

Sher-e-Kashmir
University of Agricultural Sciences & Technology of Jammu
Main Campus, Chatha, Jammu (J&K) 180009

SHORT TERM NOTICE INVITING TENDER

S-NIT No: HADP-20/26-27/01

Dated: 12.10.2026

For and on behalf of the Vice Chancellor, SKUAST-Jammu, sealed tenders are invited from eligible Tour & Travel Agencies/Vehicle Service Providers operating within Union Territory of J&K for hiring of vehicles on as-and-when-required/need basis for field visits, rural/extension activities, training programmes, official tours and other authorized activities of the University during the contract period.

S. No.	Name of the Work	Earnest Money (in ₹)	Cost of Tender Document	Period of Contract
1.	Hiring of Vehicles on Need/Requirement Basis for Field Visits and Official Activities	30,000.00	1000.00	Two years

1. The tender document consisting of qualifying information, eligibility criteria, terms and conditions and other details shall be available on the official website of SKUAST-Jammu (<https://skuastjammu.ac.in>).
2. The tender shall be submitted along with the Tender Document Fee of ₹1,000.00 and Earnest Money Deposit (EMD) of ₹30,000.00 in the form of CDR/FDR/TDR pledged in favour of the Comptroller, SKUAST-Jammu, failing which the tender shall be liable for rejection.
3. The bidder/service provider should have an office/authorized representative/service arrangement within Municipal limits of Jammu and shall furnish the complete address and contact details in the bid. An agency not having an authorized office/service arrangement at Jammu shall not be considered.
4. The sealed bids, complete in all respects, **shall be submitted within 11 days from the date of publication of the Tender Notice, i.e., on or before 22.10.2026 up to 5:00 P.M.**, in the office of **Dr. Vinod Gupta, Professor & Head, Division of Agricultural Extension Education (Block-2), SKUAST-Jammu, Main Campus, Chatha, Jammu**, through Speed Post only. Bids received after the stipulated date and time shall not be entertained.
5. The Technical Bid and Financial Bid shall be submitted in two separate sealed inner envelopes, clearly superscribed as “TECHNICAL BID” and “FINANCIAL BID”, respectively. Both inner envelopes shall be placed inside one sealed outer envelope bearing the NIT No., name of the work, and name and address of the bidder. All pages and documents shall be properly arranged, signed and stamped, wherever applicable.
6. The bidder shall ensure that the bid is complete in all respects and accompanied by all required documents, including the prescribed Tender Document Fee and EMD. The University shall not be responsible for any postal delay, or any other delay in delivery/submission of the tender. **Tenders received after the stipulated time shall not be entertained.**

7. The Technical Bids shall be opened and scrutinized by the duly constituted Technical Evaluation Committee at the designated office of SKUAST-Jammu for verification of eligibility and compliance with the prescribed tender requirements. The Financial Bids of only those bidders who qualify the technical evaluation shall be opened subsequently.

8. The bids shall remain valid for a period of **120 days** from the date of opening of the Financial Bids.

9. The successful bidder shall execute the agreement/affidavit with SKUAST-Jammu duly attested by both the parties within **7 days from the date of issuance of the Work Order/Contract Agreement**, failing which the University shall be at liberty to cancel the award and take appropriate action as per the terms and conditions of the tender, including forfeiture of EMD, wherever applicable.

10. Forfeiture of Earnest Money: The Earnest Money shall be liable to forfeiture if:

a) any bidder/tenderer withdraws his/her bid during the period of bid validity or makes any modification in the terms and conditions of the bid;

b) the successful bidder fails to execute the agreement within the stipulated period or fails to comply with the conditions of the tender/award; or

c) at any stage, any information, document or declaration furnished by the bidder/firm is found to be false, incorrect or misleading.

