

राजस्थान केन्द्रीय विश्वविद्यालय Central University of Rajasthan



राजस्थान केंद्रीय विश्वविद्यालय / Central University of Rajasthan

एन.एच.-8, बान्दरसिन्दरी, तहसील-किशनगढ़-305817/NH.8, Bandarsindri, Tehsil – Kishangarh – 305817
जिला – अजमेर (राज.) / District – Ajmer (Raj.)

"राजस्थान केंद्रीय विश्वविद्यालय हेतु वाहन किराया सेवा प्रदान करने के लिए
रुचि अभिव्यक्ति (EOI) आमंत्रण"

"INVITATION FOR EXPRESSION OF INTEREST (EOI)
FOR HIRING OF VEHICLES FOR THE CENTRAL UNIVERSITY OF RAJASTHAN"

EOI No. CURAJ/R/F.177/2026/6291		Date: 20.07.2026
Name of Work	Invitation for Expression of Interest (EOI) for Hiring of vehicles for the Central University of Rajasthan	
Last Date and Time of submission of Expression of Interest	19.08.2026 upto 05:00 PM	

1. विश्वविद्यालय के बारे में About University:

The Central University of Rajasthan (A++ grade by NAAC) and Category-I University status by UGC has been established by an Act of Parliament (Act No. 25 of 2009) in March, 2009. The University is funded by the Ministry of Education, Government of India through its nodal agency University Grants Commission, New Delhi. The University is functioning from its permanent campus at Bandarsindri, spread over 518+ acres of lush green campus. Presently, this University is offering various 80+ Diploma / UG / PG / Ph.D. Programmes and about 3000+ students (boys and girls) and staff are currently residing in the campus.

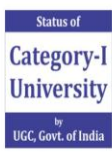
LOCATION: The University campus is situated at Bandarsindri [about 20 Kms distance from Kishangarh, about 46 Kms from Ajmer, about 85 Kms from Jaipur, Rajasthan and about 1.5 Kilometers from the National Highway (NH-8)].

2. परिचय एवं कार्यक्षेत्र Introduction & Scope of Work

Expression of Interest (EOI) are invited for hiring of vehicles from eligible registered firms/parties/ service providers from Jaipur, Ajmer, Kishangarh and nearby places e.g. Bandarsindri etc. to provide vehicles such as Toyota Innova/Crysta/Etios, Maruti D'zire/Ertiga, Honda Amaze, Tavera, Mahindra Scorpio/Bolero and Bus/Mini Bus etc. on hourly and/or daily basis as per the requirement of Central University of Rajasthan, Bandarsindri (Kishangarh).

3. परिभाषाएं Definitions:

- "CURAJ" means Central University of Rajasthan, Bandarsindri.
- "University" means Central University of Rajasthan, Bandarsindri.
- "EOI" mean Expression of Interest
- "Service provider" means the individual, proprietary firm, partnership firm, limited company private or public or corporation.



4. पात्रता मानदंड Eligibility Criteria:

- Service provider should be a valid registered proprietary firm / partnership / limited company or a corporation. The Service provider must have PAN Number and be registered for GST and supporting documents for the same are to be attached. If not registered already, proof of application for the registration must be submitted with the condition that Registration Certificate will be produced before signing the Agreement / Contract with the University.
- The average Annual Turnover of the Service provider from vehicle Hiring Services should be more than Rs. 300000/- (Rupees three lakhs) during the last three financial years i.e. 2023-24, 2024-25 & 2025-26 and details are to be submitted in the following format with relevant documentary proof :

Item	2023-24	2024-25	2025-26
Gross Annual Turnover			

- The Service provider from Jaipur / Ajmer should have 03 No. of vehicles not older than year 2022 and contractor from Kishangarh and other local places should have 02 No. of vehicles not older than year 2022, registered and permit issued in the name of service provider.
- Experience of providing vehicle service to Government / PSU / Non-Government organizations. Work Completion Certificate / proof should be attached for the experience as under:

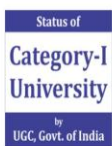
For Service provider from Jaipur / Ajmer	For Service provider from Kishangarh and local places
at least 2 years of experience	at least 1 year of experience

5. Expression of Interest Submission:

- Interested service provider are encouraged to submit their expression of interest to the Central University of Rajasthan by the After verification of the Documents, if the service provider is found suitable, according to the needs and requirement of the University, an agreement between service provider and CURaj will be signed and exchanged to complete the process. The University will have the right to sign the agreement with multiple service providers.

