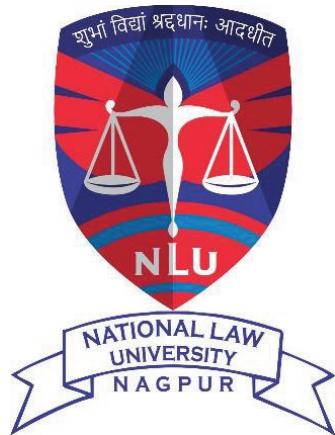


MAHARASHTRA NATIONAL LAW UNIVERSITY, NAGPUR



E-Tender

Tender Document for Hiring of Bus Services

MAHARASHTRA NATIONAL LAW UNIVERSITY NAGPUR
Waranga, Butibori, Nagpur 441108

Tender No.:

Tender Document for Hiring of Bus Services

Online Bids are invited from reputed and experienced / registered Firm / Company engaged in transport business for providing bus services under two bids system for Maharashtra National Law University Nagpur for a period of one year extendable for another one year subject to satisfactory performance.

Details	Buses Required	Validity of the Contract
Providing AC Bus Service/s for Commuting the students from the extended campus to the permanent campus at Waranga, Nagpur.	Approximately 06 AC Buses (50-seater) are required to be used for commuting the students and to any other place as per the requirement.	Initially for a period of one Year extendable for another one year.

The University has its permanent campus at Waranga, Butibori, Nagpur and also maintain hostels at a distance of 8-10 kms from the permanent campus. Wherein around 500 students are accommodated. The University is looking for a registered and reliable service provider who is in possession of sufficient buses and who can provide the required buses as per the requirement of the university. Interested parties or duly authorized representative may visit the permanent campus and extended campus during office hours for ascertaining the requirements before submitting the bid. To this effect they are required to obtain a certificate from the Office of the Registrar and submit the name along with technical bid.

Tender Fee	Rs.2500/- (Nonrefundable)
Earnest Money Deposit (EMD)	Rs.2,00,000/-
Tender Value	Rs. 1,00,00000/-
Date of issue of Tender document	27/01/2026
Last date and time for submission of Tender	06/02/2026 upto 5:00 PM
Pre-Bid Meeting	30/01/2026 at 12:00 PM
Date of Technical Bid opening	09/02/2026 at 12:00 PM
Address for Pre-Bid Meeting	Office of the Registrar, Maharashtra National Law University, Waranga, Butibori, Nagpur 441108 Email: registrarbkp@nlunangpur.ac.in

1.0 About the University

Maharashtra National Law University, Nagpur, established in 2016 under the Maharashtra National Law University Act, 2014, is a premier residential institution known for excellence in legal education, research, and scholarship. The University invites e-tenders from reputed and experienced firm / company for providing Air-Conditioned Bus Services for daily commuting of students from its extended campus to the main University campus.

2.0 Scope of Work

- 2.1 The Successful Bidder shall provide AC bus services for daily transportation of students between Extended Campus (A-one Life Style Building, Dongargaon, Wardha Road, Nagpur) to University Campus. The service shall be as per the requirement which will be communicated by the University.
- 2.2 The service provider is required to provide the required number of Air-conditioned Buses (Diesel/CNG/Electric) with valid registration, route permits and is also required to provide qualified Drivers with valid Driving License (HMV) and helpers.
- 2.3 The selected Bidder shall bear all costs of Fuel, Maintenance, Registration and permits, Insurance and Manpower deployed.
- 2.4 The selected Bidder shall ensure that the Drivers and supervisory staff must be courteous, well-behaved, disciplined, and maintain professional conduct and communication at all times while performing duties on University routes and premises.
- 2.5 All buses deployed under this contract shall be equipped with functional GPS tracking systems, enabling real-time monitoring by the University or its authorized representatives. The Service Provider shall also establish an emergency response mechanism, including immediate communication with University authorities in case of breakdowns, accidents, delays, or any untoward incidents.
- 2.6 In the event of breakdown, non-availability, or failure of any deployed bus, the Service Provider shall arrange a substitute bus of equivalent or superior specifications at no additional cost, without causing disruption to the scheduled transportation services.
- 2.7 The University reserves the right to modify routes, schedules, pick-up/drop points, and frequency of trips based on academic, administrative, or operational requirements. Any additional trips or mileage exceeding the monthly limit specified in the Financial Bid shall be payable strictly as per the rates quoted in Annexure-C and subject to prior written approval of the University.

