MURSHIDABAD UNIVERSITY

1, Sahid Surya Sen Road, Berhampore,
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Pin- 742101

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Ref: MU(R)/17/A/Tender/10(IV)/26 **Date:** 02.01.2026

Notice for hiring AC Commercial four-wheeler (Preferably New Maruti Swift Dzire) for monthly basis for Murshidabad University

Sealed quotations are being invited for hiring 01 four-wheeler Commercial car (Preferably New Maruti Swift Dzire) from the vendor having a valid license and PAN for plying cars to and from the Murshidabad University, Berhampore, on a monthly basis.

No Cost of Tender is to be paid.

Sealed quotations in the prescribed format as mentioned in Annexure-I attached will be received in the office 2 (Room. No. 6), Murshidabad University, Berhampore on all working days up to 4 P.M. during the period from 02.01.2026 to 09.01.2026. The quotation will be opened on 13.01.2026 at 2.30 PM in Registrar office of Murshidabad University.
The credentials and related papers regarding Ownership, Commercial Registration, Permit, MV Tax, Insurance, Pollution Certificate, GST Number and others, if required, should be enclosed along with the quotation.

Sl	Car Specification(s)	Sanctioned rate	Remarks
1	**Model** – New Maruti Swift Dzire **Color**- White **Mode** – Petrol & Air-Condition **Quantity** – 01 Car	**₹525x30 = ₹15,750** (Excluding GST)	1. Monthly rate is for 10 hours a day and additional charge @ ₹20 per hour beyond 10 hours. 2. Fuel allowed for monthly hiring is 1 litre for each 10 Kms 3. Mobil oil @5 litres per 2500 Km run Rate for casual hiring is inclusive of fuel and all other charges. Minimum rate of hiring will be the rate for 4 hours.
***ALL RATES ARE EXCLUDED GST ***			

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Registrar
Murshidabad University
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Terms & Conditions:

1. The car must have valid RTO registration.

2. The agency should be registered under the Govt. rules/Acts and have the necessary certificate to run Tours and Travels services, i.e., GST No. should be clearly indicated in the bills/invoices etc.

3. The successful bidder shall have to provide the desired number of vehicles as requisitioned for. The vehicle should report to the place of duty 1 hour before the stipulated time.

4. 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.

5. 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.

6. Copy of the documents of the car should be submitted along with the quotation.

7. Overtime charges @ ₹20 per hour will be paid on an hourly basis beyond 10 hours of duty.

8. The toll and the parking charges will be paid extra on the actual of production of toll and parking slips along with the Bill.

9. Payment shall be made at the end of the month on presentation of the bill on actual usage of the vehicle on a monthly basis. The Bill will be supported with a usage Log Book 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.

10. Necessary TDS will be deducted from the Bills as per the prevailing rules.

11. 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.

12. The car will remain under the supervision and control of the Office of the Registrar or Office of the Finance Officer from time to time, for its plying to serve the university purpose.

13. In the unfortunate case of any accident, all the claims arising out of it shall be met by the Contractor.

14. 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).

15. 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.

16. The driver should never ask for any toll charges or other charges from the officer/guest travelling in the car.

17. The driver should be provided with sufficient resources to meet the toll and other parking charges etc.

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18. 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.

19. 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.

20. The driver should not be found intoxicated during hours of duty.

21. 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.

22. 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.

23. The agreement/contract between the university and the transporter will be made for 1 year though the university reserves the right to renew/ extend the said term or to cancel the agreement after serving notice prior to 1 month before the completion of 6 months period.

24. Either party can with a 30 days' notice, terminate the contract.

25. University also possesses the right to include terms & conditions at the time of renewal/extension of service.

26. The University will have the right to change the terms and conditions if required after mutual discussion.

27. Selection of bidder will not be restricted to the lowest bidder. The credentials of the bidder will be given due weightage.

28. The University reserves the right to reject any or all tenders without assigning any reason.

29. University reserves the right to relax any clause as stated herein above for any valid reason.

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Rajib Mukherjee
REGISTRAR
MURSHIDABAD UNIVERSITY
Registrar
Murshidabad University
Estd-2018

Copy to:

1. Hon'ble Vice-Chancellor, Murshidabad University
2. Finance Officer, Murshidabad University
3. University Website
4. Guard File

Rajib Mukherjee
REGISTRAR
MURSHIDABAD UNIVERSITY
Registrar
Murshidabad University
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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. GST 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:

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