

Tender Document

For

**Hiring of the bus service for
educational tour 2025-26**



N. M. College of Agriculture
Navsari Agricultural University
Navsari-396 450
Gujarat

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Section 1: Tender Notice

Hiring of the bus service for educational tour 2025-26

Tender from tour operator/travelling agencies are invited for **Hiring of the bus service for educational tour 2025-26** for Navsari Agricultural University. The details of the purchase are given underneath.

Period for Bid	06-11-2025 to 26-11-2025
The Last date for online tender submission	26-11-2025 up to 18:00 hrs.
Last date for physical submission of Tender fee, EMD and other documents by RPAD / Courier / Speed post	29-11-2025 up to 18:00 hrs.
Bid Validity Period	Up to 31 st March, 2026
Tender Fee	Rs. 1500/-
EMD (Earnest Money Deposit)	Rs. 35000/-
Security Deposit:	5% of purchase order value

Section 2: Purchase Item and its objectives

Item No.	Particular	Objective of purchase
1	Hiring of the bus service for educational tour 2025-26	To hire the suitable buses for smoothly and safely conducting the educational exposure visit of different Agricultural and allied state/national organisations/institutes situated in Gujarat, Rajasthan and Punjab states (as given below) under RAWE (Rural Agricultural Work Experience) programme.

Tentative Education Tour Programme

Departure		Arrival		Apprx Kms	Place of visit	Stay
Date, Day & Time	Place	Date, Day & Time	Place			
17.12.2025 06.00 AM	NAU	17.12.2025 12.00 PM	Nawagam	280	Main Rice Research Station, AAU Nawagam	Udaipur
17.12.2025 02.00 PM	Nawagam	17.12.2025 08.00 PM	Udaipur	290		
18.12.2025 10.00 AM	Udaipur	18.12.2025 05.00 PM	Udaipur	40	Agricultural Research Station, Udaipur	
19.12.2025 08.00 AM	Udaipur	19.12.2025 09.00 AM	Vallabhnagar	40	ARS, Vallabhnagar	
19.12.2025 04.00 PM	Vallabhnagar	19.12.2025 05.00 PM	Udaipur	40		
20.12.2025 08.00 AM	Udaipur	20.12.2025 12.00 PM	Bhilwara	150	Dry Land Farming Research Station, Arjia (Bhilwara)	Jaipur
20.12.2025 03.00 PM	Bhilwara	20.12.2025 09.00 PM	Jaipur	250		
21.12.2025 08.00 AM	Jaipur	21.12.2025 09.00 AM	Jobner	50	SKNAU, Jobner	
21.12.2025 04.00 PM	Jobner	21.12.2025 05.00 PM	Jaipur	50		
22.12.2025 10.00 AM	Jaipur	22.12.2025 05.00 PM	Jaipur	50	Rajasthan Agricultural Research Institute	
23.12.2025 05.00 AM	Jaipur	23.12.2025 07.00 PM	Ludhiana	575	Traveling	Ludhiana
24.12.2025 09.00 AM	Ludhiana	24.12.2025 05.00 PM	Ludhiana	50	PAU campus Gadvasu campus	
25.12.2025 08.00 AM	Ludhiana	25.12.2025 02.00 PM	Amritsar	200	Centre for Excellence for Vegetable Crops, K Sahib	
25.12.2025 05.00 PM	Amritsar	25.12.2025 09.00 PM	Ludhiana	200	KVK, Amritsar	
26.12.2025 08.00 AM	Ludhiana	26.12.2025 11.00 PM	Mohali (Chandigarh)UT	150	National Agri Food Biotechnology Institute (NABI), Mohali	
26.12.2025 05.00 PM	Mohali	26.12.2025 08.00 PM	Ludhiana	150		
27.12.2025 06.00 AM	Ludhiana	27.12.2025 08.00 PM	Jodhpur	660	Traveling	Jodhpur
28.12.2025 08.00 AM	Jodhpur	28.12.2025 07.00 PM	Jodhpur	50	Agricultural Research Station, Mandor College of Dairy and Food Technology, Jodhpur	
29.12.2025 08.00 AM	Jodhpur	29.12.2025 03.00 PM	Dantiwada	320	Potato Research Station, Deesa	Dantiwada
30.12.2025 07.00 AM	Dantiwada	30.12.2025 03.00 PM	Anand	250	Bidi Tobacco Research Station, AAU, Anand	
30.12.2025 05.00 PM	Anand	30.12.2025 09.00 PM	NAU	225		
Total				4070		