3.0 Technical Specifications:

- 3.1 The Bidder should have a minimum annual turn-over of Rs.50,00,000/- (Fifty Lakhs only) in the last three consecutive financial years *i.e.*, 2022-23, 2023-24, 2024-25 in the transport business / bus services sector (to be substantiated by Audited financial statements).
- 3.2 The Bidder shall possess a minimum of three (3) ongoing or completed contractual agreements for the provision of bus services with entities including Universities, Educational Institutions, Government Departments, Public Sector Undertakings, or Private Limited Companies. Such contracts must demonstrate the bidder's requisite experience and capability in delivering transportation services in compliance with applicable operational and regulatory standards. Evidence of performance under these contracts shall be furnished to substantiate the Bidder's qualifications and operational proficiency.
- 3.3 A Bidder providing bus services must have sufficient supervisory staff in addition to the required number of drivers. These supervisory personnel shall be proficient in managing the bus service, ensuring safe and efficient operations, monitoring driver conduct, maintaining safety standards, and

addressing day-to-day operational issues related to the bus service. Supervisors shall oversee and coordinate the work of drivers and other personnel to ensure smooth service delivery.

- 3.4 Bidder should have at least 3 years of satisfactory experience of providing Bus Services to reputed educational institutes/ PSUs/ Central/ State government establishments. A duly self-attested copy of certificate(s)/contract(s) from the previous employers must be submitted to substantiate such experience.
- 3.5 The Bidder should not have been debarred or blacklisted by any Central/State Governments Departments/Autonomous Institution/Educational Institutions in India. An affidavit to this effect on non-Judicial stamp paper of Rs.100/- duly notarized should be enclosed with the technical bid.
- 3.6 Copy of Vehicle Registration Certificate (RC), Insurance Certificate and other relevant documents must be enclosed with the technical bid to prove that the number of vehicles proposed to be provided and its year manufacturing / model. All the vehicles must be registered in name of the Bidder. The Bidder must provide a Bank solvency certificate obtained prior to submission of the bid. The University reserve the right to verify the Buses which will be provided to the University.

4.0 Instructions for Bidders

- 4.1 The tender document (PDF) must be signed by the authorized signatory on the cover page or as specified in the portal instructions.
- 4.2 Tenders must be accompanied with Earnest Money Deposit (EMD) of a sum of Rs. 2,00,000/- (Rupees Two Lakhs only) in favour of the Registrar, Maharashtra National Law University Nagpur. The Bidders who claim that they are entitled for exemption of Tender Fee and/or EMD as per the Government norms if any, should necessarily submit the documents issued by the Government etc. to support their claim.
- 4.3 The rates quoted in the Financial Bid shall be clearly specified in both numerical figures and words, and the bid submission shall be typewritten. The validity period of the bid shall be not less than one hundred eighty (180) days from the date of opening of the financial bid. In the event of any inconsistency between the figures and words, the amount stated in words shall be deemed to be final and binding.
- 4.4 Bidders are advised to contact Office of the Registrar, Maharashtra National Law University Nagpur, for visiting the site and to acquaint themselves with the proposed area for providing services before the submission of tender.
- 4.5 The University reserves right to accept or reject any or all tenders without assigning any reason and also to impose/relax any of the terms and conditions of the tender.

