



**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/NIT/360(a)/20*

Date: *06/06/2020*

**NOTICE INVITING TENDER FOR HIRING OFFICE VEHICLES**

Kazi Nazrul University invites sealed Quotations for hiring of New and Unused vehicle for its office use from the bonafide Owner/Vendor/Suppliers/firm on monthly rental basis as per the following specifications and the Terms and Conditions are given below:

Name/Model of the Diesel Car	Monthly Charges (With Driver)	Monthly Charges (Without Driver)	Fuel Charges (Rs./KM)	Remarks (Monthly rate is for 10 hours a day and additional charge @ Rs. 22.00 per hour beyond 10 hours)
<b>HONDA AMAZE (Diesel)</b>				

**TERMS & CONDITIONS**

1. Letter of contract for the period from **July 2020 to June 2021** may be primarily issued on the basis of the quoted price for hiring the vehicle, validity of the permit and insurance. The contract may be renewed for two more consecutive years on the basis of the vehicle's condition, 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 and also in case of non availability of driver at any time, the firm/vendor shall provide substitute driver.
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.



Office of the Registrar  
**Kazi Nazrul University**

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

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. Either party can terminate the contract with a notice served 30 days before the termination.
16. Last date of submission of Quotation (as per format given in Annexure-I): **22.06.2020 (16:00 hrs)**
17. PLACE OF SUMISSION: **DROP BOX at Office of the Deputy Registrar, Administrative Building, Kazi Nazrul University, Nazrul Road, Kalla Bypass More, Asansol – 713340.**

**Sd/-  
Registrar**

Copy to:

- 1) The Finance Officer, KNU
- 2) The Estate Officer, KNU
- 3) The System Administrator with a request to upload the same on the University website.
- 4) The P.A. to the Hon'ble Vice Chancellor for the kind information to the Hon'ble Vice Chancellor
- 5) Notice Board



## Office of the Registrar

# Kazi Nazrul University

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

### Annexure I

(PROFORMA FOR SUBMISSION OF QUOTATION)

To,  
Registrar (Addl. Charge),  
Kazi Nazrul University  
Nazrul Road, Kalla More, P.O. – Kalla C. H.  
Asansol – 713340, West Bengal

**Subject: - Hiring of Vehicle for use in Kazi Nazrul University Invitation of Quotations**

Sir,

I/We intend to submit the quotation the subject captioned above and hereby consent to agree/accept all the terms and conditions stipulated in Kazi Nazrul University Ref No. ....dated.....

The information regarding technical details is as under: - .

1. Name & Address of the Contractor/Owner:
2. Nature of business:
3. PAN Number (documents need to be attached) :
4. GST Registration number, if any (documents need to be attached) :
5. Any other relevant information, if any:-
6. Format for quoting rates [Rates for vehicles required for 'monthly basis']

Name of the Diesel Car	Monthly Charges (With Driver)	Monthly Charges (Without Driver)	Fuel Charges (Rs./KM)	Remarks (Monthly rate is for 10 hours a day and additional charge @ Rs. 22.00 per hour beyond 10 hours)
HONDA AMAZE (Diesel)				

**Signature of the Owner/Vendor/Supplier:**

**Address:**