Section 3: Instructions to tenderers for Online Tender Participation

1. All tender documents can be downloaded free from the website <https://tender.nprocure.com> and <https://nau.in>
2. All relevant tender documents should be submitted online on the website <https://tender.nprocure.com>
3. In case bidders need any clarifications or if training required to participate in online tenders, they can contact (n)Procure Support team:

(n)Code Solutions - Division of GNFC Ltd.,
(n)Procure Cell
501, GNFC Infotower, S.G. Road
Bodakdev, Ahmedabad - 380054 (Gujarat)

Toll Free : 7359 021 663 (9:30 AM to 8:00 PM) *

Email : nprocure@ncode.in

**Except 2nd, 4th Saturday and Public Holidays*

4. For all queries regarding tender should be addressed to the office address provided below during office hours only.

The Principal and Dean,
N. M. College of Agriculture
Navsari Agricultural University,
Eru Char Rasta, Navsari – 396 450 (Gujarat)
E-mail: dean_agri@nau.in

Section 4: General Terms and Conditions

N. M. College of Agriculture, Navsari Agricultural University, Navsari (hereinafter referred to as “the purchaser”) is inviting reputed tour operator/travelling agencies (hereinafter referred to as “tenderer”) to hire **three luxury buses (Non-AC) of 56 seats capacity with sitting arrangement of 3 x 2 having push back facility and one mini luxury buses (Non-AC) of 20 seats capacity (Total four buses)** for **education tour to accommodate approximately 158 students and 8 faculty members** during academic year 2025-26. The other terms and conditions are mentioned below:

1	The tenderer has to provide services to fulfil the objective of the purchase mentioned in section 2.
2	The purchaser preferred to accept the tender from registered tour operators/travelling agencies. But it is not limited to above parties only, however the purchaser could also accept the offer made by other reputed parties having commendable track record of providing similar transport facilities to Govt./ academics/semi-government/cooperative institutes in the country.
3	Tenderer have to quote the supply of the three luxury buses (Non-AC) of 56 seats capacity with sitting arrangement of 3 x 2 having push back facility and one mini luxury buses (Non-AC) of 20 seats capacity (Total four buses) . Tenderer have to quote the rate of luxury bus per kilometre. The quoted rates should be inclusive of the expenditure on fuel, RTO tax, parking charge, guide charge, toll tax, road tax, passenger tax, insurance, GST (CGST & SGST), service tax or any other relevant expenses not cover above <i>etc.</i>
4	Hiring of bus services are subjected to actual requirements and the same may be purchased or may not be purchased without assigning any reason and tendering party has no right to claim in this situation.
5	Tenderer have to provide the luxury buses of having model of 2019 to 2025 only.
6	The expected duration of exposure tour is 14 days (from 17-12-2025 to 30-12-2025) which includes visit of different institutes of Gujarat, Rajasthan and Punjab states of India. Therefore, tenderer have to take necessary RTO permissions before the beginning of the exposure tour.
7	Exposure tour will start from N. M. College of Agriculture, Navsari at 06.00 AM on 17-12-2025. So successful tenderer has to send their luxury buses at least two hours before the schedule departure time at said place.
8	Tenderer shall have to bear the expenditure of repair/replacement of spare parts/police/RTO penalty/refilling of oil and diesel/any tax/parking charge/ toll tax <i>etc.</i> during tour. The purchaser shall not entertain any unprecedented demand of expenditure during the tour. For such contingent expenditure, the tenderer has to make necessary arrangement of finance.
9	Generally, the purchaser doesn't entertain the demand of advance payment in normal circumstances and the total payment shall be made only after satisfactory completion of exposure tour. But part advance payment would be done in certain unforeseen circumstances but it's fully dependent on the discretion of the purchaser and tenderer could not claim such provision.
10	The buses should be well designed and equipped with all accessories necessary for safe journey of students. The offered buses should have following safety norms: a. The buses must have a first aid box with glazed front, with necessary medicines for first aid. b. The window of buses must be properly fitted and don't have any mechanical damage. c. The buses must be equipped with a fire extinguisher having sufficient shelf-life. d. The doors of the buses should be fitted with reliable locks.
11	The transporter should provide the driver having minimum of five years' experience of driving heavy vehicles with valid driving license and must not have any previous record of traffic offence and should not be drug/alcohol addicted. Further, the driver/s must have sufficient experience in night driving.
12	Tenderer have to provide disciplined, honest and teetotaler conductor/cleaner or other staff for exposure tour.

