DHARANIDHAR UNIVERSITY, KENDUJHAR

PIN-758001, ODISHA, INDIA

(Formerly D.D. Autonomous College, Estd. 1957)

Email id: registrar@dduniversity.ac.in

Letter No. 4669 **dt** 07.11.2026

Dharanidhar University, Kendujhar invited Expression of Interest from eligible and experienced travel/Facility management Agencies for providing coordinated travel, local transportation, hotel accommodation and allied logistic support required during faculty recruitment and related selection activities of the University.

The EOI documents with details terms and conditions can be downloaded from https://dduniversity.ac.in The cost of EOI documents is Rs. 1000/- (non-refundable) and it shall be paid in shape of DD, in favour of Comptroller of Finance, Dharanidhar University, payable at Kendujhar. The sealed EOI with all supporting documents should reach the Office of the Registrar, Dharanidhar University, Kendujhar-758001, Odisha by Speed Post/Regd. Post on or before dt. 25.11.2026 (05.00pm) which will be opened on dt. 26.11.2026 at 11.30am in presence of bidders or their authorized representatives.

The undersigned reserves the right to accept or reject any or all Expression of Interest without assigning any reason thereof and will not responsible for any postal delay. No correspondence on this regard will be entertained.

7.11.26

Registrar
Dharanidhar University, Kendujhar

Memo No. 4670 /Date: 07.11.26

1. Copy to P.S to VC for kind information of the VC, Dharanidhar University, Kendujhar.
2. Copy to COF for information with a request to meet the expenses from the funds received form
3. Copy to OIC, Website for uploading the EOI call notice along with bid document.

7.11.26

Registrar
Dharanidhar University, Kendujhar

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EXPRESSION OF INTEREST (EOI)

FOR ENGAGEMENT OF AGENCY FOR FACILITY MANAGEMENT SERVICES

Travel, Local Transport, Hotel Accommodation and Related Support for Faculty Recruitment

Dharanidhar University, Kendujhar, Odisha

EOI / Notice No.	4669
Date of issue	[07/11/2026]
Last date and time for submission	[25/11/2026, 05:00PM]
Address for submission	[Registrar Dharanidhar University, Kendujhar]
Contact person/ Email	Registrar Dharanidhar University, Kendujhar [registrar@dduniversity.ac.in]
EOI validity	90 days from the last date of submission, unless extended in writing

NOTICE INVITING EXPRESSION OF INTEREST

Dharanidhar University, Kendujhar, Odisha (hereinafter referred to as "the University") invites Expressions of Interest from eligible and experienced travel / facility management agencies for providing coordinated travel, local transportation, hotel accommodation and allied logistical support for experts and other authorised members participating in faculty recruitment and related selection activities of the University.

The engagement is intended to ensure timely, reliable, professional and discreet arrangements. The agency must maintain strict confidentiality of all recruitment-related information, including the identity and travel details of experts, schedules, communications, documents and any other information accessed while providing the services.

1. Objectives

- Arrange air and rail tickets for authorised expert members and other approved participants, as instructed by the University.
- Provide safe, punctual and suitable road transport for pick-up, drop-off and local movement in and around Kendujhar.
- Arrange clean, safe and good-quality hotel accommodation in Kendujhar, preferably at a convenient distance from the designated venue, subject to approval and availability.
- Provide a single point of contact for coordination, itinerary changes, emergency assistance and settlement of approved bills.
- Protect the confidentiality, integrity and security of all information related to recruitment and selection proceedings.
- The selected agency should sign the non-disclosure undertaking before receiving recruitment-related information.
- No ticket, hotel or vehicle booking should be made without approval from the designated University officer.
- Ticket fares, hotel tariffs, transport charges, service fees and applicable taxes should be separately identified and supported by bills.

2. Scope of Services

2.1 Air and rail travel

- Book air and rail tickets only on the basis of written / official instructions issued by the designated University authority.
- Offer suitable routes, schedules and fare options, with preference for reasonable cost, reliability and timely arrival, subject to the University's instructions.
- Provide ticket details, PNR / booking references, itinerary, fare breakup and applicable cancellation / change conditions promptly to the authorised University contact.
- Make changes, cancellations or rebookings only after obtaining approval, except where immediate action is expressly authorised for an emergency.
- Disclose agency service charges and any other applicable fees separately. No unapproved mark-up or charge shall be payable.

2.2 Road transport and local transfers

- Arrange appropriate, clean, well-maintained and insured vehicles, with valid permits and drivers holding valid licences.
- Provide timely pick-up and drop-off at the railway station, airport / connecting transport point, hotel, University and other approved locations.
- Share vehicle registration number, driver name and contact details with the designated University contact in advance, wherever practicable.
- Ensure punctuality, professional conduct, passenger safety and availability of a replacement vehicle if the assigned vehicle becomes unavailable.
- Obtain prior approval for extra hours, additional trips, outstation travel, tolls, parking or other incidental charges.

2.3 Hotel accommodation in Kendujhar

- Identify and propose reputable hotels in Kendujhar that offer clean rooms, safe surroundings, suitable amenities and convenient access to the venue.
- Submit hotel name, location, room category, tariff, inclusions, cancellation terms and applicable taxes for approval before confirming any booking.
- Arrange check-in / check-out coordination, rooming lists and special requirements communicated by the University, where feasible.
- Do not disclose the names of guests, room numbers, itinerary or stay details to unauthorised persons.
- Ensure that no hotel booking is confirmed or upgraded at additional cost without prior approval from the University.

2.4 Coordination and reporting

- Nominate a responsible account manager and an alternate contact for the full period of each recruitment activity.
- Maintain a consolidated booking and service register showing approved requests, bookings, changes, cancellations, service charges and supporting documents.
- Provide prompt updates and immediate escalation of delays, cancellations, safety concerns or other service disruptions.
- Submit itemised invoices with original / verifiable tickets, hotel bills, vehicle logs and other supporting documents as required by the University.
- Provide post-activity reconciliation and a brief service report when requested.

3. Confidentiality, Privacy and Information Security

Confidentiality is an essential condition of this engagement. The selected agency shall execute a confidentiality undertaking in the form prescribed or approved by the University and shall ensure that its employees, agents, drivers, travel partners, hotel coordinators and subcontractors comply with it.

- Treat all recruitment-related information as confidential, whether received orally, in writing, electronically or through observation.
- Use such information solely to perform the services authorised by the University and disclose it only to personnel who strictly need it for that purpose.
- Do not publish, circulate, forward, photograph, copy or discuss recruitment schedules, expert identities, travel plans, hotel details, candidate information, selection materials or internal communications with any unauthorised person.
- Do not post any information or photographs relating to the assignment on social media or use the University's name, logo or the assignment as a reference without prior written permission.
- Protect documents, emails, booking records and electronic files against unauthorised access, loss, alteration or disclosure. Use secure channels and verify recipients before sharing information.
- Notify the University's designated authority immediately, and in any event without undue delay, upon discovering or suspecting any loss, unauthorised disclosure, cyber incident or breach of confidentiality.
- On completion or termination, return or securely delete confidential information as directed by the University, except records required to be retained by law; any retained records shall remain confidential.
- These obligations shall continue after expiry or termination of the engagement. The agency shall be responsible for breaches by its personnel and approved subcontractors, subject to applicable law and the final agreement.

The agency shall not contact candidates or members of any selection / recruitment committee directly except where the University has specifically authorised such contact for logistical purposes.

4. Eligibility and Supporting Documents

Applicants should submit the following documents. The University may verify the information and seek clarifications.

- Covering letter / Expression of Interest signed by an authorised signatory.
- Constitution and registration details of the firm / company / agency, as applicable.
- PAN and GST registration details, where applicable under law.
- Brief profile and evidence of experience in travel management, corporate travel, event logistics, hospitality coordination or comparable services.
- Details of at least Three relevant assignments undertaken during the last Two years, with client names and contact details for reference checks, where permitted.
- Contact details of the proposed account manager and emergency / after-hours support contact.
- Self-declaration that the agency is not blacklisted / debarred by any government department, public institution or other organisation as on the date of submission, or full disclosure of any such order if applicable.
- Signed confidentiality undertaking and declaration of acceptance of the conditions of this EOI.
- Any other document specifically required in the notice or subsequently requested by the University.

5. Submission of EOI

- The EOI shall be submitted in a sealed envelope marked "EOI – Facility Management Services for Faculty Recruitment" to [insert office and address], or by official email to [insert email], as specified in the notice.
- The submission must reach the University by the date and time stated on the first page. Late submissions may be rejected.
- The proposal should include an agency profile, eligibility documents, relevant experience, service approach, proposed response arrangements and the indicative rate schedule in the format below.

- Any clarification request shall be sent to registrar@dduniversity.ac.in by date: 17/11/2026. Responses or addenda issued by the University shall form part of the EOI.
- The agency shall bear its own costs for preparing and submitting the EOI. Submission does not guarantee empanelment or award of work.

6. Indicative Rate Schedule

Applicants should quote transparent service charges. Actual travel fares, hotel tariffs, taxes and other pass-through costs shall be charged only as approved and supported by valid documents. The University may prescribe a separate financial bid format at a later stage.

Service item	Unit / basis	Agency fee / rate (₹)	Remarks / taxes
Air ticket booking service charge	Per ticket / passenger		
Rail ticket booking service charge	Per ticket / passenger		
Local vehicle – sedan	Per hour / km / day		
Local vehicle – SUV / equivalent	Per hour / km / day		
Additional / outstation vehicle (Innova or Equivalent)	As quoted		
Hotel booking / coordination fee	Per room-night / booking		
Other approved coordination services	Specify basis		

Note: Please specify whether the quoted agency fee includes taxes. Any applicable taxes shall be shown separately. No advance, cancellation charge, convenience fee, commission or incidental expense shall be payable unless disclosed in the proposal and approved by the University in writing.

7. Evaluation and Selection

The University may evaluate submissions on the basis of completeness of documentation, relevant experience, service capability and local coordination arrangements in Kendujhar, quality and reliability of proposed travel / hotel support, confidentiality and data-security measures, responsiveness, transparency of charges and overall value for money. The University may seek clarifications, verify references, invite a presentation or negotiate scope and rates, as permitted by its applicable rules.

The University reserves the right to accept or reject any or all EOIs, cancel or modify the process, seek additional information, or proceed to a subsequent bidding / empanelment stage without assigning reasons, subject to applicable law and institutional rules. Submission of an EOI does not create any right to an award.

8. General Terms and Conditions

- The selected agency shall act only on authorised instructions and shall not commit expenditure on behalf of the University without approval.
- The agency shall comply with applicable laws, tax requirements, transport rules, hotel regulations and other relevant requirements.
- All invoices must be accurate, itemised and supported by receipts / booking records. The University may withhold disputed amounts pending clarification.
- Payment shall be made after satisfactory performance, verification of supporting documents and approval by the competent authority, within the period specified in the final work order / agreement.
- The agency shall promptly disclose any actual or potential conflict of interest relevant to the assignment.

- Subcontracting shall require prior written approval. Approval shall not relieve the agency of responsibility for service quality or confidentiality.
- The University may issue service instructions, reporting formats and operational protocols before or during the assignment.
- The final scope, service levels, rates, payment terms, liability provisions, termination rights and dispute-resolution process shall be recorded in the work order / agreement issued to the selected agency.

9. Indicative Service Standards

Requirement	Expected standard
Acknowledgement of routine request	Within [2] working hours or the time specified by the University
Urgent travel / disruption support	Prompt response through a designated emergency contact
Sharing confirmed booking details	Immediately after confirmation and before the traveller's departure / check-in
Vehicle / driver details	In advance wherever practicable; changes communicated immediately
Hotel proposal for approval	Before booking, with tariff and cancellation terms
Incident / confidentiality breach notification	Immediately upon discovery, without undue delay

10. Agency Details and Declaration

Name of agency / firm	
Registered address	
Name and designation of authorised signatory	
Telephone and email	
PAN / GSTIN, as applicable	
Years of relevant experience	
Key similar assignments	
Emergency contact available outside office hours	

Declaration: I / We certify that the information submitted in this EOI is true and complete to the best of our knowledge. I / We have read and understood the EOI conditions and agree to maintain strict confidentiality of all information accessed in connection with faculty recruitment and related activities. I / We understand that any misrepresentation may lead to rejection of the EOI or other action permitted by law and the final agreement.

Place: _____ Date: _____

Name and designation: _____

Signature with agency seal: _____

Annexure A – Confidentiality Undertaking

I / We, [name of agency], having our office at [address], undertake that all information obtained in connection with the University's faculty recruitment / selection process shall be kept strictly confidential. We shall use such information only for the services authorised by the University; restrict access to personnel who need it for service delivery; ensure that our personnel and approved service partners are bound by equivalent confidentiality obligations; protect records and communications against unauthorised access or disclosure; and immediately

notify the University of any suspected or actual breach. We shall not disclose or publicise any recruitment-related details without prior written authorisation. Upon completion or termination, we shall return or securely delete confidential information as directed, subject to any mandatory legal retention requirement. These undertakings shall survive completion or termination of the engagement.

Authorised signatory: _____

Name / designation: _____

For (agency name): _____

Date and seal: _____

For and on behalf of the University

Name: _____

Designation: _____

Signature and seal: _____

Date: _____