



MURSHIDABAD UNIVERSITY

1, Sahid Surya Sen Road, Gorabazar, Berhampore, Murshidabad, West Bengal 742101
Phone No: 03482-295824

Office of The Registrar

TENDER NOTICE NO- MU(R)/17/A/Tender/461/23/2023

Dated: 07.07.2023

Tender Notice for hiring AC/NON-AC four-wheelers (Preferably Innova/Swift Dzire or equivalent).

Sealed quotations are being invited for hiring 02 four-wheeler cars (Preferably Innova/Swift Dzire) on a dry basis from the vendor having a valid license and PAN for plying cars to and fro the Murshidabad University, Berhampore, on a regular basis.

No Cost of Tender is to be paid.

Sealed quotations in the prescribed format as mentioned in **Annexure-I** and **Annexure-II** attached will be received in the office of the Registrar, Murshidabad University, Berhampore on all working days up to 4 P.M. during the period from **10.07.2023 to 24.07.2023**.

The credentials and related papers regarding Ownership, Commercial Registration, Permit, MV Tax, Insurance, Pollution Certificate, and others, if required, should be enclosed along with the quotation.

Terms & Conditions

1. The car must have valid RTO registration.
2. The make of the vehicles should be specified separately & the model should not be earlier than January 2018.
3. The agency should be registered under the Govt. rules/Acts and have the necessary certificate to run Tours and Travels services, i.e., Service Tax Code No. should be clearly indicated in the bills/invoices etc.
4. The successful bidder shall have to provide the desired number of vehicles as requisitioned for. The vehicle should report to the place of duty 15 minutes before the stipulated time.
5. The transporter will have to bear driver's remuneration, repairs & maintenance, and all other incidental expenditures. University will not bear any liabilities in this regard.



6. The car provider should possess valid documents of ownership, Bluebook/Registration papers, MV Tax, Insurance, Permit, Pollution Certificate, Driving License of the driver, etc. as required for any of the cars.
7. Copy of the documents of the car should be submitted along with the quotation.
8. The requisition of the vehicle will be given as far as possible, one day before. However, vehicles will have to be arranged within a short notice of one hour also.
9. Hire charge of the dry car shall be quoted per day basis.
10. Cost of petrol & lubricants along with the monthly bill shall be paid by the University considering the prevailing rate of ordinary diesel cost at most at a rate of 10 km per 1 liter of diesel and 1 liter of Mobil oil per 500 km. run.
11. Overtime charges will be paid on an hourly basis beyond 10 hours of duty. The car owner has to mention the rate in the quotation.
12. The toll and the parking charges will be paid extra on the actual of production of toll and parking slips along with the Bill.
13. In case of exigencies the car will be used beyond the hours mentioned above and on Saturdays, Sundays & holidays. If required. the car may be used to go anywhere as directed. However, normal charges as mentioned in SL Nos-9 and SL Nos-10, the first 10 hours, and overtime charges as mentioned in SL No-11 will also be paid on those days.
14. Payment shall be made at the end of the month on presentation of the bill on actual usage of the vehicle on a daily basis. The Bill will be supported with a usage slip duly signed by the Officer/user indicating the place, time, and km reading during arrival and release of the vehicle. Proper record of mileage on a daily basis should be maintained and the same should be authenticated by the user officer/staff.
15. Necessary TDS will be deducted from the Bills as per the prevailing rules.
16. Billing in terms of petrol and mobil will be calculated on the basis of the Market rates as on the 1st day of each month. If the market rate fluctuates, the average rate for 1st day, 15th day, and last day of the month will be considered for billing purposes.
17. The car will remain under the supervision and control of the Office of the Registrar from time to time, for its plying to serve the university purpose.