13	The expense of lodging, boarding, breakfast, tea and food for the bus driver, conductor /cleaner, mechanic and other personnel/s of successful tenderer shall be borne by tenderer only.
14	No traveling allowance and dearness allowance will be paid to the bus driver, conductor /cleaner, mechanic and other personals of the tenderer by the purchaser.
15	The purchaser will not be responsible for any damage of the hired buses or damage caused by the buses staff to other vehicle or any injury caused to other persons while plying on the road.
16	It will be the responsibility of the tenderer to take adequate measures for safe travelling of the passengers in the buses. The transporter shall be responsible and liable for all police challans, fines and other claims (compensation <i>etc.</i>) arising out of accident in course of operation of buses or otherwise. The purchaser will bear no responsibility whatsoever in such matters.
17	The tenderer has to abide by the decision taken by the tour leader on behalf of the purchaser <i>viz.</i> any change in the route of exposure tour, halting, <i>etc.</i> during tour. The staff (the bus driver, cleaner <i>etc.</i>) of successful tenderer should have to strictly follow the instructions given by tour leader/in-charge officer from time to time.
18	The owner shall also take other necessary insurance coverage as per the Motor Vehicle Act at his own cost. Further, Insurance policy as per statutory requirement shall be taken by the tenderer (vehicle owner) so as to cover all type of risk to passengers (students and staff).
19	The tenderer has to maintain the logbook of travel right from beginning to the end of tour program <i>i.e.</i> N.M. College of agriculture, Navsari Agricultural University, Navsari (Gujarat). The travel details like distance, point of journey <i>etc.</i> will be maintained by the tenderer and verify by the tour leader. The payment will be done solely on the basis of logbook records.
20	Due to any unavoidable circumstances or any unforeseen reason, if the tour is curtailed or cancelled or cut short at any point of journey the payment will be done on the basis of tour logbook.
21	Tenderer have to provide the photocopy of R.C. books, license of the drivers and insurance of buses as well as other documents as mentioned in Appendix-II. The same shall have to be uploaded online as well as send set of all these documents physically also.
22	Tenderer shall have to provide written affidavit on Rs. 300/- stamp paper as per appendix-I. The same shall have to be uploaded online as well as send copy of this documents physically also.
23	If required to change the luxury bus / buses, then tenderer may replace the bus/ buses having same facilities with prior approval of the university at the cost of tenderer.
24	In case of emergency break down of bus/s, the tenderer has to ensure that the bus/s should be repair as soon as possible or have to provide alternate facility as early as possible, so that the tour itinerary could not be hampered.
25	In the event of an order being placed against this tender and if tenderer fails to supply the luxury buses in accordance with the terms and conditions of acceptance of tender or fail to replace any luxury bus /buses within such times as may be stipulated, purchaser shall be entitled to take services of other tour operators/travel company, without notice to the tenderer, from any other source and at such price as the purchaser shall in the sole discretion think fit. If such price exceeds the rate set out in the schedule to acceptance of bid, the tenderer shall be responsible to pay the difference of the price at which such services have been finalized by the purchaser.
26	The last date for physical submission of sealed cover of custom bid documents is as per section 1. However, if the last date of submission of tender documents is declared as a holiday by the Government, the last date of submission of tenders will be considered as extended to the next working day. No tender will be accepted after prescribed closing time for submission of the same. The delay will not be condoned for any reason whatsoever including postal / transit delay. Write “Tender of Hiring of the bus service for educational tour 2025-26” on sealed cover.
27	The tenderer should sign and affix his/her firm's stamp at each page of the tender as the acceptance of the offer/terms and the conditions by the tenderer. No page should be removed/ detached from

