



केन्द्रीयजनजातीयविश्वविद्यालय आंध्रप्रदेश
Central Tribal University of Andhra Pradesh
(A Central University)

Transit Campus: Kondakarakam Village, Cantonment, Vizianagaram-535003, Andhra Pradesh

Ref. No. CTUAP/Vehicle-EOI/2025-26/196

Date: 24/11/2025

Notice Inviting EOI for Hiring of 50 Seater Bus for Student Transport

LETTER OF INVITATION

- Central Tribal University of Andhra Pradesh, Vizianagaram, invites **Expression of Interest** (EOI) from the institutions/agencies having an experience of minimum 05 years of running college buses. Interested entities may individually submit EOIs for supplying buses in Vizianagaram AP.
- Schedule of Events:

	From	-	To
a. To download the EOI Documents :	24.11.2025		15.12.2025
b. Last Date & Time for submission of hard copy : (in a sealed cover)	18.12.2025		(5 pm)
c. Date & Time of opening of EOIs :	19.12.2025		(11 am)
d. Place of opening of EOIs :	Conference Room of CTUAP		
- Services to be provided : Hiring of Bus as per the **Annexure I**
- Duration of Empanelment : **18 months**, extendable on satisfactory performance.
- EOI documents may be downloaded from the CPP Portal (<https://eprocure.gov.in/epublish/app>) and University official website (<https://www.ctuap.ac.in/>), as per the time schedule mentioned above. A non-refundable application fee of Rs. 1,000/- (Rupees One Thousand Only) shall be paid into the account of CTUAP (SBI A/C No. 43929997056, IFS Code: SBIN0006647, Branch: SBI Cantonment, Vizianagaram, Account Name : Central Tribal University of AP) through UPI/online payment, and the payment details shall be submitted to CTUAP along with the EOI document. EOIs submitted without the prescribed application fee will be summarily rejected.
- EOI's must be accompanied by 'Earnest Money Deposit (EMD)' of **Rs 5,000/-** (Rupees Five Thousand only). EMD is payable into the account of CTUAP (SBI A/C No. 43929997056, IFS Code: SBIN0006647, Branch: SBI Cantonment, Vizianagaram, Account Name : Central Tribal University of AP) through UPI/online payment, and the payment details shall be submitted to CTUAP along with the EOI document. EOIs submitted without the prescribed EMD will be summarily rejected.

Sd/-
Registrar (I/c)
Central Tribal University of AP
Vizianagaram (AP) 535003

INSTRUCTIONS TO EOI (der)

Central Tribal University of Andhra Pradesh, Vizianagaram would be referred in the document as the *Organization/CTUAP* and the individual/agencies/tours and travel participating in the EOI would be referred as *EOI(der)/bidder/applicant*.

EOI documents may be downloaded from the CTUAP official website www.ctuap.ac.in. Any changes/modifications in the document will be intimated by corrigendum /addendum through this website only.

A. SERVICES TO BE PROVIDED

1. **Places of Service:** Provision of registered 50 seater bus with licensed drivers on a **"Hire basis"** for running in the State of Andhra Pradesh. The bus would be required for transportation with in Vizianagaram, Vishakhapatnam Srikakulam districts.
2. **Period of contract:** Under normal circumstances the contract shall be valid for a period of **one and half year** with an option of extension for a further period on mutual agreement.
3. **Quantity:** Estimated number of vehicles to be hired is **1 number**. Additionally, as and when required by the University, any requirement for additional vehicles shall be communicated to the service provider at least one month in advance.
4. **Service: Transport service provided to the CTUAP students as per the Annexure III**
Any service required at any time will be given telephonic intimation and shall be considered as notice at no extra cost.
5. **Reporting Place: As per the Annexure III**
6. **Special**
 - 6.1 The financial bid would be inclusive of fuel cost.
 - 6.2 CTUAP would deduct all taxes, as applicable at source at the time of release of payment.
 - 6.3 Payment of any Govt. tax or duty for plying the vehicles in Andhra Pradesh State will be liability of transporter.
 - 6.4 Parking and Toll charges, if any, may be claimed by producing the parking/Toll slips.
 - 6.5 Drivers of the hiring vehicles should be permanent till the completion of the agreement and incase of change of driver in emergency, prior intimation should be made to the Office.
 - 6.6 Others terms and conditions will be as per the General Conditions of Empanelment.

