



VIDYASAGAR UNIVERSITY

MIDNAPORE★ WEST BENGAL★ PIN 721102

Phone: (03222) 276554 :: 276555 :: 276557 :: 276558

Ref. No.- VU/FO/Tender/ 36 /2024

Date: 20.12.2024

TENDER NOTICE

Sealed quotations are invited from interested reputed Vendors/Travel Agencies/Tour Operators for supplying the following AC/Non AC vehicles for official purposes of the **Vidyasagar University**, Midnapore – 721102. Dist: Paschim Medinipur. West Bengal. India.

- (1) 4STR AC Maruti Swift Dzire Car (Dry Vehicle) hiring on monthly rent basis will be engaged for 24 hrs. All running and maintenance expenses to be borne by the owner.
- (2) 7STR AC Scorpio Car (with driver) hiring on monthly rent basis will be engaged for 24 hrs. All expenses including the running and maintenance expenses to be borne by the owner.
- (3) 4STR AC/Non AC Maruti Swift Dzire Car(with driver) and 7STR AC/Non AC Scorpio/Innova/Ertiga/Xylo Car(with driver) will be hired from Midnapore, Jhargram, Kolkata (North/South/Central), Kalyani, Barddhaman, Barasat, Diamond Harbour and Howrah on hourly/km. basis(whichever is lower) as and when required. All expenses including the running and maintenance expenses to be borne by the owner.

Finance Officer

Fax : (91) 03222 – 275329/275297/263206

Email : Vidya295@mail.vidyasagar.ac.in // Website : <http://www.vidyasagar.ac.in>



TERMS & CONDITIONS

1. The tender must contain the following mandatory information in the given table below:-

(i)	Type of Vehicle	
(ii)	Year of Manufacturing	
(iii)	Date of Registration	
(iv)	Registration No.	
(v)	(a) Rate per month to be charged with Driver	
	(b) Rate per month to be charged without Driver	
(vi)	(a) K.M. per liter of Diesel/Petrol oil for AC	
	(b) K.M. per liter of Diesel/Petrol oil for Non-AC	
(vii)	K.M. per liter of Mobil oil	

2. The vehicle should be new vehicle .
3. Tenders submitted with incomplete information will not be considered.
4. Last date of submission of tender will be **10.01.2025**
5. The quotations are to be submitted to the Finance Officer, Vidyasagar University, Midnapore-721102.
6. Payment of Toll Tax / Parking Charges (both) will have to be paid on demand by the driver only, subject to afterwards reimbursement on furnishing of the total bills / receipts during the month.
7. The vehicle alongwith driver should be made available immediately on demand.
8. The bidders should submit a demand draft of Rs. 10,000/- (Ten thousand only) separately for each quotation towards Earnest money drawn in favour of "Vidyasagar University" payable at Midnapur . Earnest money of unsuccessful tenders will be returned within 30 days after selection process is over.
9. The owner of the vehicle will have to execute a Contract with the Vidyasagar University for hiring of the vehicle preferably for a period of six months. In order to evaluate the performance and services of the Contractor, the contract will have probationary period of six



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months. The contract for the next 2 years will be confirmed only if the services and performance of the contractor found satisfactory during the probationary period. However, any untoward incident in relation to run the Vehicle may lead to termination of the contract by the University.

10. Driver shall have either a police verification certificate or two character & good conduct certificate from two Gazetted Officers of Central/State Government.
11. The Driver of the vehicle provided must follow traffic rules and other regulations prescribed by the Govt. from time to time. Driver should be familiar with all important places in West Bengal.
12. As this vehicle is to be used by the senior officers of the respective offices, the firm should ensure that the driver to be provided must possess valid driving license with two years experience and carry all the necessary documents (**Commercial Registration Certificate**, Insurance Papers, PUC Certificate etc.) with him. The Driver must always be in a common uniform and must be well mannered and courteous and should always carry a mobile phone with them. As it will enable the officer to contact them at any time.
13. (a) The Vehicle required on 24 X 7 basis including Saturdays, Sundays and other holidays on demand as per the requirement.
(b) Saturday, Sunday & other Gazetted holidays will be covered in the definition of month.
14. Any change in vehicle or driver will be allowed only in exceptional circumstances and that too with the prior information/approval.
15. Four wheels of the vehicle should be changed after running of 50,000 K.M..
16. The vehicle should report to the place of requirement as per directions of the respective office. The mileage will be counted from the place where the duty starts and to the place where the duty ends. The billing will be effected from the place of Reporting and Relieving.
17. The vehicle should be insured comprehensively and should have necessary permits from the Transport Department/Authority.
18. The respective office will not be responsible for any challan, loss, damage or accident to the vehicle or to any other vehicle or injury.

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19. The payment will be made on monthly basis on submission of pre-receipted bills(s) duly supported by duty slip(s)/log sheet(s) duly signed by the concerned officers.
20. In case of repair/service/breakdown of the vehicle, non-availability of the driver due to any reason whatsoever, the vehicle owner have to provide alternative vehicle or driver as the case may be and if not arranged. The University will be free to engage a taxi on commercial basis till the vehicle/driver is made available and charge of the same will be deducted from the monthly hire charges payable for the vehicle.
21. The supplier of the vehicle should have at least 1 year of experience in the tour and travel business in providing taxis in the Government Sector and should have adequate number of vehicle of its own with them.
22. The transporter/vehicle owner must have all requisite clearance certificates etc. from the concerned Government agencies as per rules.
23. The daily-record indicating time and mileage for each vehicle shall be maintained if applicable.
24. The telephone facility (24 hours) must be available with the transporter/agency.
25. Log Book has to be maintained for the vehicle.
26. The prospective bidder must have GST Registration Certificate, PAN Card and Aadhar Card.
27. In case of any legal dispute it has to be settled within the jurisdiction of Midnapore Court of Law only.

Finance Officer