	this tender document.
28	Tour Programme, details of terms and conditions may be downloaded from the https://tender.nprocure.com and https://nau.in .
29	Tenderer has to submit Tender fee and Earnest Money Deposit (EMD) as mentioned in Section-5 . Successful bidder has to submit Security Deposit (SD) as mentioned in Section-5 . Interest will not be given on EMD/SD.
30	The purchaser has right to reject any or all the offers and invite fresh quotations if need arises.
31	The bid is non-transferable.
32	Amendment of bidding documents/corrigendum: At any time prior to the deadline for submission of bids, purchaser may, for any reason, whether its own initiative or in response to the clarification request by a prospective tenderer, can modify the bidding documents. In order to allow prospective tenderers reasonable time to take into consideration the amendments while preparing their bids, at its discretion, purchaser may extend the deadline for the submission of bids.
33	Prices shall be quoted in Indian Rupee only
34	Authorized representative of purchaser may do inspection of luxury buses, if needed.
35	Successful tenderer failing to provide services/not follows the terms and conditions specified in the tender would be permanently blacklisted.
36	The tenderers are encouraged to visit at ordering site before bidding for the assessment of feasibility of the tendering items. However, no any excuses will be acceptable regarding the performance to fulfil the objective of the quoted items.
37	No special preference will be accorded to any bidder either for price or for other terms and conditions when competing with tour operators / travelling agencies.
38	Head office/ Registered office of the firm/ tenderer/ transporter should be located in Gujarat state.
39	The tenderer should read this document and the instructions / terms and conditions therein very carefully. Any tenderer who does not confirm with the instructions / terms and conditions herein is liable to be rejected without any reference.
40	The buses should be cleaned regularly before start of journey daily.
41	All rights are reserved with purchaser to accept or reject any or all the tenders received without assigning any reasons thereof.
42	In case of any dispute, final decision of the purchaser will be binding upon all.
43	Any disputes arises of this contract resulting legal dispute will be subject to Navsari Jurisdiction only
44	Tenderer has to submit documents/information as per Appendix-II: Format for technical bid and Appendix-III: Format forwarding letter. Missing of any may subjected to rejection of this tender.

Section 5: Tender fee, EMD and Security Deposit

Tender fee:

1. The tenderer has to submit **non-refundable tender fee of Rs. 1500** in the form of only Bank Draft payable at Navsari in favour of “**Assistant Administrative Officer, N.M. College of Agriculture, NAU, Navsari**”.

Earnest Money Deposit:

1. **Earnest Money Deposit:** The bidder has to submit **EMD of Rs. 35,000/- in the form of Demand Draft in favor of “Assistant Administrative Officer, N.M.C.A, N.A.U. Navsari”**
2. The bid without **Earnest Money Deposit will not be considered.**
3. Relaxation in EMD will be considered as per **Gujarat Government Purchase Policy resolution - 2016 dated 3.6.2016, however, for availing such benefits concern firm has to submit / attach certificate or relevant letter issued recently by the government otherwise relaxation benefit will not be extended to such firm and tender quoted, may be rejected.**
4. **Refund of Earnest Money Deposit:** The earnest money of unsuccessful tenderer will be refunded. The **Earnest Money Deposit** of successful bidder will also be refunded after implementation of order/submission of security deposit.
5. **Forfeiture of Earnest Money:** The earnest money will be forfeited if tenderer withdraws or modifies the offer after opening of tender document or bidder does not execute the agreement if any, prescribed within the specified time or for non-acceptance of the work order.

