



Maharashtra National Law University Mumbai

(Established on 27th June 2014 by Government of Maharashtra under Act VI of 2014)

Recognized By the UGC U/S 2(f)

Approved by BCI

2nd Floor, MTNL-CETTM Building, Technology Street, Hiranandani Gardens, Powai, Mumbai, Maharashtra - 400 076.

INVITATION FOR EXPRESSION OF INTEREST (EOI) FOR

HIRING OF 40/50 SEATER BUS FOR MNLU MUMBAI HOSTEL

Contract Period: 1 Year (Renewal Basis)

Application Fees: 2,000/- (Non-Refundable)

By DD in favour of "Maharashtra National Law University Mumbai" payable in Mumbai

EOI Opening Date: 02.07.2026 at 10:00 AM

EOI Closing Date: 16.07.2026 at 05:30 PM

Maharashtra National Law University Mumbai invites Expressions of Interest (EOI), For Hiring of 40/50 Seater Bus for MNLU Mumbai Hostel, Interested agencies may visit the Website www.mnlumumbai.edu.in and download the Application [Annexure A], Filled in application, response form complete in all respects along with the required documents and hard copies of the same along with the application fees of Rs. 2,000/- (Rupees Two Thousand Only) (non-refundable) in the form of demand draft in favour of Maharashtra National Law University Mumbai,' payable at Mumbai, shall be sent by the Registered Post to the Registrar, Maharashtra National Law University Mumbai, 2nd Floor CETTM-MTNL Building, Hiranandani Gardens, Technology Street Powai, Mumbai - 400 076, so as to reach on or before 17.30 hours 16.07.2026 , Hard copies shall not be submitted in person.

DGIPR/2026-2027/1437

Sd/-

Registrar



Maharashtra National Law University Mumbai
2nd Floor, CETTM MTNL, Hiranandani Gardens, Technology Street, Powai, Mumbai -
400076.

**INVITATION FOR EXPRESSION OF
INTEREST (EOI) FOR
HIRING OF 40/50 SEATER BUS FOR MNLU MUMBAI HOSTEL**

1. INTRODUCTION

Maharashtra National Law University Mumbai was established under the **Maharashtra National Law University Mumbai Act (VI of 2014)** enacted by the Government of Maharashtra. It is a teaching and research University of national character with deep regional ethos.

Currently, Maharashtra National Law University Mumbai is functioning from the 2nd Floor, CETTM - MTNL Building, Hiranandani Gardens, Technology Street, Powai, Mumbai - 400076.

The University invites Expression of Interest (EOI) from eligible agencies for hiring 40/50 seater buses for transportation of students residing in the MNLU Mumbai Hostel. Agencies located in Mumbai and regularly providing such services to Government Offices, Public Sector Undertakings (PSUs), Banks, Universities, Higher Educational Institutions, or other reputed organisations are requested to submit their responses.

2. ELIGIBILITY

The Agency should satisfy the following eligibility conditions:

- a) The Agency should have supplied similar services during the last three financial years (F.Y.2023-24, 2024-25 and 2025-26) worth at least:
 - (i) Rs. 3.00 lakhs per annum to any one organisation; OR
 - (ii) Rs. 5.00 lakhs per annum each to any two organisations; OR
 - (iii) Rs. 10.00 lakhs per annum each to more than two organisations.

- b) The Applicant Agency should be a bona fide supplier/service provider of bus services. Documentary proof in support of the same shall be submitted.
- c) The Agency should have an office in Mumbai with an established facility for providing bus services at the client's premises at short notice and in an uninterrupted manner.
- d) The Agency shall possess the following valid statutory registrations and licenses:
 - i. GST (Goods and Services Tax) Registration;
 - ii. Shop and Establishment Registration;
 - iii. Permanent Account Number (PAN);
 - iv. Any other registration required under applicable statutory or local laws for providing bus services;
 - v. Bus ownership documents (to be submitted at the time of execution of the Agreement);
 - vi. Valid insurance documents (to be submitted at the time of execution of the Agreement).