6. समझौता और दरों की वैधता Agreement & Validity of Rates:

- The Service provider will have to abide by all the rules and regulations agreed upon. The agreed rates will be valid for Twelve (12) months contract period with effect from the date of award of work.
- Initially the Expression of Interest will be for one year, which will be further extendable for another one year subject to satisfactory performance and mutual consent.
- The rates attached will remain valid for one year from the date of the agreement. However, any increase or decrease in the fuel rate by 10% less or more will be considered only after six months from the date of agreement. For this purpose, base fuel rate will be effective from the date of agreement and the university will make its own calculations for the same.
- Income Tax, Works Contract Tax and any other taxes at the rates, as applicable during the progress of agreement which will be in force from time to time, shall be recovered / deducted from the released payment amount.
- The Service provider should be in position to provide the vehicle immediately, as per requirement from the University, immediately from the agreement.

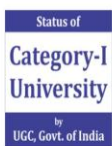


7. कार्य निष्पादन गारंटी / Performance Guarantee (सुरक्षा जमा राशि / Security Deposit):

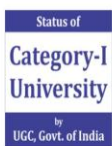
- (i) The service provider, within fifteen (15) days of the acceptance of the Work Order/Agreement, shall execute a Performance Guarantee in the form of Demand Draft or Bank Guarantee of any nationalized bank, a sum equivalent of RS. 25000 in favour of Central University of Rajasthan, Bandarsindri (Kishangarh) payable at Bandarsindri. The Performance Bank Guarantee shall remain in force throughout the validity period of the agreement.
- (ii) The Performance Guarantee will stand forfeited if the successful bidder withdraws or on notifying the rates, refuses to accept the tender awarded, violate any other terms and conditions of the tender or any unsatisfactory services by the contractor.

8. सामान्य नियम एवं शर्तें General Terms & Conditions:

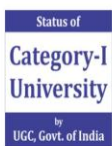
- (i) Expression of Interest received after the expiry of the stipulated date and time may not be entertained.
- (ii) References, information and certificates from the respective clients certifying the performance, technical knowledge or capability of the bidder should be signed by the authorized officer of the client organization.
- (iii) The service provider may furnish any additional information, which he thinks is necessary to establish his capabilities to successfully complete the envisaged work. Service providers are, however, advised not to furnish superfluous information.
- (iv) Any information furnished by the service provider found to be incorrect either immediately or at a later stage, would render the service provider liable to be debarred from taking up of any work in the University and agreement may be terminated forthwith.
- (v) The service provider shall indemnify the University against all other damages / charges for which the University may be held liable or pay on account of the negligence of the service provider or his staff or any person under his control whether in respect of accident/injury to the person or damages to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demand thereof.
- (vi) The University shall not be responsible financially or otherwise for any injury to the Driver(s) or person(s) deployed by the service provider during the course of performing the duties.
- (vii) University will be, under no legal obligation to provide employment to any of the personnel of the service provider after expiry of agreement period and the University recognizes no employer-employee relationship between the University and the personnel deployed by the service provider.
- (viii) Person who is in Government service or an employee of this University should not be made partners to the contract by the service provider, directly or indirectly in any manner whatsoever.
- (ix) The successful service provider shall furnish a list of University employees related to him, if any. If the service provider shall obtain a contract with CURAJ as a result of wrong information or other non-bonafide methods the University reserves the right to terminate the contract without any liability to the service provider.
- (x) Without prejudice to any of the rights or remedies under the contract, if the successful service provider dies, the University shall have the option of terminating the contract without compensation to the *legal heir* of the successful service provider, except the pending bills or any such dues.