Security Deposit:

1. **Security Deposit:** Successful bidder has to submit **5% i.e. five per cent of purchase order value as a Security Deposit in the form of Bank Draft or Bank guarantee payable at Navsari in favour of “Assistant Administrative Officer, N.M.C.A, N.A.U., Navsari”.**
2. **Refund of Security Deposit:** The amount of security deposit will be refunded after completion of contract period specified in tender.
3. **Forfeiture of Security Deposit:** The security deposit will be forfeited if, successful tenderer fails to provide the service satisfactorily to fulfil the objective of the purchase.

Interest

1. Interest on Earnest Money Deposit and Security Deposit will not be given.

Appendix-I: Proforma of Affidavit
(on Non-Judicial Stamp Paper of Rs 300/- duly attested by Magistrate /Notary Public)

I/We, _____, age _____, years residing at _____ in capacity of _____ M/s _____
_____ hereby solemnly affirm that:

1. All General Terms and Conditions and Instructions laid down on all the pages of the Tender Form, have been read carefully and understood properly by me and are completely acceptable to me and I agree to abide by the same.
2. All the Certificates / Permissions / Documents/ Permits / Affidavits / Licences or any relevant document either submitted physically or uploaded as a part of tender are valid and current as on date and have not been withdrawn / cancelled by the issuing authority.
3. It is clearly and distinctly understood by me that my tender is liable for rejection if any of the Certificates / Permissions / Documents/ Permits / Affidavits /Licences is / are found to be invalid / wrong / incorrect / misleading / fabricated / expired or having any defect at any point of time.
4. I / We further undertake to produce on demand the original Certificate / Permission / Document / Permits / Licences for verification at any stage during the processing of the tender as well as at any time asked to produce.
5. I / We also understand that failure to produce the documents in “Prescribed Proforma” (wherever applicable) as well as failure to give requisite information in the prescribed proforma may result in to rejection of the tender.
6. My / Our firm has not been banned / debarred / black listed by any Government Department / State Government / Government of India / Board / Corporation / Government Financial Institution etc.
7. I / We confirm that I / We have meticulously filled in, checked and verified the enclosed documents / certificates / permissions / permits/ affidavits / Licences/ information *etc.* from every aspect and the same are enclosed in order (*i.e.* in chronology) in which they are supposed to be enclosed.
8. I / We understand that giving wrong information on oath amounts to forgery and perjury, and I/We am/are aware of the consequences thereof, in case any information provided by us are found to be false or incorrect, you have right to reject our tender at any stage including forfeiture of our EMD/SD/cancel the award of contract. In this event, the Navsari Agricultural University reserves the right to take legal action against me/us.
9. I/We hereby assured that all our quoted item/s meet or exceed the requirement and are absolutely compliment with specification/terms and conditions mentioned in the tender document.
10. My/Our Company has not filed any Writ Petition, Court matter and there is no court matter filed by State Government and its Board Corporation, is pending against our company.
11. I /We hereby commit that we have paid all outstanding amounts of dues / taxes / cess / charges / fees with interest and penalty.
12. In case of breach of any tender terms and conditions or deviation from tender specification other than already specified as mentioned above, the decision of purchaser for disqualification will be accepted by me/us.

Whatever stated above is true and correct to the best of my knowledge and belief.

Date:
Place:

Stamp & Sign of the Tenderer

(Signature and seal of the Notary)