B. Cost of EOI

The EOI(der) shall bear all costs associated with the preparation and submission of the EOI. CTUAP in no case will be responsible for these costs regardless of the conduct or outcome of the process.

C. EOI Document

The EOI consist of following two sealed envelopes i.e. Technical documents and Financial document. Bidder must mention Technical/Financial documents clearly on the top of the respective sealed envelope covers.

a) The Technical bid consists of

1. Letter of Invitation
2. Instructions to EOI(ders)
3. General Condition of Empanelment.
4. Evaluation and Qualification Criteria
5. Technical Bid of EOI Form
6. Bidder's Profile
7. Experience Certificates

b) The Financial Bid consists of:

1. Schedule of Hire Charges as per the Format of Financial Bid

D. Amendment to EOI document

At any time prior to the deadline for submission of proposal, the CTUAP may, for any reason, whether at its own initiative or in response to clarifications requested by an Applicant, modify the EOI document by the issuance of Addendum/Amendment /Corrigendum and posting it on the Official website.

In order to afford the Applicants a reasonable time for taking an amendment into account, or for any other reason, the CTUAP may, in its sole discretion, extend the last date of submission.

E. EOI Form

The EOI(ders) shall complete the EOI Form.

F. EOI Price

- i. The applicant shall quote as per price schedule given in financial bid.
- ii. The price quoted by the applicant shall be unconditional and shall remain fixed during entire period of contract & shall not be subject to variation on any account. An EOI submitted with an adjustable price quotation will be treated as non responsive and rejected.

G. Earnest Money Deposit (EMD)

- iii. The Applicant shall furnish as part of its proposal, an EMD of Rs. 5,000/- (Rupees Five Thousand only) in the form of a Demand Draft / Banker's Cheque drawn in f/o "Central Tribal University of AP" and submitted along with EOI Document. The EMD will be returned to unsuccessful applicants within 30 (thirty) days from date of finalization of empanelment. The EMD of the selected applicant shall be returned, after finalization of empanelment. Any EOI not accompanied by the EMD amount shall be rejected by the CTUAP as non-responsive.
- iv. The CTUAP shall not be liable to pay any interest on the Bid Security and the same shall be un conditional and interest free.
- v. The EMD may be forfeited, if EOI der withdraws his bid during the period of bid validity specified by the bidder in the Bid form.

H. Submission of EOIs

- vi. The EOIs should be submitted duly sealed and addressed to the CTUAP,

Vizianagaram by **Courier/Speed/Regd only**. Post which must be received on or before 17:00 hrs of due date to the following address.

To
The Registrar
Central Tribal University of Andhra Pradesh
Kondakarakam, Vizianagaram AP 535003

- vii. Any EOI received after the due date for submission of EOI, shall be rejected.
No further correspondence will be entertained in this regard.

I. Method of preparation of bid: EOI should be submitted in sealed envelopes, as detailed below and placed inside a main cover. These envelopes should contain the following;

Envelope	Marked on the cover	Contents of Envelope
First	Security Amount(EMD)	Containing Security Amount of Rs.5000/-
Second	Technical Bid	Containing documents establishing the eligibility of the applicant to participate in the tender along with DD for Rs.500/- towards application fee.
Third	Financial Bid	Rates duly quoted by the EOI(ders) in the Prescribed format.

On all these envelopes the name of the firm and whether “EMD” Or “Technical” Or “Financial” must be clearly mentioned and should be properly sealed (with sealing wax/packing PVC tape). These envelopes are to be placed inside an outer envelope and properly sealed (with sealing wax/ Packing PVC tape). **The EOIs that are not submitted in above mentioned manner will be summarily rejected.**

All envelopes (3 inner & one outer) must bear the following:-

- All envelopes (3 inner & one outer) must bear the full address of the tendering authority at the center of envelope and superscribe with “EOI for the supply of 50 seater college bus”
- All envelopes (3inner & one outer) must bear the full name and full address of the EOI(ders)at the bottom right hand side corner of the envelope and superscribe with “EOI for the supply of 50 seater college bus”.

J. EOI opening

- The CTUAP shall open EOI in the presence of EOI(ders) or their authorized representative who wish to be present at the time of opening of EOI on due date.
- The Envelope containing the Technical documents of the EOI shall be opened to verify whether all the required documents are furnished by the applicant, failing which the application would be treated as technically disqualified and will not be considered for evaluation.

K. Evaluation

- EOI(ders) who have submitted, EMD as per requirement shall be considered for further evaluation. Absence of EMD will lead to summary rejection of the bid.
- CTUAP shall evaluate the bids to determine whether they are complete, whether any computational errors have been made, whether documents have been properly signed and whether bids are generally in order.
- If there is discrepancy between words and figures the amount in words shall prevail prior to detailed evaluation. A substantially responsive EOI is one, which

confirms all the terms and conditions of EOI documents without material deviation. An EOI determined as substantially non-responsive will be rejected by CTUAP.

- iv. **Technical Evaluation:** CTUAP will evaluate only those applications if the EOI(ders) comply with all the eligibility conditions provided in the EOI document. If the bidder ensures compliance with all eligibility conditions and furnishes all documentary proof of the same, they would be considered for participation in the financial bid.
- v. **Financial Evaluation:** Financial part of the EOI shall be opened of those EOI(ders) whose qualifying bids are found successful.

L. Letter of Award (LOA)

After financial evaluation and acceptance the of L1 rates by the applicant, CTUAP will issue a Letter of Empanelment to the Respondents in writing.

M. Disclaimer

- This EOI document does not support to contain all the information that each applicant may require and accordingly is not intended to form the basis of any investment decision or any other decision to participate in the EMPANELMENT process for the selection of the VENDORS for the proposed contract. Each applicant should conduct its own investigations and analysis and check the accuracy, reliability and completeness of the information in this document and obtain independent advice from appropriate sources.
- While the EOI document has been prepared in good faith, no representation or warranty, express or implied, is or will be made, and no responsibility or liability will be accepted by CTUAP & its employees or advisors or agents as to or in relation to the accuracy or completeness of the EOI document or any other oral or written information made available to any applicant or its advisors at any time and any liability thereof is hereby expressly disclaimed.
- While the EOI document has been prepared in good faith, no representation or warranty, express or implied, is or will be made, and no responsibility or liability will be accepted by CTUAP & its employees or advisors, or agents as to or in relation to the accuracy or completeness of the EOI document or any other oral or written information made available to any applicant or its advisors at any time and any liability thereof is hereby expressly disclaimed.
- Failure to provide information that is essential to evaluate the applicants' qualifications or to provide timely clarification or substantiation of the information supplied, may result in disqualification of the applicant.

