

**WORKS DEPARTMENT
NOTICE INVITING TENDER**

Tender Notice No:- WD/3T-1/224

Dated: May 19, 2017

Hiring of Car for University Services

Sealed quotations for hire of a **Air Conditioned commercial Swift DZire/Tata Sumo/Bolero** car for use of University on all working days **from 9-30 AM to 7-30 PM** are being invited from car owners having valid MV, Tax, Insurance and PAN and also having credentials in plying cars in Government, Semi-government departments.

The filled in quotation with Rs.1,000/- (Rupees One Thousand only) refundable Earnest money payable in form of demand draft/banker's cheque in favour of "University of Kalyani" payable at Kalyani should be submitted to the Office of the undersigned on any office working day except holidays from 11 a.m. to 4 p.m. Last date for submission of tender either by hand or by Post is 26th May, 2017 by 4 p.m.

Terms & Conditions:

1. Daily hire charge of the dry car shall be quoted per day (fixed)
2. Cost of diesel shall be paid at Government announced price at the rate of 1 litre/8 KM. Only ordinary diesel cost will be paid. The diesel cost will be paid along with Monthly hire charges bill.
3. Cost of lubricants (only engine oil) will be paid @ 1 litre/500 KM
4. The car owner will have to bear the cost of lubricant, driver's remuneration, repairs & maintenance and all other incidental expenditure.
5. The car provider should possess valid documents of MV Tax, Insurance, Permit, Pollution certificates, Driving license, Blue book. Photocopies of the documents must be kept with the car on duty.
6. Overtime may be paid beyond 10 hours of duty but under no circumstances Overtime and Night Halt Charge will be paid at a time.
7. The driver of the car must be polite, obedient and must have valid license. He will have no connection with the University service and his service will not be considered as on 'duty' of the University like other employees of the University. In case of change of driver of the car, prior intimation should be given in writing to the University Engineer.
8. Bill in triplicate (including fuel bill) will have to be submitted within 1st week of the following month to the office of the University Engineer. Payment will be made with satisfaction of the University authority after making statutory deduction through A/C payee cheque.
9. The driver of the car should get the log book duly/regularly filled in and signed by the officer/authorised person using the car and countersigned on verification by the concerned SAE, Works Department of the University.
10. The car will remain at the disposal of the Registrar, K.U. for duty between 9-30 AM to 7-30 PM
11. In case of exigencies the car will be used beyond the hours mentioned above.
12. In case of breakdown /fault, the car owner will have to make alternative arrangement for a car at his own cost.
13. The contract shall be valid for one year. This may be terminated by a notice of one month on either side, without showing any reason.
15. The extension of the term depends on satisfactory performance.
16. The car will be run anywhere in Kalyani and outside Kalyani as per the instruction of the Registrar, KU
17. The distance of the Garage wherefrom the car will be commencing its journey for University Service should not be more than 6 K.M. from the University Campus.
18. University will have the discretion to choose the type and the number of car to be hired out of the above three types of car based on the quotations submitted against the proposed tender
19. If the User, for whose official purpose the car is to be hired exclusively, do not use the car for any day(s) due to any personal/official reason on the part of the user, University will not pay any amount for the car for that/those day/days provided University will have to intimate about such information to the Car Hire Agency at least 1 day prior to the day of such non using of car
20. The University reserves the right to reject any or all tender without assigning any reason whatsoever.
21. University also reserves the right for selection of vender and will not be bound to accept the lowest bid.
22. University enjoys the discretion to relax any clause as stated above with permission of the appropriate authority.

FORMAT FOR SUBMISSION OF PRICE BID

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1.	Name of Bidder	
2	Address for Communication	
3	Contact No.	
4	Trade Licence No.(Please enclose a copy)	
5	Commercial Licence No. .(Please enclose a copy)	
6	PAN(Please Enclose a copy)	
7	Previous Experience of plying Car at several Educational Institutions/Govt. or Semi Govt. Agencies/Autonomous Bodies .(Please enclose a copy)	Yes/ No. (Please Put Tick Mark) If yes, .Please enclose a copy
8	Address of the Garage	
9	Approximate Distance of the Garage from University (in K.M.)	
10	Dry Charge per day of 10 hours	Bolero(AC):
		Swift Dzire(AC) :
		Scorpio(AC):
11	Overtime Charge per day beyond 10 hours, if any	Bolero(AC):
		Swift Dzire(AC) :
		Scorpio(AC):
12	Any other Charges, if any	Bolero(AC):
		Swift Dzire(AC) :
		Scorpio(AC):

I undertake that the above information as furnished by me is true and correct to the best of my knowledge and belief. In case of any false submission of facts and figures, I shall be bound to accept the decision of the University.

Further, I declare that I have read all the Terms & Conditions of this tender and I have no objection for compliance with the same.

Place:

Date:

(Full Signature of the bidder)