Appendix-II: FORMAT FOR TECHNICAL BID

1	Name of tendering party/company/firm/agency	
2	Name of proprietor / Director of tendering party/ company /firm/ agency with mobile No.	
3	Full Address of Registered office with Telephone/Mobile Number, Fax Number, e-mail and website	
4	Correspondence Address with Telephone/Mobile Number Fax Number and e-mail	
5	Details of the authorized person (Name, designation, address) with Telephone/Mobile Number Fax Number e-mail	
6	PAN	
7	GST No.	
8	Bank detail (Bank Name, Branch Address, Account No., Type of Account (Current/ Savings), MICR No, IFSC Code	
9	Filing date of latest IT Return (attach the copy of IT return)	
10	Years of experience of the tenderer in the similar field	
11	Detail of quoted 56 seated bus No.1 (3x2, non- AC).	
	a. Bus No. Model and year	
	b. RC book No. (attach the copy)	
	c. PUC No. (attach the copy)	
	d. Insurance policy No. (attach the copy)	
	e. Fitness certificate No. (attach the copy)	
12	Detail of quoted 56 seated bus No.2 (3x2, non- AC).	
	a. Bus No. Model and year	
	b. RC book No. (attach the copy)	
	c. PUC No. (attach the copy)	
	d. Insurance policy No. (attach the copy)	
	e. Fitness certificate No. (attach the copy)	
13	Detail of quoted 56 seated bus No.3 (3x2, non- AC).	

	a. Bus No. Model and year	
	b. RC book No. (attach the copy)	
	c. PUC No. (attach the copy)	
	d. Insurance policy No. (attach the copy)	
	e. Fitness certificate No. (attach the copy)	
14	Detail of quoted 20 seated bus No.4 (non-AC).	
	a. Bus No. Model and year	
	b. RC book No. (attach the copy)	
	c. PUC No. (attach the copy)	
	d. Insurance policy No. (attach the copy)	
	e. Fitness certificate No. (attach the copy)	
15	Detail of drivers	
	a. Driver-1 (name and licence No.) attach the copy of licence)	
	b. Driver-2 (name and licence No.) attach the copy of licence)	
	c. Driver-3 (name and licence No.) attach the copy of licence)	
	c. Driver-4 (name and licence No.) attach the copy of licence)	
16	Have you submitted forwarding letter?	Yes/No
17	Have you submitted tender document duly signed and seal on each page	Yes/No
18	DD No and Date for tender fee (Submit the copy of tender fee)	
19	DD No and Date for EMD (Submit the copy of EMD)	
20	No. and date of Rs. 300 stamp paper (Submit the affidavit)	Yes/No
21	Any additional information (please attached sheet)	

22	Give details of the major similar contracts handled by the tenderer			
Years	Name and address of the clients including Mo. No. and mail	Contract amount in Rs. (At least two contracts each worth Rs. 5 lakhs in a year in similar area) (attach supporting document).	Duration of contract	
			From	To

Date:

Place:

Stamp & Sign of the Tenderer

Appendix-III: Format for forwarding Letter

No.
Date: / /2025

From: _____

To,
The Principal and Dean,
N.M. College of Agriculture,
Navsari Agricultural University,
Eru Char Rasta, Navsari – 396 450 (Gujarat)

Subject: Submission of tender for **Hiring of the bus service for educational tour 2025-26**

Sir,
I/We hereby submit the offer (duly filled) for **Hiring of the bus service for educational tour 2025-26** in accordance with the terms and conditions of such supply and declare as under.

I/We enclose herewith **EMD in favour of “Assistant Administrative Officer, N.M. College of Agriculture, NAU, Navsari”** drawn on State Bank of India, Navsari (Branch Code No. 3889) with following details.

Particulars	Amount (Rs.)	DD No.	Name of Bank	DD issue Date
Tender fee	1500/-			
EMD	35,000/-			

I/We carefully read and understood and agree to abide by the said terms and conditions set in the tender document.

I/We agree to hold this **offer open till 31st March, 2026** from the date of due date of opening of the tender.

I/We agree that in case of dispute, if any, the decision of purchaser shall be final and binding upon me/us.

Signature & Stamp of the Tenderer

Section 6: Check List of Particulars
(Mandatory for qualifying Technical bid of the Tender)

1. Scan copy of Tender Fee
2. Scan copy of EMD
3. Scan copy of Section 4 [General Terms and Conditions (each page should be Self-attested)]
4. Scan copy of Appendix-I [Proforma of affidavit (on Non-Judicial Stamp Paper of Rs 300/- duly attested by Magistrate /Notary Public)]
5. Scan copy of Appendix-II [Format for technical bid (including proof documents of each submission)]