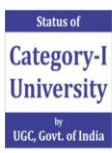
- (xi) The Vehicle and Driver shall remain available all the time as per duty schedule and shall not leave the place of duty without prior permission. In case of any urgency, Driver may seek permission of the user.
- (xii) The drivers must be in proper dress code, proficient in speaking local languages, well mannered, courteous with proven integrity, healthy with good personal habits. In the event of misbehaviour on the part of Driver, the University may impose penalty as deemed fit on the service provider. The drivers / helpers should not have any criminal / immoral background on him. Any such criminal/immoral background interrupting the service of the University due to Police / Law enforcing agency interference etc., damages / penalty as deemed fit by the University may be imposed on the service provider. Beside, such drivers/helpers may also be barred from performing duties for University.
- (xiii) The driver should be well conversant with roads and routes of Ajmer, Jaipur and Delhi NCR and any other place of duty and in case they follow wrong routes or overrule the instructions, the University will not pay extra miles or extra time charges. The operation of services and staff functions shall be governed as per Motor Vehicles Act and Rules from time to time.
- (xiv) The calculation for counting of vehicle running Kms will be from garage to garage. For Jaipur service provider, garage point should be within the Jaipur and for Ajmer / Kishangarh / local service provider the garage point should be respective Ajmer / Kishangarh / local place. The garage points should clearly be informed by the service provider in writing, once the agreement is signed.
- (xv) The Speedometer and Kms recorder must be maintained at high standards of accuracy. Any defect noticed shall have to be rectified forthwith by the service provider. Until such rectifications, Kms calculated by the University shall be final and binding onto service provider for the purpose of billing.
- (xvi) The driver needs to follow the traffic rules and regulations strictly, so as to ensure safety of passengers. He should be informed not to cross the speed limit on the highways.
- (xvii) The Fast tag of the Vehicle should be appropriately recharged before starting of the journey.
- (xviii) The driver should carry sufficient cash or other necessary means of payment to meet expenses such as toll tax, parking charges, fuel and any other incidental expenditure. Under no circumstances shall the driver ask the seated guest to make payment for any such expenses. The driver shall also ensure that the vehicle is adequately fuelled before the guest is seated in the vehicle.
- (xix) The service provider should be in a position to cater the need of the additional vehicle requirement of the University, on a short notice.
- (xx) Reporting / Relieving point for any vehicle, hired by the University may be anywhere as directed / asked by the University.
- (xxi) It is mandatory for all the drivers to have a Mobile phone to be available in call contact.
- (xxii) The driver should not stop enroute for purchase of any alcoholic drinks.
- (xxiii) The vehicle should not halt for anything after the guest is seated in the vehicle until the guest demands so or permits for the same or in an emergency.
- (xxiv) No change of DRIVER OR VEHICLE will be allowed without prior intimation / to the concerned officer of the University.