5.0 Bid Submission

- 5.1 Technical Bid shall comprise of all documents as required by the tender document.
- 5.2 Financial Bid shall comprise of the price bids of the items included in **Annexure-C** (Financial bid shall not be submitted with the technical bid).
- 5.3 Bid document shall be signed by the authorized signatory of the bidder with seal.
- 5.4 Conditional tenders will not be accepted.
- 5.5 Manual Bids (Hard copy) shall not be accepted.
- 5.6 Bids shall be submitted online only at portal: <https://mahatenders.gov.in>.
- 5.7 Bidders are advised to follow the instructions provided in the 'Instructions to the bidder for the e-submission of the bids online through the Maharashtra Public Procurement Portal for e-procurement

at <https://mahatenders.gov.in>.

- 5.8 A bidder who has downloaded the tender from the <https://mahatenders.gov.in>
- 5.9 shall not tamper/modify the tender form including downloaded financial bid template in any manner. In case if the same is found to be tampered/modified in any manner, tender will be completely rejected and earnest money deposit (hereinafter referred to as 'EMD') would be forfeited and Bidder is liable to be banned from doing business with the University.
- 5.10 Intending bidders are advised to visit the University website www.nlunagpur.ac.in and <https://mahatenders.gov.in> on regular basis prior to closing date of submission of tender for any corrigendum / addendum/ amendment at any stage.
- 5.11 Bidder shall upload all the supporting documents along with the technical bid before the final date, after which no additional document will be accepted at any stage of the bidding process.
- 5.12 The bidders are required to submit soft copies of their bids electronically on the Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the mahatenders Portal, prepare their bids in accordance with the requirements and submitting their bids online on the Portal.
- 5.13 More information useful for submitting online bids on the Portal may be obtained at: <https://mahatenders.gov.in>.
- 5.14 Bidders shall incorporate all corrigenda issued in respect of the tender document prior to submission of their bids. Bidders must meticulously review the tender notice and tender document to ascertain the requisite documents for submission. Non-compliance with these stipulations shall render the bid liable to rejection.
- 5.15 Bidders shall access the e-procurement portal sufficiently in advance of the bid submission deadline to facilitate timely upload of their bids on or before the stipulated closing time. Bidders shall bear sole responsibility for any delays attributable to technical issues or other contingencies. All requisite bid documents, as specified in the tender document, shall be digitally signed and uploaded.
- 5.16 Bidders required to submit their financial bids in the format provided and no other format is acceptable.

6.0 Criterion for Evaluation of Bids

- 6.1 The evaluation of the Bids shall be carried out by a Tender Evaluation Committee/ Scrutiny Committee constituted by the University on the basis of technical information furnished by the Bidder along with **Annexure-A, B, D, E, F, G, and H**. Post Technical Bid Evaluation, the Financial Bid of Successful Bidder in Technical Evaluation will be opened. The Financial Bids shall be evaluated on the basis of commercial information furnished in the format given in **Annexure-C**.
- 6.2 Where counter terms and conditions have been offered by the Bidder, the University shall not be deemed to be governed by these unless specific written acceptance thereof has been given by the University.
- 6.3 The financial bids shall be evaluated on the following criteria:
 - I. The lowest (L1) responsive bid shall be selected.
 - II. In case of tie (two or more bidders quoting the same bidding value) The bidder with the higher average annual turnover over the last three financial years (as per submitted documents) will be selected.
 - III. In case of a tie in Clause II above, the Bidder Firm/Agency/Company with an earlier date of

registration/incorporation will be selected.

- 6.4 The University reserves the right to verify any or all statements made by the bidder in the tender document and to inspect the Service Provider facilities, if necessary, to establish to its satisfaction about the Bus Service provider's capacity to perform the job.
- 6.5 Documents such as Income Tax Returns of last three years, statement of bank account, Profit and loss statement, balance sheet etc. shall be verified and duly attested by the chartered accountant with his/her seal and registration number.
- 6.6 After the Technical evaluation of the bids, the University will open the Financial Bid on a notified date and time, the 'Financial Bids' of all those Bidders who qualify the technical evaluation.
- 6.7 In case the date of bid opening is declared a holiday, the bids will be opened on the next working day at the same time.
- 6.8 Bidders are requested to study the terms and conditions of the tender carefully, and submit their tenders accordingly. Any tender received against this tender and any contract resulting from this tender shall be governed by the terms and conditions indicated in the tender document and the Bidder quoting against this tender shall be deemed to have read, understood and accepted the same. No clarification shall be entertained after receiving the bids.
- 6.9 The total amount quoted in the Financial Bid should be written both in figures and in words. In case of any discrepancy between the two, the amount mentioned in words will prevail.
- 6.10 Bids, which do not comply with the conditions laid down in the tender document, or are unrealistic, are liable to be rejected.
- 6.11 The scope of the services proposed should not be altered and if found altered, the tender bid shall be rejected. The University shall be entitled to reject any tender without assigning any reason whatsoever.

7.0 Terms and Conditions

- 7.1 The Bidder is required to provide an undertaking (**Annexure-I**) stating that the Bidder has carefully read the complete tender document and has agreed to all the terms and conditions, scope of work, penalty clauses and all other conditions as mentioned in the tender document.
- 7.2 The year of manufacturing of buses must necessarily be after 2022.
- 7.3 The Bidder's EMD amount will be forfeited by the University on the happening of any one or more of the following events: -
 - If, after submission of the Bid, the Bidder fails to accept the contract awarded, or refuses to comply with any/all of the terms and conditions of the tender.
 - If the Bidder withdraws the offer after the last date of the online bid submission.
 - If the successful Bidder fails to commence the contract in the stipulated time in accordance with the terms and conditions of the tender.
- 7.4 If the successful Bidder fails to submit the Performance Bank Guarantee / Security Deposit within fifteen days of the start of contract. EMD will be returned interest free to the unsuccessful bidders in due course of time.
- 7.5 Bid should be complete in all respects and incomplete bids will be summarily rejected. No clarification will be given by the University in this regard.
- 7.6 The University reserves the right to cancel the tender process without assigning any reason

whatsoever, at any stage.

- 7.7 The University reserves the right to reject/accept or withdraw any part or full tender(s) without assigning any reason whatsoever. The decision of the University will be final and binding.
- 7.8 The University reserves the right to award the contract to deserving parties either in full or in parts. The decision of the University will be final and no enquiry will be entertained in this regard.
- 7.9 The University reserves the right, at its sole discretion, to amend, relax, or rescind any terms and conditions stipulated in this tender document, as may be deemed necessary to address exigencies arising during the selection process or in the course of contract performance.
- 7.10 Any form of canvassing by a Bidder shall result in its immediate disqualification from the tender process. Furthermore, should any Bidder be found to have engaged in influencing, lobbying, or intimidating other Bidders or interfering with the tender process in any manner, its tender shall be liable to rejection and disqualification.
- 7.11 Any falsification, misrepresentation, or suppression of material information by the Bidder shall entail its disqualification from the tender process.
- 7.12 The rates must be quoted as detailed in **Annexure-C** covering the entire activity as per the scope of the contract. Rates agreed upon shall remain same throughout the period of contract.
- 7.13 Drivers provided by the Agency must be well-trained and proficient.
- 7.14 The University will not provide accommodation facilities to the staff employed by the Transporter / Service Provider. The entire administration of the buses and personnel will be the responsibility of the Service Provider.
- 7.15 The drivers shall always wear uniform as provided by the Service Provider while on duty.
- 7.16 University officers or their authorized representatives reserve the right to conduct inspections to assess the quality and efficiency of services delivered by the Transporter.
- 7.17 The Drivers / Supervisors engaged by the Service Provider shall strictly follow the discipline/security rules of the University.
- 7.18 The Service Provider must secure police verification for all drivers and supervisors working on university premises, confirming no criminal record that disqualifies them from such roles.
- 7.19 If a driver deployed by the Service Provider fails to perform duties properly or engages in unlawful activities the Service Provider is required to withdraw that person from the campus immediately and must provide a replacement and inform the concerned officer about this.
- 7.20 The University enforces a strict "No Smoking and No Chewing Tobacco Zone" policy on its premises. Personnel deployed by the Service Provider shall ensure and follow the university rules in this regard.
- 7.21 The Service Provider shall comply all regulatory rules related to the transportation services including insurance, registration, passing, pollution, certificates, rules of the Motor Vehicle Act, and related taxes.
- 7.22 The Service Provider must ensure that the drivers arrive for duty with valid driving licenses, vehicle insurance certificates, and the vehicle fully fueled. Drivers must wear appropriate attire and carry all required documents at all times during operations.
- 7.23 The vehicle must be free from defects and in optimal working condition. Drivers must exhibit courteous behavior, carry a mobile phone for communication, and remain available on demand. Additionally, drivers should possess adequate knowledge of Nagpur's primary routes and

landmarks, and shall not have any criminal record.

7.24 The Service Provider shall solely be responsible for accidents, injury, loss, or damage arising out of operation of the buses. The University shall not be responsible for any litigation, claim, compensation, or liability under any circumstances. The Service Provider shall maintain comprehensive insurance coverage, including third-party liability, passenger insurance, and vehicle insurance, as per applicable law, and shall indemnify and keep indemnified the University against all claims, damages, losses, and expenses.

7.25 Buses should be 50-Seater Bus (Air-Conditioned) – Brands Tata/ Mahindra or equivalent, Air-conditioning must be fully functional for all extreme weather conditions and all functioning ducts must be checked prior to being sent on duty. Sanitization, deep cleaning, and the use of air fresheners are mandatory.

7.26 The Service Provider must ensure that Functional cameras are available in the buses which will be provided to the University. Further, Upholstery and cushioned seats must be well maintained.

7.27 The University will make the payment for the services rendered on monthly basis subject to submission of necessary invoices.

7.28 The selected bidder / Service Provider is required to follow strictly the schedule provided by the University.

8.0 Agreement and Duration of the Contract

8.1 The successful bidder shall execute a formal Agreement within fifteen (15) days from the date of receipt of the work order in the prescribed format provided by the University. Such Agreement shall be executed on stamp paper of appropriate value.

8.2 The contract will be valid for a period of one-year from the date of commencement of services. The University reserves the right to extend the validity of the contract, on the same terms & conditions, for a further period of one year.

8.3 The University reserves the right to terminate the contract at any time by giving 30 days' notice to the agency.

8.4 The successful bidder will be required to submit performance security in the form of Bank Guarantee/Demand Draft of 3% of the annual contract value.

9.0 Penalties for deficiency in service

Without prejudice to the rights of the University to terminate the Contract allotted to the Service Provider for breach of the terms of the Contract; the University can impose the penalties as mentioned below against the deficiency of service, after providing due show cause notice.

Sr. No.	Deficiency in Service	Penalty
1	Not providing required No of buses to the University on given date and time	Rs.5000/- per bus per day
2	Lack of Hygiene in the Buses	Rs.2000/- per bus per day
3	Not providing Air-conditioned buses as per the requirement	Rs. 10,000/- per bus per day

9.1 In addition to the above specific deficiencies in service, for other deficiency in service if any, the University reserves the right to issue show cause notice as to why specific amount of penalty shall not be imposed for such deficiency in service. After giving such opportunity of hearing the University will decide the damages caused due to the deficiency in service.

9.2 The University may condone or waive any penalty after providing a fair hearing to the Service Provider.

(Annexure-A)

BIDDER'S PROFILE

Details filled in this form must be supported by uploaded documents, in order to verify the correctness of the information.

Sr. No.	Item	Details
1.	Name of Firm / Company etc.	
2.	Name of Owner(s)/Partner(s)/ Director Etc.	
3.	Office Address	
4.	Email of the Company/ Firm	
5.	Telephone numbers	
6.	Registration No.	
7.	GST No.	
8.	PAN/TIN/TAN of the firm (Copies to be attached).	

