



Office of the Registrar
Kazi Nazrul University

Nazrul Road, Kalla Bypass More, P.O. – Kalla (C. H.)
Asansol – 713340, Dist. – Paschim Burdwan, West Bengal

Ref.No.: KNU/R/EOI/590/17

Date: 12/10/2017

EXPRESSION OF INTEREST FOR HIRING OFFICE VEHICLES

KAZI NAZRUL UNIVERSITY, Nazrul Road, Kalla Bypass More, P.O.- Kalla (C.H.), Asansol-713340 desires to hire New and Unused vehicle for office use as per the Terms and Conditions attached herewith.

Sealed Quotations are hereby invited from the bonafide Owner/Suppliers on monthly rental basis as per the following specifications:

Name of the Diesel Car	Monthly Charges (With Driver)	Monthly Charges (Without Driver)	Fuel Charges	Remarks (Monthly rate is for 10 hours a day and additional charge @ Rs. 22.00 per hour beyond 10 hours)
Maruti Suzuki Ertiga ZDI+SHVS				
Maruti Suzuki Ertiga ZDI SHVS				
Maruti Suzuki Ertiga VDI SHVS				
Maruti Suzuki Swift DZire, ZDI AGS				
Maruti Suzuki Swift DZire, ZDI				
Maruti Suzuki Swift DZire, VDI Optional				

Signature of the Owner of the Vehicles

Address: _____



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TERMS & CONDITIONS

1. Letter of contract for the period from November 2017 to October 2020 may be primarily issued to the owner of the hired vehicle on the basis of the validity of the permit and insurance. The contract may be further extended on the basis of the vehicle and the validity of the permit and insurance.
2. The vehicle may be used normally for Ten (10) hours a day during any part of the day including Saturdays, Sundays and Holidays.
3. The Owner of the car should be in a position to replace the car on contract with another car of similar category in the event of mechanical failure of repairing of the former or some other inconvenience.
4. The car should always be kept in good condition with sufficient fuel in the tank.
5. The monthly hiring bill should be submitted by Tenth (10th) day of the next month on a regular basis. The office will not be responsible for delayed payment due to delay submission of monthly hiring bills.
6. The owner of the car shall produce evidence in respect of enrolment of Profession Tax, PAN, GST and EPIC.
7. Necessary TDS will be deducted from the bills as per the prevailing rules.
8. The bidder is to use the garage facility of the University.
9. The car will be used by the University Office only.
10. The bidder shall be responsible for all the repairing and maintenance/taxes and certifications and fees and fines in respect of vehicles and all the papers of the vehicles should be up to date.
11. The vehicle should be maintained in excellent condition and should abide by all the norms of commercial vehicle as laid down by the Transport Department or any other related department of the Govt. of West Bengal.
12. The driver should have valid commercial driving license & the vehicle (commercial license) should be registered with the concerned authorities of Central/State Govt.
13. The driver is to be engaged for the hired car by the bidder should be physically fit and mentally alert and should be disciplined, well behaved and must maintain cleanliness of the car.
14. The driver should be advised to maintain all traffic rules on road.
15. **LAST DATE OF SUBMISSION OF THIS EXPRESSION OF INTEREST: 31.10.2017.**

Sd/-
Registrar