- (xxv) All the vehicles provided should be in excellent condition mechanically as well as get up / appearance wise, its outer body / upholstery etc. should be decent looking and should have permit to run NCR/nationwide.
- (xxvi) Information regarding requirement of vehicle will be provided three to four hours in advance by the University. However, the service provider should be in a position to provide any vehicle in the event of a short notice.
- (xxvii) The University has the right to ask the service provider for removal of any Driver, who is not found to be competent or disciplined.
- (xxviii) In case of any eventuality / breakdown of the vehicle, the service provider will have to provide the replacement of Driver/vehicle fulfilling the complete University requirement. Failing or inability to provide the vehicles on time, the University has the right to hire vehicle from any other sources at the cost of the service provider. A separate penalty will be imposed on the service provider.
- (xxix) Vehicles provided to the University should bear commercial Taxi Cab Registration Numbers and should have a valid comprehensive vehicle insurance.
- (xxx) Drivers so provided with the vehicles, shall have a requisite valid commercial Driving License and shall keep it alongwith him on duty.
- (xxxi) Vehicles should conform to the pollution norms prescribed, if any, by the Transport Department of Government of Rajasthan or any other law enforced by the respective State Transport Department for National permit vehicles.
- (xxxii) The University will not be responsible for any challan, loss, damage or any accident of the vehicle or to any other vehicles or for the injury to the driver or to any other third party. The loss or damage or legal expenses on this account shall be borne by the service provider, whatsoever.
- (xxxiii) There is no guarantee of hiring of any minimum number of vehicles. However, the service provider shall have to provide as many vehicles as may be required by the University on specific occasions.
- (xxxiv) The vehicle if taken for a full day, may be utilized for local travel at Kishangarh, Ajmer and Jaipur as the case may be, if required, without any extra payment/charges, except the agreed rate.
- (xxxv) The vehicle booked for one guest may also be utilized during the same hiring period for other guests / purposes, if so needed.
- (xxxvi) In case the vehicle is hired for more than one day, then the number of Kms will be adjusted / managed in total running Kms and will not be admissible on per day basis.
- (xxxvii) The service provider will provide full details of driver assigned for duty and vehicle / replaced driver and vehicle, etc. during the booking time and will ensure reporting of the driver with vehicle as per University requirement and as per information given by the University.
- (xxxviii) Vehicles should be fitted with all the needed accessories including toeing hook, portable fire extinguisher, first-aid-box, tissue papers, stepony, toolbox etc. while drive on State / National highways, also including the nights journey. Fog lights are to be fitted while driving in foggy areas.



- (xxxix) Service provider will ensure cleanliness of the vehicle (interior and exterior), Proper conditions of seats, seat covers and mats. Presence of air freshener and drinking water bottle, No boarding of any unauthorized person during the journey, Neat external appearance of the vehicle, and Proper attire and professional conduct of the driver
- (xl) Driver should always carry all the necessary documents like Vehicle Registration papers, Insurance papers, PUC clearance, RTO tax payment papers, valid driving license of the driver on duty and all other documents that should accompany vehicle as per rules and regulations of applicable laws.
- (xli) Lodging, boarding, transportation of drivers shall be the vendor's responsibility and shall not be borne by the University.
- (xlii) The service provider shall maintain an office with adequate staff and telephone / mobile phone contact facilities round the clock to facilitate communication with the University / User. Full contact details of service provider's responsible office staff for coordination, is to be provided to the University.
- (xliii) All charges towards repair / service of hired vehicle, salary of the drivers / helpers, petrol / diesel expenses as well as any other expenses, incidental on operation and maintenance of the hired vehicle(s) shall be borne by the service provider only.
- (xliv) The vehicle should be insured in all respects by the service provider. In case of any accident, theft or losses etc. all the claims arising out of it, will be met by the service provider and University shall not be responsible for any such claims.
- (xlv) The hired vehicle with the driver / helper would be placed at the disposal of the University as and when required. The University would be free to use the hired vehicle in any manner for carrying official, material etc., as per requirement and the service provider will have no objection for the same.
- (xlvi) The successful service provider shall not engage any sub-contractor or shall not transfer the contract (sub-let) to any other person / firm / agency in any manner. The service provider shall not be permitted to transfer their rights and obligations under the contract to any other person / organization or otherwise.
- (xlvii) The service provider shall solely be responsible for payment of compensation under Workman Compensation Act either in the course of employment/ work execution or out of employment. Central University of Rajasthan no way shall be liable in this regard.
- (xlviii) The University reserves the right to reject any or all the Expression of Interest without assigning any reason thereof.