Place:

Date:

Signature of Bidder

(Seal of the Agency/ Firm / Company)

(Annexure-B)

Documents for Technical Scrutiny:

1.	Year of commencement of Business (Please Enclosed Registration Certificate of Firm)	
2.	Registration with EPF authorities	
3.	Registration under ESIC	
4.	Details indicating number buses and staff presently working with the agency	
5.	Annual turn-over for the last three financial years. (Attach a copy of latest audited Balance Sheets)	
6.	Income Tax Returns for F.Y. 2022-23	
7.	Income Tax Returns for F.Y. 2023-24	
8.	Income Tax Returns for F.Y. 2024-25	
9.	The Bidder must give the job profile of the agency detailing the following: (i) Infrastructure, (ii) available manpower, (iii) ongoing contracts:	
10.	Details of at least three clients/ contracts (ongoing or completed), with certificate of the client/s is required to be enclosed.	
11.	Address of Local Office (At Nagpur City) or undertaking for opening such Local Office within fifteen days of the selection.	
12.	Declaration that Agency has not been Blacklisted by university, any government agency/ autonomous body/ PSU or any private company	
13.	Undertaking to abide by the all the laws, rules and regulations concerning the employment of manpower and services	
14.	Any others details	

Place:

Date:

Signature of Bidder

(Seal of the Agency/ Firm / Company)

(Annexure-C)
FINANCIAL BID FORMAT
(Don't Attach with Technical Bid)

Particulars	Charges in Rupees (Figures and words)	Extra Charge per km over and above 1000 kms per month (Figures and words)	GST
Air-conditioned Bus 50-seater per month with approximately 1000 km/month.			

Place:

Date:

Signature of Bidder

(Seal of the Agency/ Firm / Company)

(Annexure-D)
Financial Information

Details to be furnished for the last three years duly certified by the Chartered Accountant

Particulars	Financial Year		
	2022-23	2023-24	2024-25
Gross Annual turnover			
Profit / Loss			

Signature of Bidder

Signature of Chartered Accountant

(Seal of the Agency/ Firm / Company)

(Annexure-E)
Work Experience Certificate
(To be issued by the Competent Authority on Authorized Letter Head)

This is to certify that M/s.....has been working/worked since..... and deployed numbers of Buses and contract value of the Bus Service/s is Rs.

The agency has been performing/performing its duties satisfactorily. No penalties or recoveries have been/ was imposed on the agency for complaints.

Signature

Name:
Designation:
Institution:
Tel. No.:
Mob. No.:
E-Mail:

(Annexure-F)
UNDERTAKING
(To be issued on bidders Letter Head)

I the undersigned as the authorized signatory hereby submit that I have carefully read all the terms and conditions as given in the tender document and agree to the terms and conditions, scope of work, Payment terms, Penalty clause and all other conditions as mentioned in the said tender document and will abide by all the terms and conditions stipulated in the said tender document.

Signature

Name:
Designation:

(With Seal of the Agency)

(Annexure-G)
Non-Relationship Certificate

I/We..... S/o

R/o.....

hereby certify that none of my/our relative (s) as mentioned under terms & conditions of the tender document is/are employed in Maharashtra National Law University Nagpur as per details given in tender document. In case at any stage, if it is found that the information given by me/us is false/incorrect, the Maharashtra National Law University Nagpur shall have the absolute right to take any action as deemed fit without any prior intimation to me/us.

Bidder's Signature

Official Seal & Stamp

(Annexure-H)
PERFORMANCE REPORT OF WORKS REFERRED

Furnish following information for **each individual work** from the employer for whom the work was executed.

- a. Name of the contract and location
- b. Agreement/Order no.
- c. Scope of Contract
- d. Contract Value (Rs.)
- e. Contract commencing Date
- f. Duration of the contract Period (Year-Months-Days)
- g. Amount of compensation levied (Rs.) if any
- h. Performance : Excellent / Very Good / Good / Fair / Satisfactory
- i. Compliance of all statutory requirements- Yes /No

(Seal of the Organization)

(Signature of the Authority)