11. The bidder shall submit the following documents along with the sealed bid:

1. Registration/ownership documents of the firm/agency or valid authorization documents, as applicable.
2. Valid GST Registration Certificate and PAN Card.
3. Experience certificates/work orders, completion certificate wherever applicable.
4. Proof of payment of Tender Document Fee and EMD documents, wherever applicable.
5. Complete postal address, mobile number and email address.
6. A self-attested affidavit/declaration, in the prescribed format, confirming that the bidder/firm has the capacity and ability to execute the contract in accordance with the terms and conditions of the tender and has not been blacklisted or debarred by any Government or Semi-Government Department/Organization.
7. Any other documents specified in the tender document.

12. Performance Security: The successful bidder shall furnish Performance Security, wherever applicable, as per GFR 2017 amended from time to time.

13. Dispute Resolution: In the event of any dispute or difference arising between the Agency/Service Provider and SKUAST-Jammu in connection with the tender or execution of the contract, the matter shall be dealt with in accordance with the terms and conditions of the contract and applicable rules. **The jurisdiction for legal proceedings shall be Jammu district.**

14. Right of the University: The Tender Evaluation Committee/Competent Authority reserves the right to **accept or reject any or all tenders/bids, in whole or in part, without assigning any reason thereof.** The University also reserves the right to cancel, withdraw or modify the tender process at any stage, subject to applicable rules.

TERMS & CONDITIONS

1. **Scope of Service:** Vehicles shall be provided by the successful bidder on **as-and-when-required/need basis** for field visits, rural and extension activities, training programmes, official tours and other authorized activities of SKUAST-Jammu. The requirement may vary from time to time, and no minimum number of vehicles, vehicle-days or kilometers shall be guaranteed by the University. The vehicles may be required to travel to different districts, blocks, villages and other rural areas across the Union Territory of J&K, depending upon the requirements of the University.
2. **Vehicle Segments:** (i) Base Segment – Bolero, Swift, Tata Winger, Tempo Traveller and equivalent vehicles; (ii) Medium Segment – Scorpio and equivalent vehicles; (iii) Premium Segment – Innova, Fortuner and equivalent vehicles. Vehicle models are indicative; equivalent vehicles may be accepted subject to suitability, capacity, condition and approval of the University.
3. **Vehicle-Day Basis:** **One vehicle-day shall comprise up to 110 kilometers of deployment. The quoted vehicle-day rate shall be a package rate and shall include fuel, driver charges, maintenance, lubricants, insurance, permit, applicable taxes/levies and routine/incidental operational expenses, except separately admissible toll/parking charges.**
4. **Same-Day and Continuous Multi-Day Deployment:** A same-day deployment shall constitute one vehicle-day. Where the total distance travelled during a same-day deployment exceeds 110 kilometers, the additional kilometers shall be charged at the additional-kilometer rate quoted by the bidder.
In case of **continuous multi-day deployment of the same vehicle for the same programme**, the permissible distance shall be calculated cumulatively at **110 kilometers per vehicle-day**. The permissible kilometers may be distributed unevenly over the continuous deployment, and additional-kilometer charges shall be payable only when the **cumulative distance travelled exceeds the cumulative permissible distance**.
5. **Night Halt:** Night halt, where the vehicle is retained overnight for continuous official deployment, shall be payable at Rs. 200.00 per night, subject to verification in the trip sheet/logbook.
6. **No Minimum Guarantee:** The University does not guarantee any minimum number of vehicles, vehicle-days, kilometres, turnover or business. Vehicles shall be requisitioned only according to actual requirement.
7. **Availability:** Vehicles shall be made available on short notice, including Saturdays, Sundays and holidays, whenever required by the University.
8. **Vehicle Documents:** Vehicles must be duly registered in the UT of Jammu & Kashmir, properly insured and possess valid fitness certificate, pollution certificate, permit and all other statutory documents as applicable. Vehicles shall normally not be more than seven (07) years old and shall be in clean, roadworthy and satisfactory condition. The successful bidder shall produce original documents for verification whenever required by the University.
9. **Driver:** The driver deployed with each vehicle shall possess a valid driving license, uniform, mobile phone connectivity and requisite knowledge of local routes. Driver wages, statutory benefits and other employment-related liabilities shall be borne entirely by the service provider.
10. **Fuel and Maintenance:** All costs relating to fuel, oil, lubricants, spares, repairs, maintenance, washing, insurance and other running expenses shall be borne by the agency and shall be deemed included in the quoted vehicle-day rate.
11. **Toll/Parking:** Actual toll/parking charges incurred during authorized University journeys shall be payable separately against valid supporting receipts, wherever admissible and approved.