3. HOW TO APPLY

Interested service providers may visit the University website, duly filled-in forms, complete in all respects, shall be forwarded by e-mail to the notified e-mail address and also sent by Registered Post/Speed Post/Courier to:

The Registrar

Maharashtra National Law University Mumbai
2nd Floor, CETTM-MTNL Building
Hiranandani Gardens, Technology Street
Powai, Mumbai - 400076

The envelope containing the documents shall clearly mention the sender's name, address, telephone number, e-mail address and website (if any), and shall be superscribed:

“RESPONSE TO EXPRESSION OF INTEREST (EOI) FOR HIRING OF 40/50 SEATER BUS FOR MNLU MUMBAI HOSTEL.”

Applicants are advised to read the General Instructions carefully before submitting their applications.

Application fee of Rs. 2000/- in the form of a Demand Draft in favour of “Maharashtra National Law University Mumbai” Payable at Mumbai must be submitted along with the application. The completed documents must reach the University on or before the prescribed date and time. **Please Note that the Hand delivery shall not be accepted and such applications shall be liable to be rejected.**

The bids for AC and Non-AC buses shall be submitted separately.

Security Deposit: Rs.10,000/- (Rupees Ten Thousand only) for one year.

4. GENERAL INSTRUCTIONS

1. The contracting agency should have a minimum experience of **three (3) years**, as on the date of this Notice, in providing passenger vehicles on hire basis to Educational Institutions, Public Sector Undertakings (PSUs), Government Organisations or any other reputed private organization. Tenders of contracting agencies having inadequate or irrelevant experience, as mentioned above, shall be liable to rejection. It is mandatory for the bidders to attach documentary proof of the requisite experience, in addition to furnishing the same in the Technical Bid.
2. The contracting agency should have the passenger vehicles, which are being offered for hire, registered as Tourist/Commercial Vehicles in its own name with valid commercial permits. Copies of the Registration Certificates, Commercial Permits and valid Insurance Policies shall be attached with the Bid.
3. In the unlikely event of any tenderer withdrawing its bid or seeking to alter its rates after opening of the bids, during the validity of the bid, or after award of the contract, the Earnest Money Deposit (EMD) submitted by such tenderer shall be forfeited. If the tenderer has been exempted from submission of EMD, such tenderer may be blacklisted and debarred from participating in future tender processes of MNLU Mumbai for a period of five years.
4. The rates quoted in the Bid shall remain valid for a period of **twelve (12) months** from the date of award of the contract. Bids with a shorter validity period shall be liable to rejection.
5. The Tender shall be signed by the authorized signatory of the contracting agency. The full name, designation and official seal of the contracting agency shall be affixed below the signature.
6. The successful bidder shall provide only the specified type of vehicles in good running condition. The vehicles shall be **BS-IV or BS-VI compliant** and shall possess all valid statutory documents prescribed under the applicable law.
7. The tentative location of service shall be within a radius of **5 to 6 kilometres and 10 to 12** from the University. Tentatively, each bus shall make **five (5) trips per day**. However, the number of trips may increase or decrease depending upon the requirements of the University. Further, In the event of an urgent demand, the contractor shall be obligated to deploy the required buses within 30 minutes.
 - (i) Additionally, if the university required the vehicles that is Maruti Swift Dzire, Ertiga, Innova Crysta or other, contractor has to provide.
 - (ii) The Annual Rate Contract shall initially be for **ten (10) months in two slots of five (5) months each**, and may be renewed for a further term on satisfactory performance and requirement of the University.

