



BANKURA UNIVERSITY

(West Bengal Act XIX of 2013- Bankura University Act, 2013)
Main Campus, Bankura Block-II, P.O.: Purandarpur,
Dist.: Bankura, Pin- 722155, West Bengal

Office of the Registrar

No: RO/BKU/ 136/2025

Date:10/03/2025

Tender Notice

Sealed quotations are invited for hiring of :

1. One commercial Innova 2.4 G or above (Diesel/Petrol, White Colour, and 7 Seater);
2. Two commercial Suzuki Dzire / Suzuki Dzire Tour / Honda Amaze/ Hyundai Xcent (Diesel/Petrol, White Colour, and 5 Seater)

on monthly rent basis for official purposes of the University. For details please visit www.bankurauniv.ac.in. Last date of submission is on 17/03/2025 up to 4.00 P.M.

Sd/-
Registrar (Addl. Charge)
Bankura University

Memo No. RO/BKU/136/01(05)/2025

Date:10.03.2025

Copy Forwarded to:

1. The Finance Officer, Bankura University.
2. System Administrator, Bankura University with a request to upload the notice in the university website
3. Central Store, Bankura University
4. Office Notice Board.
5. Guard file

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Ref. No. - RO/BKU/ 136/2025

Dated- 10.03.2025

TERMS & CONDITIONS

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

(i)	Type of Vehicle	7 Seater	5 Seater (for 1 vehicle)	5 Seater (for 2 vehicles)
(ii)	Year of Manufacturing			
(iii)	Date of Registration (if any)			
(iv)	Registration No. (if any)			
(v)	Rate per month to be charged with Driver including all taxes (Rs.)			
(vi)	(a) K.M. per litre of Diesel/Petrol oil for AC			
	(b) K.M. per litre of Diesel/Petrol oil for Non-AC			
	(c) K.M. per litre of Mobil Oil			

- The registration of the vehicle should not be older than the year 2024.
- The rates quoted in tender should be treated as final rate, in any circumstances no negotiation will be allowed.
- The prospective Bidders must have i) Trade License, ii) Income Tax and Professional Tax, iii) G.S.T. registration certificate
- Tenders submitted with incomplete information will not be considered.
- The quotations are to be submitted to the Registrar, Bankura University, P.O. - Purandarpur, Bankura-722155.
- 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.
- The vehicle along with driver should be made available immediately on demand.
- The bidders should submit a demand draft of Rs. 10,000/- (Ten Thousand only) separately for each quotation towards Earnest Money drawn in favor of Bankura University payable at Bankura. Earnest Money of unsuccessful tenders will be returned within 30 days after selection process is

over.

10. The owner of the vehicle will have to execute a Contract with the Bankura University for hiring of the vehicle preferably for a period of 3 (Three) years. **However, any unexpected incident in relation to run the Vehicle may lead to termination of the contract by the University.**
11. 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.
12. 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 and carry all the necessary documents (Registration Certificate, Insurance Papers, and PUC Certificate etc.) with him. The Driver must preferably be in a formal uniform and must be well mannered and courteous and should always carry a mobile phone with him. As it will enable the officer to contact them at any time.
13. The Vehicle required on 24 X 7 basis including Saturdays, Sundays and other holidays on demand as per the requirement.
14. 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.
15. Any change in vehicle or driver will be allowed only in exceptional circumstances and that too with the prior information/approval.
16. Four wheels of the vehicle should be changed after running of 50,000 K.M...
17. 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.
18. The vehicle should be insured comprehensively and should have necessary permits from the Transport Department/Authority.
19. The respective office will not be responsible for any loss and damage or accidental damage of the vehicle or with any other vehicle or injury.
20. The payment will be made on monthly basis on submission of pre-receipted bills(s) duly supported by log sheet(s) duly signed by the concerned officers.
21. In case of repair/service/breakdown of the vehicle, non-availability of the driver due to any reason whatsoever, the vehicle owner has 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.

22. The transporter/vehicle owner must have all requisite clearance certificates etc. from the concerned Government agencies as per rules.
23. **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.**
24. The daily-record indicating time and mileage for each vehicle shall be maintained in the Log Book.
25. The telephone facility (24 hours) must be available with the transporter/agency.
26. In case of any legal dispute it has to be settled within the jurisdiction of Bankura Court only.

Sd/-
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Bankura University