12. Breakdown/Replacement: In case of breakdown or failure of a vehicle while on duty, the agency shall arrange a suitable replacement vehicle at the earliest without causing disruption to the University's programme. The University shall not bear any additional cost on this account.

13. Logbook/Trip Sheet: Each deployment shall be supported by a logbook/trip sheet recording date, vehicle number, driver, opening/closing kilometres, deployment hours, destination and other relevant particulars, duly verified by the authorized University official.

14. Payment: No advance payment shall be made. Payment shall be released on case-to-case basis after satisfactory completion of the assigned deployment and submission of duly verified bills/logbooks. Statutory deductions shall be made as applicable.

15. Liability: The agency shall be responsible for all statutory compliances relating to the vehicle and driver. Any penalty, loss, damage, accident, claim or legal liability arising from the agency's vehicle/driver, except to the extent attributable to the University under law, shall be dealt with by the agency.

16. Failure to Provide Vehicle: If the agency fails to provide the required vehicle within the stipulated time, the University may arrange a vehicle from another source at the risk and cost of the agency and may impose appropriate penalty as per the terms of the contract.

17. Experience: The bidder should preferably have experience of providing vehicles to Government Departments, PSUs, Universities or reputed organizations. Documentary proof of experience shall be enclosed.

18. The bidder shall submit the following documents along with the bid:

1. Registration/ownership documents of the firm/agency or valid authorization documents, as applicable.
2. Valid GST Registration Certificate and PAN Card.
3. Experience certificates/work orders, wherever applicable.
4. Proof of payment of Tender Document Fee and EMD documents, wherever applicable.
5. Complete postal address, mobile number and email address.
6. Prescribed declarations/affidavits.
7. Any other documents specified in the tender document.

19. Self-Declaration: The bidder shall submit a declaration/undertaking on non-judicial stamp paper, duly signed by the bidder or authorized signatory, in the format prescribed at **Annexure-I**, confirming that the bidder/firm has the capacity and ability to execute the contract in accordance with the terms and conditions of the tender, that all information and documents furnished with the bid are true and correct, and that the bidder/firm has not been blacklisted or debarred by any Government or Semi-Government Department/Organization. Failure to submit the prescribed declaration shall render the bid liable for rejection.

20. Conditional Tender: Conditional tenders shall not be accepted and shall be liable for rejection.

21. EMD: EMD of unsuccessful bidders shall be released as per GFR 2017. The EMD of the successful bidder shall be retained/released as per the GFR-2017.

22. Termination: The University reserves the right to terminate the contract/empanelment, wholly or partly, for failure to comply with the terms and conditions, persistent poor service, non-availability of vehicles or other valid reasons, as per applicable provisions.

23. University Rights: The University reserves the right to accept or reject any or all bids, cancel or withdraw the tender, wholly or partly, without assigning any reason and without incurring liability to the bidders, subject to applicable rules.

- 24. Alternative Hiring:** The University may hire vehicles from Government organizations or other agencies, wherever required, depending upon operational necessity.
- 25. Dispute Resolution:** Any dispute arising out of the contract shall be dealt with in accordance with the applicable rules/terms of the University. The jurisdiction for legal proceedings shall be Jammu.
- 26. Acceptance:** The bidder shall sign and stamp each page of the tender document and annexures as token of having read, understood and accepted all terms and conditions.