9. दंड Penalties:

Penalty will be levied for the violation of terms and conditions of the agreement in the following manner:

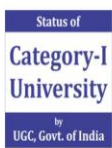
S. No.	Nature of Violation	Penalty Amount (Rs.)			Remarks
		1 st instance in a month	2 nd instance in a month	3 rd and subsequent instances in a month	
1.	Any refusal to provide the vehicle, OR, Failure to provide alternative arrangement within one hour of vehicle breakdown	Rs. 1000.00	Rs. 2000.00	Rs. 3000.00	On each refusal occasion Also, the vehicle rental charges for the day will not be paid.
2.	Non-providing of vehicle in time	Rs. 500.00 per hour of delay			On each occasion
3.	Misbehavior by the Driver	Rs. 1000.00 per default			On each occasion
4.	Non-functioning of A.C. / Heater in Car	Rs. 500.00	Rs. 500.00	Rs. 1000.00	Fourth and subsequent instances Rs. 1500/- per instance
5.	Change of Driver without prior intimation of University and officers to whom vehicle is attached	NIL	Rs. 500.00	Rs. 500.00	On each occasion
6.	For violation / breach of any of the condition of the contract	Rs. 1000/- per default and/or Termination of the contract/ forfeiture of Performance Security			
7.	In case of providing vehicles older than the year 2022 model as mentioned in tender	Rs. 1000.00	Rs. 1000.00	Rs. 1000.00	On each occasion

Note: In case of any serious misconduct, the service provider shall be terminated without serving any notice and applicable penalty be recovered from the pending bills as the case may be as decided by the University.

10. भुगतान शर्तें और अन्य दस्तावेज़ बिलों के साथ संलग्न किए जाने चाहिए

Payment Terms & other documents to be enclosed with bills:

- Payment to the service provider will be made by NEFT / RTGS / ECS only, on presentation of the bill. Income Tax, GST, other taxes, penalties, if any, shall be deducted at source as per the rates notified by the respective authorities.
- In case of delay in payment by CURAJ, the service provider should be financially sound to make payments to its employees and also the expenditure towards consumables without affecting the work.



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- (iii) Driver "Duty Slips / Movement Slips" with full travel / user details will be signed by the University Officer / User with whom the vehicle(s) is / are attached to, for the duty on the day-to-day basis. No "duty slip" shall be entertained unless and until it is certified / verified by the concerned user / officer. No overwriting in the duty slip and bill is acceptable, if any change in the time / mileage, the counter signature of the user is to be recorded.
- (iv) No advance payment will be made by the University for booking / availing the vehicles services.
- (v) The bills should be made date-wise by the service provider and shall be submitted to the Registrar, Central University of Rajasthan, Bandarsindri, Kishangarh-305817, Distt. - Ajmer (Raj.) on monthly basis, preferably by 7th day of the first week every preceding month, alongwith the driver's duty slips, and toll tax, Passenger tax and Parking slips, any other charges etc. all in original.
- (vi) Parking and Toll Taxes will be paid extra on producing the bills in original. The parking and toll taxes receipts have to be submitted invariably according to the vehicles deployed and should be clearly readable for reimbursement.
- (vii) The service provider while raising the bill should clearly mention the rates charged / quoted.
- (viii) The University will deduct Income Tax at source or any other taxes / charges as per the Government norms, from the service provider bills at the prevailing rates. PAN / GST Number should be clearly mentioned on the body of the bills.
- (ix) The bills have to be submitted as per the Government of India rules.

11. समाप्ति Termination:

- (i) The University may, without prejudice to any other remedy for breach of the contract, may terminate the contract in whole or in parts.
- (ii) If the service provider fails to arrange the supply of any or all of the vehicles within the period(s) as specified in the contract, terms & conditions set out or any extension thereof granted by University.
- (iii) In case of any serious misconduct, the contract shall be terminated forthwith, without serving any notice and Performance Security will be forfeited.
- (iv) The University reserves the right to cancel the contract at any time, without assigning any reasons, whatsoever.

12. क्षेत्राधिकार Jurisdiction

- (i) All disputes arising out of the service provider shall be subjected to the jurisdiction of District Ajmer or Jaipur only.