GENERAL CONDITIONS OF EMPANELMENT

1. Submission of EOI against this offer shall bind the bidder for the acceptance of all the conditions specified herein unless otherwise agreed by CTUAP.
2. Monthly bills shall be submitted in duplicate to the authority specified in contract along with duty slips duly signed by the user. And a proper Log Book should be maintained for release of monthly bill.
3. The drivers engaged in the vehicle should have valid driving license to operate the vehicle, issued by the Transport Authorities and other necessary certificates like Road-Tax clearance, Pollution Certificate, Valid Insurance certificates and Fitness certificates etc. should be in existence for all vehicles quoted. The drivers should have a mobile phone and should be well mannered. The driver engaged should be broadly aware of the major routes. The Vehicles on duty should be kept in clean condition. The general condition of the vehicle provided should be good. The seat should be comfortable. The seats shall always be covered with neat and good quality seat covers. No payment shall be made if the vehicle is found in dirty or shabby condition.
4. All the maintains and other services of the bus will be the sole responsibility of the bidder.
5. Any overtime duty charge for drivers/vehicles is not applicable. Any service required at any time/day will be given telephonic intimation and shall be considered as notice no extra cost.
6. **Penalty Clause:** The contractor/vendor shall ensure uninterrupted vehicle service to the University. In the event of failure to supply the hired vehicle or interruption of service at any time, including breakdowns, the service provider shall immediately arrange an alternative vehicle so that the movement of students is not affected. Failure to provide the vehicle or an acceptable alternative will result in a penalty of 10% of the monthly charges on a per-day basis. The Competent Authority also reserves the right to cancel the contract or withhold payment, in part or in full, if the services are not rendered to the full satisfaction of CTUAP.
7. The contract for the service shall be for initially for a period of **18 months** which may be extended further subject to satisfaction, performance and requirement of the university.
8. The monthly hiring charges shall be based upon following:
 - a) Upto **1200 KM with fixed charges**
 - b) In case the mileage exceeds 1200 KM then the university will pay additionally Rs 40/- per km for mileage covered in excess of 1200 KM.
9. The bill period shall be a calendar month i. from 1st day of the month to last day of the month of the particular month. In any calendar month, if the service is not required for more than 15 days, then the university shall make the payment as per the terms mentioned below:
 - a) In such case, the university shall give at least 10 days prior notice to the service provider about the matter.
 - b) Only prorated hiring charges shall be disbursed based on the number of days used @ Rs 40/- per KM / fixed monthly charges reduced proportionately whichever is higher.
10. In case the bus operates for less than 15 days during holidays, the payment shall be made on a per-day basis in proportion to the monthly charges.
11. University Name shall be written on the Bus, which facilitate for the identification by the students.
12. Bus maintenance/repairs shall be met by the Service provider as and when required.
13. The service provider shall be solely responsible for all liabilities, claims, or legal

- obligations arising from accidents, damage to property, or loss of life, and shall bear the full cost of compensation or restitution related thereto
14. Log Book shall be with the University and the driver shall note down the exact mileage every day and get certified by the designated officer.
 15. **Feedback or grievance system** for students shall be provided by the University and will be resolved by the transport committee for every 15 days and or as per the exigencies.
 16. The University shall enter in an **Agreement** with the Service Provider after finalizing the vendor, incorporating all agreed terms and conditions.
 17. The bus service shall be used for other purposes of the University like field works, Industrial visits, excursions, attending seminars and workshops etc.
 18. The make/model of the Bus shall be after 2020

Legal & Regulatory Requirements:

1. Registration & Permits:

- a. Bus must be **registered as a commercial passenger vehicle**.
- b. Needs a **valid permit**(e.g., contract carriage permit or educational institution permit) from the transport authority.

2. Fitness Certificate:

Issued by the Regional Transport Office (RTO) to ensure the vehicle is road worthy with a valid fitness certificate.

3. Insurance:

Must have **comprehensive insurance** including third-party liability and coverage for passengers needs to be provided by the vendor

4. Pollution Certificate(PUC):

Regular pollution checks with a valid **Pollution Under Control** certificate needs to be provided by the vendor

Safety & Equipment Standards:

- **Speed Governors:** Installed to limit the maximum speed.
- **GPS Tracking:** mandatory for tracking and safety.
- First Aid Kit & Fire Extinguishers
- Emergency Exits & Signage: Clearly marked and functioning exits.