FINANCIAL BID

The bidder shall quote rates for all three vehicle segments. Rates shall be quoted for one vehicle-day (up to 110 KM) and for additional kilometers beyond the cumulative permissible limit.

S. No.	Vehicle Category	Vehicle-Day Rate (up to 110 km) (₹)	Additional Rate per KM (₹)	GST, if applicable (%)
1	Base (Bolero / Swift / Tata Winger / Tempo Traveler / Equivalent)			
2	Medium (Scorpio / Equivalent)			
3	Premium (Innova / Fortuner / Equivalent)			

Instructions for Quoting Financial Bid

- Vehicle-Day Rate:** The bidder shall quote a vehicle-day rate for each vehicle segment. One vehicle-day shall comprise deployment of up to **110 kilometers**.
- Inclusions in Vehicle-Day Rate:** The quoted rate shall be inclusive of fuel, driver charges, maintenance, lubricants, insurance, permits, applicable taxes/levies and all routine operational expenses, except separately admissible toll and parking charges.
- GST:** GST, if applicable, shall be indicated separately by the bidder in the Financial Bid.
- Additional Kilometer Rate:** The bidder shall separately quote the rate per additional kilometer. For a single-day deployment, kilometers travelled beyond 110 kilometers shall be charged at the quoted additional-kilometer rate.
- Continuous Multi-Day Deployment:** Where the same vehicle is deployed continuously for the same programme for more than one day, the permissible distance shall be calculated cumulatively at **110 kilometers per vehicle-day**. The total permissible kilometers may be distributed unevenly across the continuous deployment. Additional-kilometer charges shall apply only if the cumulative distance travelled exceeds the cumulative permissible distance.
- Maximum Chargeable Rates:** The rates quoted for each vehicle category shall be lower than the applicable maximum chargeable rates prescribed by the Transport Department, Government of Jammu & Kashmir, for the relevant vehicle category and usage.
- Night Halt Charges:** Night halt charges shall be payable at **₹200 per night**, as specified in the Terms and Conditions of the tender.

ACCEPTANCE OF TERMS & CONDITIONS

1. I/We hereby agree to abide by all the terms and conditions laid down in the Tender Notice and Terms & Conditions for hiring of vehicles by SKUAST-Jammu.
2. This is to certify that I/We have fully understood the requirements, vehicle-day basis, cumulative kilometre provisions for continuous multi-day deployment, payment conditions and other terms contained in the tender document.
3. I/We undertake to provide vehicles of the required segment and specification strictly as and when requisitioned by SKUAST-Jammu.
4. I/We understand that there is no guarantee of any minimum quantity of vehicles, vehicle-days, kilometres or business under this tender.
5. I/We further undertake that, if selected, services shall be provided strictly in accordance with the approved terms and conditions and the accepted financial bid.

In Acceptance

Signature, Seal& Name of Signatory: _____

Designation: _____

Full Address: _____

Contact No.: _____ Email ID: _____

ANNEXURE-I

DECLARATION / UNDERTAKING BY THE BIDDER

I/We hereby declare and undertake that:

1. I/We have carefully read and understood all the terms and conditions contained in the tender document and undertake to abide by the same.
2. I/We have the capacity and ability to execute the contract for hiring of vehicles in accordance with the terms and conditions of the tender.
3. I/We certify that the vehicles offered/provided shall comply with the prescribed statutory and operational requirements and shall be made available as and when required by SKUAST-Jammu.
4. I/We declare that all information and documents furnished along with the bid are true and correct to the best of my/our knowledge and belief.
5. I/We declare that my/our firm/agency has not been blacklisted or debarred by any Government or Semi-Government Department/Organization.

Signature and Stamp of Bidder/Authorized Signatory: _____

Name:

Designation:

Name of Firm/Agency:

Address:

Mobile No.:

Email:

GSTIN/PAN:

Date:

Place: