



# KAZI NAZRUL UNIVERSITY

Nazrul Road, Kalla More, P.O. – Kalla C. H.  
Asansol – 713340, Dist.-Paschim Bardhaman, West Bengal  
Website: [www.knu.ac.in](http://www.knu.ac.in)

Ref. No. : KNU/EO/TENDER/13/24-25

Date: 04/07/2024

## Expression of Interest for Empanelment of on call hiring office vehicles

Kazi Nazrul University invites sealed Quotations for on call hiring of vehicle for the bonafide Owner/Vendor/Suppliers are requested to submit their lowest possible quotation in a SEALED ENVELOP with our REF. No. and Date duly super scribed on the cover and on the face of the offer letter addressed to “The Estate Officer (Addl. Charge), Kazi Nazrul University, Nazrul Road, Kalla More, P.O.-Kalla (C.H), Asansol -713340, West Bengal”

**Last date for submission of quotation: 19.07.2024 (up to 4 P.M.)**

### A. Specifications:

NATURE OF CAB SERVICES	SEDAN	SUV	SPECIFICATION OF CAB	QTY.	DUTY TIMING/DAY
On Call (Full Day)	Maruti Swift Dzire/Honda Amaze or Similar Category of vehicle.	Mahindra Scorpio/ Ertiga/ Innova or similar category of vehicle	Air-condition (AC), Model not before Year 2023 (i.e. should have been Registered on or after 01/01/2023), White in colour, Commercial and Yellow Number Plate. The taxies should be in excellent condition both mechanically and in appearance with LEATHER upholstery and light colour interior.	As per requirement	12 hrs.
On Call (Half Day)	Maruti Swift Dzire/Honda Amaze or Similar Category of vehicle	Mahindra Scorpio/ Ertiga/ Innova or similar category of vehicle		As per requirement	6 hrs.
Pickup & Drop	Maruti Swift Dzire/Honda	Mahindra Scorpio/ Scorpio/	(Maximum travel till date of submission of	As per requirement	As per requirement



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(Airport/ Railway Station/One stop to another spot within city)	Amaze or Similar Category of vehicle	Ertiga/ Innova or similar category of vehicle	tender would not be more than 20000 KM)		
Outstation	Maruti Swift Dzire/Honda Amaze or Similar Category of vehicle	Mahindra Scorpio/ Ertiga/ Innova or similar category of vehicle		As per requirement	As per requirement

**Note: The bidder should have their presence in Asansol**

## **B. The drivers to be deployed:**

- Should be experienced for driving for minimum of 5years. The drivers of the taxi should be professional drivers and should be fully conversant with the routes of Asansol and its nearby areas.
- Should possess an appropriate and valid Driving License issued by the competent authority.
- The Drivers must be proficient in speaking Bengali, well mannered, well behaved, non-alcoholic with proven integrity, healthy personal habits. Drivers not found up to the mark as per above condition or in the event of misbehavior on the part of drivers, the University may



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impose penalty.

**d.** Driver should not have any criminal cases against him and should not have any past history of accidents. The antecedents should be duly verified by police authorities at the instance of service providers.

**e.** Will be required to maintain a Duty Slip/ Log book, which will be signed by the officer using the vehicle or any other persons authorized by her/him and to be certified by the concerned official of KNU looking after transport dept. It is the responsibility of the driver to get it certify.

**f.** Should strictly follow all traffic rules and regulations as prescribed by the State Authority, Govt. of West Bengal. The University will not be responsible for any penalty/charges, levied by the Govt./Police Authorities for violation of any traffic rules.

**g.** Drivers should carry with them related RC, Insurance papers, RTO regulatory matters relating to the registration of taxis etc., fitness certificate of the vehicle, valid driving license, taxi cab number, pollution certificate etc.

**h.** In case the driver of the vehicle is found negligent in discharging his duty or shows discourtesy to the users of the vehicles or commits any misconduct or offence, he shall be replaced immediately by the service provider along with charging penalty as per appropriate clause of contract.

**i)** The agency will be solely responsible for strict compliance of all the Rules and Regulations notified by Govt. of India/ West Bengal from time to time for plying of commercial vehicles.

**j)** All the taxes and duties whatsoever leviable by the Government (State or Central) or anybody, shall be borne by the service provider and in case of default the same will be deducted from bill.

**k)** The University shall not be responsible for any challan, loss, accident, damage etc. to the vehicle or to any other vehicle or injury to the user/third party during the period of hire. The



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agency will bear all such expenses/claims.

l) In case of any mishap/accident, all claims and liabilities arising out of it shall be met by the successful service provider, including any damage to the vehicle, driver, guest and employees of the University. The University will not entertain any claim in this regard including any liability under the Motor Vehicles Act and/or the Indian Penal Code and/or under any other applicable law for the time being in force.

m) The charges towards Parking at any Airport, Station etc. & Toll Taxes, if any, will be reimbursed along with bill on production of relevant document. The user of the vehicle/employee of the University should, in no conditions, be asked to bear any expense on this account. The service provider should ensure that sufficient cash is available with the drivers to cover above essential contingent expenditure along with other expenses like refilling of fuel, urgent minor repairs etc.

n) In case of any breakdown of the Car/Vehicle while travelling, alternative arrangement will be required to be made by the vendor on urgent basis. If the same is not done by the vendor & the University makes such arrangement, corresponding amount will be deducted from the bill/ subsequent bill (whichever is applicable) of the vendor.

## **TERMS & CONDITIONS OF TENDER**

1. Quotation should be for FREE DELIVERY at Asansol.
2. Quotations should be free from CORRECTIONS and ERASURE till submission.
3. Self-attested copy of valid PAN, GST Registration Certificate, P Tax and Certificate of enlistment (Trade License) that may be required for Empanelment on call hiring office vehicles.
4. The tenderers will not be entitled to ask for any further information other than whether their tenders have been received or not.
5. The University does not bind itself to accept the lowest or any tender or assign any reason for non- acceptance.
6. If the University finds that the vehicle is not according to the specification required by the University or otherwise not satisfactory owing to any reason, of which the University shall be the sole judge, the University shall be entitled to refuse the acceptance of the said vehicle. The vendor would be required to provide an alternate vehicle.



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7. Deduction of all Taxes as per norms for each Bill/Invoice shall be made by the Authority at the time of payment.
8. The University reserves the right to accept or reject any quotation without assigning any reason whatsoever.
9. IN ALL CASES OF DISPUTES, THE DECISION OF THE UNIVERSITY SHALL BE FINAL & BINDING ON YOU.

## **OTHER TERMS & CONDITIONS OF CONTRACT:**

- i) The duty point would be Kazi Nazrul University, Main Campus or any other place intimated by the University from time to time and not from garage to garage (ANY DEAD MILAGE or Travel from the place/ garage of the bidder will not be considered).
- ii) **The period of contract shall be valid for 1(One) year from the date of signing of agreement which may be renewed up to three (3) years on yearly basis subject to satisfactory performance.**

Sd/-

Estate Officer (Additional Charge)

## **FINANCIAL BID**

Date of Submission of Financial Bid :	
Tender for : Empanelment of on call hiring office vehicles	
Name of the Agency:	
Name of the contact person:	
Correspondence Address:	
Tel/ Mob No.:	
Email Id:	



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**Table-A (On Call: Full & Half Day)**

Sl. No	Type & Specification of vehicle	12 hrs & 100 kms (Rs/km)	6 hrs & 50 kms (Rs/km)
1	<b>SUV</b> Mahindra Scorpio/ Ertiga/ Innova or similar category of vehicle		
2	<b>SEDAN</b> Maruti Swift Dzire/Honda Amaze or Similar Category of vehicle.		

**Table- B (Out Station)**

Sl. No	Type & Specification of vehicle	Per km rate for outstation trip (Rs/km)	Night halt charges for outstation trip (Rs/ Night) (After 11 PM)
1	<b>SUV</b> Mahindra Scorpio/ Ertiga/ IN nova or similar category of vehicle		



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2	<b>SEDAN</b>  Maruti                      Swift  Dzire/Honda Amaze or  Similar    Category    of  vehicle.		
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**Table-C (Pickup & Drop within city)**

SI. NO	Particulars	Rate per KM SUV: Mahindra Scorpio(as                      per requirement)	Rate    per    KM SEDAN:            Ertiga/ Swift    Dzire/Similar category of vehicle
1	KNU,Asansol to Andal Airport (Pick up Or Drop one way)		
2	KNU,Asansol to Asansol Railway Station( Pick up Or Drop one way)		
3	Pickup Or Drop from one location to another location within the city		