CCTV Cameras:

- 2 CCTV Cameras need to be installed in the bus with 15 days backup

Driver & Staff Requirements:

1. **Valid Commercial Driving License** for heavy passenger vehicles and shall possess the experience of driving for schools and colleges.
2. **One Bus Assistant**, in addition to the driver, shall be present during the operation of the bus.
3. **Background Verification & Police Clearance** for drivers and support staff.
4. **Medical Fitness Certificate** for drivers and support staff shall be ensured by the agency.
5. **Proper Uniform & ID Cards shall be provided by the service provider.**
6. Halt Vehicles properly and for sufficient time to allow boarding of passenger(s).
7. Daily disinfection of Vehicles prior to out-shedding and prior to commencement of each trip.

8. The driver shall disinfect/clean the passenger sitting area after every trip.
9. If on any occasion, it is found that the driver of any vehicles has made wrong entries in the duty slips relating to time and kilometer reading of start or closing of duty/ journey, the contractor shall be responsible for the same. The office reserves the right to withhold fullpayment of the day in respect of such vehicle.
10. The driver is required to maintain a log-book i.e. details of various journeys performed during the day since morning till last duty separately and all the entries should be attested from the users. The log book will have to be shown to the General Administration for verification at the time of submission of the bill in each month.
11. In case of any break down while on journey, alternative arrangement shall have to be done by the contractor failing which the vehicle will be hired from the open market and the expenses incurred thereon shall be deducted from the monthly bill of the contractor.
12. **Blacklisting/debarring:** CTUAP reserves the right to cancel the empanelment letter issued and debar the firm if it is discovered that the firm had produced any false information, on the continued delivery of unsatisfactory services, insolvency of the company, or any other ethical ground as deemed fit by giving a 7 days prior written notice.
13. **Amendment to Request for Empanelment:** At any time prior to the last date for receipt of applications, CTUAP may for any reason, whether at its own initiative or in response to a clarification requested by a prospective applicant, modify the RFE document by an amendment. In order to provide prospective applicants reasonable time in which to take the amendment into account in preparing their proposals, CTUAP may at its discretion extend the last date for the receipt of proposals and/or make other changes in the requirements set out in the RFE. The applicant is required to visit the CTUAP website for any changes or amendments in the RFE before submitting their Applications.
14. CTUAP may at its sole discretion and at any time during the evaluation of proposal, disqualify any respondent, if the firm:
 - a. Submitted the proposal after the response deadline.
 - b. Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements
 - c. Submitted a proposal that is not accompanied by required documentation or is nonresponsive, failed to provide clarifications related thereto, when sought
 - d. Submitted more than one proposal
 - e. Was declared ineligible by the Government of India/State/UT Government for corrupt and fraudulent practices.
15. The application is liable to be rejected if:
 - a. Not in prescribed forms and not containing all required details.
 - b. Not properly sealed and signed as per requirements.
 - c. Received after the expiry of due date and time.
 - d. Missing of any supporting document(s) with the Proposal.

EVALUATION AND QUALIFICATION CRITERIA

This invitation to submit EOIs is open to those bidders who meet the following eligibility criteria. Documents to be submitted to testify eligibility are also listed:

Sl.	Eligibility Conditions	Documentary proof to be submitted
1.	Submission of EOI document price	A non-refundable application fee of Rs. 1,000/- (Rupees One Thousand Only) shall be paid into the account of CTUAP (SBI A/C No. 43929997056, IFSC: SBIN0006647, Branch: SBI Cantonment, Vizianagaram, Account Name: Central Tribal University of AP) through UPI/online payment. The payment details shall be submitted to CTUAP along with the EOI document. EOIs submitted without the prescribed application fee will be summarily rejected. The fee paid into the bank account of CTUAP shall be submitted along with the hard copy of the EOI at the time of submission.
2.	Submission of EMD	EOIs must be accompanied by an Earnest Money Deposit (EMD) of Rs. 5,000/- (Rupees Five Thousand Only), payable into the account of CTUAP (SBI A/C No. 43929997056, IFSC: SBIN0006647, Branch: SBI Cantonment, Vizianagaram, Account Name: Central Tribal University of AP) through UPI/online payment. The payment details shall be submitted along with the hard copy of the EOI at the time of submission
3.	The applicant should own or have good quality <u>50 seater bus</u> fit in all respects for transport purpose.	The proof of ownership or lease holding Clear declaration that the firm will be able to supply good conditioned vehicles.
4.	The applicant shall have an experience of minimum period of 05 years for similar type of contract of supplying vehicles to Govt. organization/ Private organization on monthly basis and daily basis.	Detail of experience shall attached separately Copies of certification from earlier Department/Departments. Declaration of same on the Letter Head of Firm/Agency.
5.	GST Registration Certification	Applicant shall submit copy of GST Registration Certification
6.	Pending Litigation	Applicant shall submit details of pending Litigation, if any.
7.	Signing of proposal	The proposal shall be signed by the Authorized signatory in all pages with official seal. Any other information, which may be useful in the process of evaluation.