8. The successful contractor shall supply the required number of specified vehicles together with the required number of drivers and relievers on all days, including Sundays and Holidays. The hire charges quoted by the bidder shall be inclusive of all expenses relating to the vehicles and their drivers, except GST.
 - (i) The University shall not be responsible for any damage, loss, theft, repairs, fuel, maintenance, relievers or any other expenditure in respect of the vehicles or their drivers. The monthly hire charges quoted by the bidder shall be **exclusive of GST**.
9. The contractor shall provide **two sets of uniforms, identity cards and one pair of shoes** to each driver deployed under the contract within fifteen (15) days from the date of award of work, at its own cost. There shall also be a **full time Support Staff** employed by the agency for managing the movement of buses at the University and Hostel. He shall give updates to the students via the WhatsApp or other groups created by the University.
10. The daily trips shall be operated strictly in accordance with the schedule prescribed by the University. Suitable substitute drivers shall be arranged by the contractor at its own cost whenever required.
11. The contract shall initially remain valid for a period of **one year** and may be extended on a year-to-year basis for a further period of **up to two years**, on the same terms and conditions, subject to satisfactory performance of the contractor and the requirements of the University.
12. The University reserves the right to terminate the contract by giving **one month's advance notice**. Upon expiry of the notice period, the services shall stand terminated without any further obligation on the part of the University.
13. The services of the vehicles shall generally be required throughout the year, including Sundays and Holidays. Presently, the University requires **10 buses (40/50 Seater)**. However, the actual requirement and utilisation may vary depending upon the operational requirements of the University and shall be specified in the Agreement.
 - (ii) The number of buses may increase or decrease during the contract period, depending upon the requirements of the University.
14. Generally, the vehicles shall commence their daily service from the University Hostel Campus at **7:00 A.M.** However, the schedule of trips may be modified by the University from time to time depending upon its operational requirements.
15. The contracting agency shall provide uninterrupted services throughout the contract period. In case of discontinuation of services without the required notice, unsatisfactory performance, breach of any terms and conditions of the contract or failure to perform its obligations, the contractor shall be liable for appropriate legal action, in addition to forfeiture of the Performance Security Deposit.

16. The contracting agency shall not transfer, assign, pledge or sub-contract its responsibilities, rights or liabilities under the contract, either wholly or partly, to any other agency without the prior written approval of MNLU Mumbai.
17. The contracting agency shall also abide by the relevant Rules and Regulations governing the engagement of drivers on the vehicles deployed at MNLU Mumbai and shall obtain all requisite licences, sanctions, permits, registrations, fitness certificates, pollution under control (PUC) certificates and insurance policies, which shall remain valid during the tenure of the contract. Renewal of the same shall be ensured by the contractor well in time. The contractor shall be solely responsible for payment of all fines, penalties and challans imposed by any statutory authority for violation of any law or rule. The University shall not be responsible for any such liability.
18. The contracting agency shall provide an immediate replacement for any breakdown vehicle with the same or equivalent type of vehicle at its own cost and risk. As far as practicable, such replacement shall be provided within **one hour** of the breakdown so that the services of the University are not adversely affected.
19. The drivers of the vehicles deployed at MNLU Mumbai shall possess a valid commercial driving licence in their name and shall, preferably, have adequate experience in driving passenger buses. The drivers shall wear proper uniform while on duty, display the Identity Card issued by the contractor, be able to communicate in Marathi and/or Hindi, and shall be courteous, disciplined and respectful towards the students, staff and other users of the vehicles.
20. The contractor shall be responsible for the integrity, conduct and behavior of the drivers deployed at the University. The contractor shall ensure that every driver deployed under the contract has undergone police verification and is medically fit to perform his duties. Drivers shall not consume alcohol, narcotic drugs or any intoxicating substance while on duty and shall not use mobile phones while driving. Drivers shall not indulge in rash or negligent driving, smoking inside the vehicle, harassment, intimidation, abusive behavior or collection of any money from passengers in any form.
21. In the event of any complaint, misconduct, negligence, misbehavior or violation of law on the part of any driver, MNLU Mumbai may impose such penalty as it deems fit upon the contracting agency and direct immediate replacement of the concerned driver. The contractor shall comply with such direction forthwith.
22. The contracting agency and MNLU Mumbai shall make every effort to resolve any dispute or disagreement amicably through mutual discussions and informal negotiations. However, if the dispute remains unresolved, the parties may first attempt settlement through mediation. In the event mediation is unsuccessful, the matter shall be subject to the jurisdiction of the competent Courts at Mumbai. The resultant contract shall be governed and interpreted in accordance with the laws of India.

