



ORDERS

Sub:- OSMANIA UNIVERSITY – Hiring of private vehicles for official purposes by the University – Orders – Issued.

- Ref:-** 1. Univ. Order No: 169/210/2021-22/Budget-V, Dated: 28/01/2022.
2. Univ. Order No: 3135/509/2024-2025/Budget-V, Dated: 31/07/2024.
3. Univ. Order MR No: 370A/509/2024-2025/Budget-V, Dated: 28/10/2024.
4. Note No: 391/DIS/2024, Dated: 23-09-2024, of the Director (Infrastructure), OU.

Through Univ. Orders 1st cited, approval has been accorded to the proposed revised schedule of rates for hiring private vehicles in the absence of University vehicles by various University Offices Viz. Directorate of Academic Audit / Examination Branch / College Development Council / Academic Branch / Departments / Centers / Colleges etc., for a period of 2 years w.e.f. 01-12-2021, as per the terms & conditions.

2. Subsequently, through Univ. Orders 2nd & 3rd cited, sanction was accorded for the extension of the validity period for hiring private vehicles for official purposes by the University, through **M/s. Vallepu Tours and Travels, Hyderabad** and **M/s. MM Travels, AS Rao Nagar**, w.e.f. 01-07-2024 to 30-09-2024 or finalisation of tenders whichever is earlier and 01-10-2024 to 31-10-2024, with the existing rates, terms and conditions.

3. The Director (Infrastructure), O.U., vide ref. 4th cited, have informed that the University has invited tenders, vide tender notification No. 278/PR/DIS/2024/Hiring of vehicles, Dated: 05-08-2024, for hiring of private vehicles for official use of the University. In response to the above notification the following travel agencies participated in the tender and submitted the tender bids:

- i. M/s. New Baba Travels, Hyderabad.
- ii. M/s. Aditya Travels, Hyderabad.
- iii. M/s. Vallepu Tours & Travels, Hyderabad.

4. The tender committee met on 20-08-2024 to finalize the tenders. In accordance with the tender norms, the committee thoroughly scrutinized the technical bids of all the vendors and the members observed that M/s. New Baba Travels and M/s. Aditya Travels, Hyderabad, did not comply with the technical terms and conditions of the tender terms and conditions of the tender and hence rejected the bid and was disqualified from the tender. Subsequently, the commercial bid were opened in the presence of the representative of the above firm and the prices were read out and recorded the same. The following are details of the price quoted by the above firm:

Description	Hutch back /Basic AC Cars	Sedan /LUV AC Cars	MUV / SUV AC Cars
Half Day – 4 hours/40 kms	Rs. 1,500/-	Rs. 1,500/-	Rs. 2,500/-
Full Day – 8 hours/80 kms	Rs. 2,200/-	Rs. 2,600/-	Rs. 3,500/-
Day & Night 24 hours/300 kms (including the driver service and battha)	Rs. 4,200/-	Rs. 4,600/-	Rs. 6,500/-
Full calendar month – 300 hours/2500 kms (including the driver service and battha)	Rs. 43,000/-	Rs. 45,000/-	Rs. 85,000/-
Extra hours	Rs. 100/-	Rs. 130/-	Rs. 200/-
Extra kilometers	Rs. 12	Rs. 12	Rs. 18/-

5. The Committee discussed on the price quoted by the above firm and held a negotiation for reducing prices with the representative of the above firm and the firm has not agreed to reduce the prices. After careful examination, the Committee held a detailed discussion on the quoted prices and resolved to recall the tender. The Committee also decided to revise the terms and conditions and invite more bidders to participate in the tendering process.

6. On the recommendation of the tender committee, the University has recalled the tender for the second time for the hiring of private vehicles in Osmania University for official use. In response to the re-notification of the tender, the following bidders have submitted the bids.

- i. M/s. New Baba Travels, Hyderabad.
- ii. M/s. Aditya Travels, Hyderabad.
- iii. M/s. Vallepu Tours & Travels, Hyderabad.
- iv. M/s. MM Travels, AS Rao Nagar.

7. The committee decided at first to open the sealed technical bids for technical evaluation. Accordingly, the technical bids were opened in the presence of the representatives of the bidding firms and the technical evaluation was carried out for all the above firms. On thorough scrutiny of the technical bids of all the above firms, the members observed that M/s. Vallepu Tours & Travels, Hyderabad, M/s. Aditya Travels, Hyderabad and M/s. MM Travels, AS Rao Nagar has complied with the tender terms and conditions and declared as Qualified Bidders. The committee disqualified M/s. New Baba Travels, Hyderabad for non-compliance with tender terms and conditions.

8. Subsequently, the Committee decided to open the Commercial bid of the three qualified bidders. The commercial bids were opened in the presence of the representative of the above firm and the prices were read out and recorded the same. On thorough scrutiny of the commercial bid, the committee observed that M/s. MM Travels, AS Rao Nagar has quoted the lowest L-1 on the maximum services. The following are the details of the price quoted by the firm:

Description	Hutch back /Basic AC Cars	Sedan /LUV AC Cars	MUV / SUV AC Cars
Half Day – 4 hours/40 kms	Rs. 1,500/-	Rs. 1,500/-	Rs. 2,200/-
Full Day – 8 hours/80 kms	Rs. 2,099/-	Rs. 2,249/-	Rs. 3,249/-
Day & Night 24 hours/300 kms (including the driver service and battha)	Rs. 3,999/-	Rs. 4,299/-	Rs. 6,099/-
Full calendar month – 300 hours/2500 kms (including the driver service and battha)	Rs. 42,000/-	Rs.49,000/-	Rs. 84,999/-
Extra hours	Rs. 100/-	Rs. 130/-	Rs. 200/-
Extra kilometers	Rs. 12/-	Rs. 13/-	Rs. 18/-

9. The Committee discussed on the price quoted by the M/s. MM Travels and held a negotiation for reducing of prices with the representative of the above firm and the firm has agreed to reduce the prices and submitted the negotiation letter. The following are the negotiated prices:

Description	Hutch back /Basic AC Cars	Sedan /LUV AC Cars	MUV / SUV AC Cars
Half Day – 4 hours/40 kms	Rs. 1,350/-	Rs. 1,350/-	Rs. 2,200/-
Full Day – 8 hours/80 kms	Rs. 1,950/-	Rs. 2,249/-	Rs. 3249/-
Day & Night 24 hours/300 kms (including the driver service and battha)	Rs. 3,999/-	Rs. 4,299/-	Rs. 6,099/-
Full calendar month – 300 hours/2500 kms (including the driver service and battha)	Rs. 42,000/-	Rs.43,000/-	Rs. 79,000/-
Extra hours	Rs. 100/-	Rs. 120/-	Rs. 170/-
Extra kilometers	Rs. 12/-	Rs. 12/-	Rs. 18/-

10. The committee approved the final negotiated prices of M/s. MM Travels, AS Rao Nagar for supply of private vehicles on hiring for official use of the University duly valid for a period of two years, but on completion of the first year, based on the feedback and satisfactory report of the University officials who have been frequently using the vehicles, the services of the travel agency for supply of private vehicles on hiring will be continued for the consecutive second year on the same terms and conditions. Also, **the above final negotiated prices will be constant throughout the period of contract.**

11. In view of the above, the Vice-Chancellor, has accorded sanction for hiring of private vehicles for official purposes by the University, through **M/s. MM Travels, AS Rao Nagar**, as per the prices mentioned at para (09), **for a period of 2 years w.e.f. 01-11-2024**, as per the terms & conditions is enclosed (Annexure-I).

12. The expenditure on the above score shall be met from the provision made in the Budget of University Office, for the year **2024-25**, under the head **“Payment of Sitting Fee / Remuneration to Inspection Committee Members & the staff of Academic Branch / Hiring of Vehicles for inspections”** (Code No: 101-03-03-093).

13. Further, the expenditure in respect of Examination Branch, Colleges, Offices of the Directors / Deans / Head of Departments / Centers / Schemes etc., shall be met from the respective funds.

14. The rates are effective for a period of **2 years w.e.f. 01-11-2024**, subject to the condition that on completion of the first year based on the feedback and satisfactory report of the University Officials who have frequently been using the vehicles, the services of the travel agency for supply of private vehicles on hiring will be continued for the second year on the same terms & conditions and the prices will be constant throughout the period of the contract, as recommended by the Tender Committee.



REGISTRAR

Forwarded for information and necessary action to:-

1. All the Principals of Campus & Constituent Colleges / Directors / Deans / Head of Departments / Centers and Offices.
2. The Director, Directorate of Admissions, OU.
3. The Director, Directorate of Academic Audit, OU.
4. The Director, District PG Colleges, OU.
5. The Superintending Engineer, Univ. Building Division, OU.
6. The Dean, Development UGC Affairs, OU.
7. The Dean, College of Development Council, OU.
8. The Controller of Examinations, OU.
9. The Additional Controller of Examination (Confidential), OU.
10. The Director (Infrastructure), OU.
11. The Joint Registrar (i) Administration (ii) Budget, OU.
12. The Deputy Registrar (Accounts); O.U. i) Treasury ii) Academic iii) Establishment iv) Compilation v) Cheque-II Examination Branch.
13. The Assistant Registrar, OU. i) Special Cell (Non-UGC) ii) Exam Bills iii) UGC.
14. The Secretary to Vice-Chancellor, OU.
15. The P.A. to Registrar, OU.
16. M/s. M.M. Travels, Plot No. 41, Shop No. G-1, Krushi Sagar Arcade, Arul Colony, AS Rao Nagar, Hyderabad.
17. The Supdt. (Budget), OU – Sanction file for the year **2024-25**.

OSMANIA UNIVERSITY, HYDERABAD.

ANNEXURE - I

Enclosure to Orders No. **370(B)**509/2024-2025/Budget-V, Dt. **28**-10-2024.

Terms & Conditions:

Local Travel / Travel for short Distances.

1. Booking for more than 8 hours / 80 Kms will be taken as full day.
2. Extra KM and Extra hour will be only after 8 hours / 80 Kms.

Out Station:

3. The number of days will be the calendar days.
4. The average per day 300 Kms / 24 hours

General:

5. Mileage and time: Will be calculated from Office of Travel Agency to the pickup point, not more than 10 Kms or actual distance whichever is less.
6. Booking will be considered as terminated at 00 hours and thereafter shall be treated as next booking.
7. Payment will be made within 14 (Fourteen) working days from the date of Submission of bills if they are submitted in order.
8. Marginal adjustments will be made when prevailing fuel price (Increase / Decrease) beyond ₹ 10/- (Rupees only).
9. The Travel Agency shall invariably supply the vehicles for use either for City or Outstations as and when required.
10. Outstations will be considered beyond 50 Kms from city and HMDA jurisdiction.

ADDRESS OF TRAVEL AGENCY

NAME OF THE TRAVEL AGENCY	ADDRESS	CONTACT TELEPHONE NOS.
M.M. Travels, AS Rao Nagar, Hyderabad. E-MAIL manishamoltravels@gmail.com	Plot No. 41, Shop No. G-1, Krushi Sagar, Arcade, Arul Colony, Dr. A.S. Rao Nagar, Hyderabad.	(M) 9848220227 9000917666 9030033889 (040) 27140157



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