TECHNICAL BID
[To be submitted in a separate sealed cover on Letter Head]

EOI No: CTUAP/Vehicle-EOI/2025-26/196

DESCRIPTION: Expression of Interest for Vehicle Hiring Services at CTUAP, Vizianagaram

Sl.	PARTICULARS	
1	Name of Agency	
2	Name of the Proprietor	
3	Postal address	
4	Name of Contact person	
5	Mobile No	
6	E-Mail ID	
7	Registration Certificate (copy enclosed)	
8	PAN (Permanent Account Number) (copy enclosed)	
9	GST Registration No. (copy enclosed)	
10	Work Experience Certificate (If any)	
11	Any Other Details (MSME/NSIC/SHG)	
12	List of Vehicles registered in the name of the firm along with copies of RC, Insurance, and any other relevant document, if any (copy enclosed)	

I/We undertake that, I/We have carefully studied all the terms and conditions of the contract as indicated in tender document and understood the parameters of the proposed work and shall abide by them.

I/We further undertake that the information given in this tender are true and correct in all respect. If any information found false/mislead, our enplanement can be cancelled at any point of time.

Date:

Place:

Signature of bidder with date and seal

FINANCIAL / PRICE BID**[To be submitted in a separate sealed cover on Letter Head]**

To,

The Registrar,
Central Tribal University of Andhra Pradesh,
Vizianagaram (AP)

Sir,

Subject: Financial Bid for EOI of Hiring of 50 seater Bus for Student Transport on “**MONTHLY AND AS & WHEN REQUIRED BASIS**” at CTUAP, Vizianagaram.

In response to **EOI No.CTUAP/Vehicle-EOI/2024-25/196** cited above, we are pleased to enclose the following as our financial bid for your kind consideration:

Sl.	Vehicle Type	CHARGES	Daily Bus route and timings
		Monthly Charges (1200 KMs LIMIT*)	
1	50 seater bus fit in all respects for transport purpose.		The following trips needs to be arranged as per the instructions of CTUAP authorities in between 8 am to 6:30 pm Trip 1: RTC Complex - Yettu Bridge - R & B Guest House – Collector Office Jn. – KL Puram – RTO Office – JNTU Jn. – CTUAP Campus (with 5 halts in between) Trip 2: CTUAP campus to SITAM and SITAM to CTUAP campus (no halts) Trip 3: CTUAP Campus- JNTU Jn- SITAM Hostel- RTO Office- KL Puram-Collector Office-R & B Guest- Yettu Bridge - RTC Complex (with 6 halts in between) Trip 4: RTC Complex - Yettu Bridge - R & B Guest House – Collector Office Jn. – KL Puram – RTO Office – SITAM Hostel - JNTU Jn. – CTUAP Campus (with 6 halts in between) Trip 5: CTUAP Campus- JNTU Jn - SITAM Hostel - RTO Office- KL Puram - Collector Office - R & B Guest- Yettu Bridge - RTC Complex (with 6 halts in between) And additional trips as and when required by the university including fieldtrips/industrial visits for students

* In case the mileage exceeds 1200 KM then the university will pay additionally Rs 40/- per km for mileage covered in excess of 1200 KM.

Sign. Of Bidder with Stamp

Date:

Place: