



MAHATMA GANDHI UNIVERSITY

PURBA MEDINIPUR - 721628

WEST BENGAL, INDIA

Ref. No.:- MGU/OSD/Tender/01/2020

Dated:- 25.11.2020

TENDER NOTICE

Sealed quotations are invited for hiring of one Innova Crysta Car, Model No.- 2.4VX 7 STR (Diesel, White Colour) on monthly rent basis for Official purposes of the University. For details please visit www.mguwb.org.in. Last date of submission is on 11.12.2020.

(DR. ASIM KUMAR BERA)

O.S.D.

Mahatma Gandhi University



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TERMS & CONDITIONS

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

(i)	Type of Vehicle	<i>Innova Crysta Car, Model No.- 2.4VX 7 STR (Diesel, White Colour)</i>
(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 litre of Diesel oil for AC	
	(b) K.M. per litre of Diesel oil for Non-AC	

2. The vehicle should be new vehicle (Mileage run till starting of official use of the University should be Nil K.M. (Zero K.M.).
3. The rates quoted in tender should be final as it is proposed to hold no negotiation.
4. Tenders submitted with incomplete information will not be considered.
5. Tenders received upto 4.00 P.M. on 11.12.2020.
6. The quotations are to be submitted to the Vice-Chancellor, Mahatma Gandhi University, Purba Medinipur, Pin-721628.
7. 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.
8. The vehicle alongwith driver should be made available immediately on demand.
9. The tender should accompany a demand draft of Rs. 10,000/- (Ten thousand only) towards Earnest Money drawn in favour of "Mahatma Gandhi University" payable at Mahishadal. Earnest money of unsuccessful Tenders will be returned within 30 days of award of tender. No interest will be payable on Earnest Money.
10. The owner of the vehicle will have to execute a Contract with the Mahatma Gandhi 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 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.

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e-mail : mguwb20@gmail.com



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11. The owner of the vehicle will have to execute a Contract with the Mahatma Gandhi 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 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.
12. Driver shall have either a police verification certificate or two character & good conduct certificate from two Gazetted Officers of Central/State Government.
13. 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.
14. 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.
15. (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.
16. The Vendor has to bear all expenses relating to maintenance and servicing of the vehicle and he or his authorized representative has to be physically present during such servicing/repair, failing which the university will make it own arrangements to repair/ service the vehicle making no compromise on the security issue and the actual charges will be deducted from the monthly bill payable by the University.
17. Any change in vehicle or driver will be allowed only in exceptional circumstances and that too with the prior information/approval.
18. Four wheels of the vehicle should be changed after running of 50,000 K.M..
19. 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.
20. The vehicle should be insured comprehensively and should have necessary permits from the Transport Department/Authority.
21. 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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22. 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.
23. 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.
24. 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.
25. The transporter/vehicle owner must have all requisite clearance certificates etc. from the concerned Government agencies as per rules.
26. **The vehicle will be in the custody & possession of the University and prior approval of the appropriate authority of the University will be required if the said vehicle is taken away from the user for any purpose like servicing, repairing or maintenance. Any contravention to this terms and conditions may lead to termination of the contract by the University without assigning any reason whatsoever.**
27. ***The Vendor has to bear all expenses relating to maintenance and servicing of the vehicle and he or his authorized representative has to be physically present during such servicing/repair, failing which the university will make it own arrangements to repair/ service the vehicle making no compromise on the security issue and the actual charges will be deducted from the monthly bill payable by the University.***
28. ***The engine oil will be provided by the University as and when required.***
29. The daily-record indicating time and mileage for each vehicle shall be maintained.
30. The telephone facility (24 hours) must be available with the transporter/agency.
31. A certificate to be produced by the transporter from the competent authority to certify proper status/functioning of the 'Kilometer'.
32. Log Book has to be maintained for the vehicle.
33. The prospective bidder must have GST Registration Certificate and PAN Card.
34. In case of any legal dispute it has to be settled within the jurisdiction of Tamluk Court of Law only.

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