23. Vehicles supplied by the contracting agency shall be periodically inspected by officers authorised by the University. In case of non-compliance with any condition of the contract, including but not limited to absence of a valid driving licence, registration certificate, insurance policy, permit, fitness certificate, pollution certificate or any other statutory document, or if the vehicle is found to be mechanically unsafe or otherwise unfit for service, a penalty of **Rs.5,000/- for each lapse on each occasion** shall be imposed and recovered from the dues payable to the contractor, without prejudice to any other action available to the University under the contract.
24. The drivers of the vehicles deployed at the University shall maintain the logbook (showing timings and mileage of each vehicle) on a daily basis and obtain the signatures of the Supervisor/Security Guard at the Main Gate both at the commencement and at the close of the daily service. MNLU Mumbai may inspect the logbook at any time during the contract period. Such log book manual or computerized would be required to be submitted to the University at the time of submitting the invoice for the month.
25. The contracting agency shall ensure that the vehicles and drivers deployed at MNLU Mumbai are not changed without a valid reason. Frequent changes of vehicles or drivers shall not be permitted. In case any replacement becomes necessary, the contractor shall intimate the University in advance, wherever practicable, along with the particulars of the replacement vehicle or driver.
26. Where the contracting agency provides a vehicle of a higher category than the contracted vehicle, payment shall be restricted to the approved contractual rates only. Under no circumstances shall a vehicle of a lower category than the contracted vehicle be accepted by the University.
27. The contracting agency shall be solely responsible for any accident, injury, loss of life, damage to property, or injury to pedestrians, students/passengers or any third party arising out of or in connection with the operation of the vehicles deployed under this contract. The contractor shall also be solely responsible for any traffic violation, challan, statutory penalty, claim, compensation or legal liability arising from the acts or omissions of its drivers or other personnel. MNLU Mumbai will not be responsible for such incident.
28. Similarly, the contracting agency shall be solely responsible for redressing grievances and resolving disputes relating to the drivers engaged by it at MNLU Mumbai. The University shall not, in any manner whatsoever, be liable for settlement of such claims or disputes.
29. The contractor shall indemnify and keep indemnified MNLU Mumbai, its officers, employees and students against all claims, demands, actions, proceedings, losses, damages, liabilities, compensation, costs and expenses arising directly or indirectly out of the operation of the vehicles or the acts, omissions, negligence or misconduct of the contractor, its drivers or other personnel.

30. In the event of any serious accident, repeated traffic violations, criminal misconduct or any act endangering the safety of students or staff, the University shall have the right to require immediate replacement of the driver, impose appropriate penalties, or terminate the contract in accordance with the terms of the Agreement.
31. The drivers deployed by the contracting agency shall not collect any money from the users of the vehicles in any form or on any pretext whatsoever, including fare, tip, chai-paani or any other charge. Any violation will attract a penalty of Rs. 1,000/- to be recovered from the contracting agency.
32. The Agency shall submit its monthly bills at the agreed rates immediately after completion of each calendar month, along with duly signed duty slips and photocopies of the relevant pages of the logbook. Bills submitted without the prescribed logbook shall not be entertained.
33. The Agency shall be solely responsible for payment of all taxes, levies, cess and other statutory dues payable in respect of the services rendered by it to MNLU Mumbai, in accordance with the applicable laws and regulations in force from time to time.
34. Tax Deducted at Source (TDS) under the Income Tax and Tax Deducted at Source (TDS) under the Goods and Services Tax shall be deducted from the monthly bills at the rates prescribed under the Income-tax Act, 2025, as amended from time to time. The necessary TDS Certificate shall be issued by MNLU Mumbai to the Agency.
35. **Jurisdiction:** This Agreement and all matters connected therewith shall be governed by the laws of India. The Courts at Mumbai alone shall have jurisdiction in respect of any dispute arising out of or relating to this Agreement.
36. Strictly no CC/BCC shall be marked to any other e-mail ID while corresponding with the University in relation to this EOI. Violation of this condition may result in disqualification of the bidder and cancellation of the bid.
37. Canvassing in any manner at any stage of the tender process shall be treated as a disqualification and may also result in blacklisting of the bidder by the University.

For further details, please contact: (022) 25703187.

(On the Official Letter Head of the Bidder)

A. Details and Documents to be Mandatorily Submitted for the Technical Bid

Sl. No.	Particulars	Details
1	Name of the Firm/Tenderer/Company (in Block Letters)	
2	Permanent Address, Telephone Number and E-mail Address	
3	Full Postal Address for Correspondence along with Telephone/Fax Number and E-mail Address	
4	Experience Details (<i>Attach documentary proof</i>)	
5	Experience Details & valid license of Bus Driver – Minimum 6s	
6	Tender Fee Details – Demand Draft Number, Date, Banker’s Name and Branch	
7	Whether the Vehicle is BS-V & VI Compliant (<i>Attach documentary proof</i>)	
8	If the vehicles are not presently registered in the name of the Tenderer, an Affidavit duly attested by a Notary stating that, in the event of being declared the successful bidder, the vehicles shall be transferred in the name of the Tenderer before deployment at MNLU Mumbai. (<i>Attach Affidavit</i>)	
9	Approach, Methodology & Work plan	

EVALUATION PROCESS AND AWARD OF CONTRACT:

Commercial bids will be subjected to **CQCCBS (Combined Quality cum Cost Based System)**, evaluation process. Under CQCCBS (Cost Evaluation under **Combined Quality cum Cost Based System**), the technical proposals will be allotted weightage of **70%** while the financial proposals will be allotted weightage of **30%**. Proposal with a lowest cost may be given a financial score of **100** and other proposals given financial scores that are inversely proportional to their prices. The total score, both technical and commercial/financial, shall be obtained by weighing the quality and cost scores and adding them up.

Sr. no.	Parameters	Maximum Marks
1.	Experience of the Organisation: <ul style="list-style-type: none">• 0 Years to 05 Years - 0 Marks• 06 Years to 10 Years - 5 Marks• 11 Years to 15 Years - 10 Marks• 16 Years to 20 Years - 15 Marks• 20 Years and above - 20 Marks	20

2.	Experience of Organisation engaged in University /Government Organisation of Bus Service. <ul style="list-style-type: none"> ○ 1-2 Year - 5 Marks ○ 3-4 Years - 10 Marks ○ 5-6 Years - 15 Marks ○ 7-8 Years - 20 Marks ○ 9-10 Years - 25 Marks ○ Above 10 Years - 30 Marks 	30
3.	<ul style="list-style-type: none"> ▪ Experience of the Team to be engaged for the assignment - 10 Marks ▪ Total Staff Strength - 10 Marks 	20
4.	Average turnover of the Organisation in the last three financial years <ul style="list-style-type: none"> ○ 0 Lacs to 10 Lacs – 0 Marks ○ 11 Lacs to 15 Lacs – 2 Marks ○ 15 Lacs to 20 Lacs – 4 Marks ○ 21 Lacs to 25 Lacs – 8 Marks ○ 25 Lacs & Above – 10 Marks 	10
5.	<ul style="list-style-type: none"> ○ Approach, Methodology & Work plan 10 Markss ○ Buses of BS-V & VI 4 Marksss 	20
	Total	100

B. Financial Bid

Please quote your **monthly hire charges** separately for **40 Seater** and **50 Seater** buses in the following format for the 5 to 6 Kilometers

Description	Make, Model & Seating Capacity	Fuel Type	AC Bus (Rate excluding GST)	Non-AC Bus (Rate excluding GST)
40 Seater Bus	Make: _____ Model: _____		Rs. _____ (In words: _____)	Rs. _____ (In words: _____)
50 Seater Bus	Make: _____ Model: _____		Rs. _____ (In words: _____)	Rs. _____ (In words: _____)

Please quote your **monthly hire charges** separately for **40 Seater** and **50 Seater** buses in the following format for the 10 to 12 Kilometers

Description	Make, Model & Seating Capacity	Fuel Type	AC Bus (Rate excluding GST)	Non-AC Bus (Rate excluding GST)
40 Seater Bus	Make: _____ Model: _____		Rs. _____ (In words: _____)	Rs. _____ (In words: _____)
50 Seater Bus	Make: _____ Model: _____		Rs. _____ (In words: _____)	Rs. _____ (In words: _____)