18. In the unfortunate case of any accident, all the claims arising out of it shall be met by the Contractor.
19. The car should be kept clean and maintained in running and trouble-free condition. It must be washed and provided with proper seat covers (white).
20. The driver should be provided with a uniform which should be neat and clean all the time.
21. The driver of the rented vehicle will have a Mobile with him. The driver must always be available at the place where the car is parked.
22. The driver should never ask for any toll charges or other charges from the officer/guest travelling in the car.
23. The driver should be provided with sufficient resources to meet the toll and other parking charges etc.
24. The driver must carry a placard depicting the particulars of arriving guests/officers at the Railway Station/Airport. The agency should ensure that there should not be any room for complaints in this regard.
25. The driver of the car must be polite, and obedient and must have a valid license and having experience of plying car. He will have no connection with the University service and his service will not be considered as 'duty' of the University like other employees of the University. In case of a change of driver of the car, prior intimation should be given in writing to the authority of the university by the vendor/transporter.
26. The driver should not be found intoxicated during hours of duty.
27. All the documents of the car in original or duplicate must be kept with the driver and the Original has to be presented as and when required.
28. The driver of the car should maintain the log book duly filled in regularly and Signed by the officer/authorized person using the car.
29. In case of a breakdown of the car, the owner will have to make an alternative arrangement for a similar car at his own cost as early as possible, failing which contract amount per day may be deducted from the monthly bill as a penalty.



30. The agreement/contract between the university and the transporter will be made for 6 months though the university reserves the right to renew/ extend the said termor to cancel the agreement after serving notice prior to 1 month before the completion of 6 months period.
31. Either party can with a 30 days' notice, terminate the contract.
32. University also possesses the right to include terms & conditions at the time of renewal/extension of service.
33. The University will have the right to change the terms and conditions if required after mutual discussion.
34. Selection of bidder will not be restricted to the lowest bidder. The credentials of the bidder will be given due weightage.
35. The University reserves the right to reject any or all tenders without assigning any reason.
36. All information must be submitted as per tender-specific format (Vide- Annexure-I & II) in the official pad of the car owners/ Transporters with the seal.
37. University reserves the right to relax any clause as stated herein above for any valid reason.



Sd/-
REGISTRAR
MURSHIDABAD UNIVERSITY

Annexure-I

(Information must be submitted by the transporters/bidders as per the following tender-specific format in their pad and seal)

1.	Name of the Bidder / Transporter	
2.	Address of the Bidder/ Transporter	
3.	Type of Car Quoted for Hiring	
4.	PAN	
5.	Service Tax Registration number	
6.	Details of Valid Registration Certificate/Blue Book	
7.	Details of Valid MV Tax	
8.	Details of Valid Insurance Certificate	
9.	Details of Valid Pollution Control Certificate	
10.	Details of Valid License No. of the Driver	
11.	Whether the Transporter/Bidder has any experience pertaining to the supply of vehicles to other Government Establishments/Universities or Educational Institutions. (Furnish details)	

Note: - The bidder must have past experience of providing vehicles on hire on a monthly basis.

N.B: One set of self-attested photocopies of all documents mentioned above must be submitted

Declaration

I..... son/daughter of

.....residing at

..... solemnly declare that the information furnished above by me are true in the best of my knowledge and if subsequently it is found wrong the University will have every right to reject my tender or to terminate the contract or to take legal action or to apply all above against me.

Date.....

Place.....

.....
Full Signature of the transporter/bidder
with Seal



Annexure-II

(Price bid must be submitted by the transporters/bidders as per the following tender-specific format in their pad with seal)

Separate Rate (In Rs.) (To be filled in by the transporters/bidders)	Innova	Swift Dzire	Other cars (If any)
Per day Dry charge Rs.	Rs.....	Rs.....	Rs.....
Overtime Charge detail, beyond 10 hours of normal duty	Rs.....	Rs.....	Rs.....
Other charges, if any	Rs.....	Rs.....	Rs.....

Rates are also invited for cars on a daily basis for local/outstation.

1. I/We undertake that documents are genuine/authenticated and nothing material has been concealed and that I/we are not debarred by any Government organization and are competent to contract. I/we understand that the contract is liable to be cancelled if found to be obtained, through fraudulent means/concealment of information.
2. I/we undertake that I/we are not involved in any major litigation that may have an impact of affecting or compromising the delivery of the services as required under this tender and that I/we are not debarred by any Government organization and are competent to enter in to contract. I/we understand that the contract is liable to be cancelled if found to be obtained, through fraudulent means/concealment of information.

Date:

Place:

(Signature of the Authorized person)

Name:

Designation:

Business Address:



Declaration

I,, son/daughter of
.....residing at

..... solemnly declare that the information furnished above by me are true in the best of my knowledge and if subsequently it is found wrong the University will have every right to reject my tender or to terminate the contract or to take legal action or to apply all above against me.

Date.....

Place.....

.....

Full Signature of the Transporter/Bidder with Seal

