....

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**(To be filled by user)**

4. Purpose of Journey(detail) .....
5. Places visited .....
6. Meter Reading at Starting Point..... At closing Point .....
7. Total KMs Run .....
8. Time at Starting Point..... At closing Point .....
9. Extra Detention Hours (beyond duty Hrs.).....
10. Charges for Parking/Toll Tax etc.....
11. Number of Night Halts (for outstation journey only).....

Driver's Name & Signature

Signature of User

**Signature of Bidder with seal**

**Near Relative Certificate**

**(To be given by all Directors)**

I ..... S/o Shri ..... r/o  
..... hereby  
certify that none of my relative(s) as defined in the tender document is /are employed in MGCU unit as per  
details given in tender document. In case at any stage, it is found that the information given by me is  
false/incorrect, MGCU shall have the absolute right to take any action as deemed fit/ without any prior  
intimation to me.

Dated: .....

Signature: .....

Name in block letters of the signatory: .....

In capacity of : .....

**NOTE:**

- In case of Company/Institution/Body corporate, a list of all Board of Directors may be submitted along with the bid.
- In case of Company/Institution/Body corporate, “Near Relative Certificate” is required by all the Directors of Company/Institution/Body Corporate excluding Government of India /Financial Institution nominees and Independent non-official part time Directors appointed by Government of India or the Governor of State.
- In case of Proprietorship firm, certificate will be given by the proprietor.
- For Partnership firm, certificate will be given by all the partners.
- The “Near Relative Certificate” should be submitted as per clause 8.

**Signature of Bidder with Seal**