FIXED AIRPORT TRANSFER CHARGES

Vehicle Category	Mumbai (up to 25 km)	Bangalore (up to 45 km)	Hyderabad (up to 40 km)	Chennai
Maruti Swift Dzire				
Ertiga				
Innova Crysta				

CHAUFFEUR DRIVEN COMMERCIAL VEHICLE TARIFFS (MUMBAI / NAVI MUMBAI / PUNE)

Vehicle Category	4 hrs / 40 kms	8 hrs / 80 kms	Extra km Rate	Extra hr Rate	Per km Outstation	Min. Outstation Mileage
Maruti Swift Dzire						
Ertiga						
Innova Crysta						

Please Note: 1) Toll, Parking & GST will be charged extra. 2) Point-to-point service will be provided for Mumbai and Pune, while garage-to-garage kilometers will apply for Rest India locations. 3) GST of 5% will be applicable to all services.

Note

1. Bidders shall quote rates only for those fuel types in respect of which they are capable of supplying the specified vehicles. If a particular fuel type is not available, a dash (“—”) may be indicated against the relevant column.
2. **L-1** shall be determined on the basis of the rates quoted in the Financial Bid. The successful bidder shall be required to provide the services strictly in accordance with the accepted rates and the terms and conditions of this EOI.

Date:

Signature of the Tenderer

Seal of the Firm

**APPLICATION FOR EXPRESSION OF INTEREST FOR HIRING OF 40/50 SEATER
BUS FOR MNLU MUMBAI HOSTEL**

The Registrar
Maharashtra National Law University Mumbai
2nd Floor, CETTM-MTNL Building
Hiranandani Gardens, Technology Street
Powai, Mumbai – 400076

Dear Sir,

I/We have carefully read and understood the Instructions and Terms & Conditions contained in this **Expression of Interest (EOI) for Hiring of 40/50 Seater Bus for MNLU Mumbai Hostel** and hereby declare that the information furnished in this Application and the accompanying documents is true and correct to the best of my/our knowledge and belief.

I/We also undertake that we have not been blacklisted by any government agency and are eligible to provide these services.

I/We further declare that the undersigned is duly authorised to sign and submit this Application on behalf of the organisation.

Signature

Name

Designation

Address

Place

Date

Seal of the Agency

ANNEXURE – A
RESPONSE SHEET

Information to be furnished by the Agency

Sl. No.	Particulars	Details (attach proof separately)
1	Name of the Agency	
2	Address	
3	Contact Details (Mobile, E-mail and Website)	
4	Type of Organisation (Sole Proprietorship/Partnership/Private Limited/Limited Company/Co-operative Body etc.)	
5	Whether registered with the Registrar of Companies/Registrar of Firms. If yes, furnish details along with copies of valid: (i) GST Registration (ii) Permanent Account Number (PAN) (iii) Any other registration required under statutory/local laws for providing bus services	
6	Name and PAN of Proprietor/Partners/Directors	
7	Year of Establishment	
8	Length of Business Experience	
9	Details of Similar Services provided during the last three years (<i>Attach prescribed format</i>)	Details to be furnished in the your prescribed Proforma
10	Details of Similar Services presently being undertaken (<i>Attach prescribed format</i>)	Details to be furnished in the your prescribed Proforma
11	Average Annual Turnover for the last three financial years	
12	Annual Turnover: 2023–24 2024–25 2025–26 (<i>Attach certified financial statements</i>)	
13	Earnest Money Deposit (EMD): Demand Draft No., Date, Bank Name, Amount (Rs.10,000/-) in favour of Maharashtra National Law University Mumbai	
14	(a) Whether any civil suit/litigation relating to contracts executed during the last three years is pending before any Court or Authority. If yes, furnish details. (b) Whether the Agency has ever been blacklisted, debarred or disqualified by any Government Department, Public Sector Undertaking, University or other Institution. If yes, furnish complete details.	

Place:

Date:

AGENCY SEAL

AUTHORISED SIGNATORY