



Office of the Registrar
Kazi Nazrul University

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

Ref. No. : KNU/R/NIT/4114/19

Date: 17/10/2019

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* (FOUR SEATER) for office use for a period of *TWO (02) Years* on lease and primarily the contract will be made for one year.

Sealed Quotations are invited from the bonafide *Owner/Contractors* on **monthly rental** basis as per the following terms and conditions:

TERMS & CONDITIONS

1. Letter of contract will be initially for one **year** starting from the day of engagement of the car and the period of contract may be extended for another more year, if authority is satisfied with the service provided. The contract may be terminated at any point of time with a notice of one month if the **Owner/Contractor** fail to comply the necessary conditions. The hired vehicle must have the valid permit, commercial licence and insurance and appropriate PUC certificate.
2. Generally, vehicle should be utilized during the period from 9.00 hours to 21.00 hours, however, the vehicle must be available at any time on any day as desired by the University. The vehicle and the driver should not be changed unless requested by the University Authority.
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 University will provide fuel.
5. The monthly hiring bill should be submitted by **Tenth (10th) day** of the next month on a regular basis along with toll and land parking charges, if applicable. The office will not be responsible for delayed payment due to delay in 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, otherwise the agreement will be cancelled at any point of time with a notice of one month to the concerned owner of the particular vehicle.
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 **Government. of West Bengal**.



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12. The driver should have valid commercial driving license and the **Owner/Contractor** have to abide by Minimum Wages Act, applicable for Drivers from time to time as per **G.O.** of Labour Department, **Government of West Bengal** to engage the Driver for the aforesaid purpose.
13. The driver is to be engaged for the hired car by the **Owner/Contractor** should be physically fit and mentally alert and should be disciplined, well behaved and must maintain cleanliness of the car.
14. The driver will maintain all traffic rules on road.
15. In case of any accident, all the claims arising out of it shall be met by the **Owner/Contractors**.
16. The **University** will do physical verification of vehicles before entering into the contract. Also, the University will interact with drivers for general awareness and knowledge about common routes of Paschim Bardhaman and Kolkata.
17. **LAST DATE OF SUBMISSION OF THIS EXPRESSION OF QUOTATION IS 31.10.2019 ADDRESSING TO THE REGISTRAR (Addl. Charge), KAZI NAZRUL UNIVERSITY, ASANSOL, PASCHIM BARDHAMAN, WEST BENGAL.**

Quotation is to be submitted in the following format:

SL. NO.	ITEM	RENT PER MONTH
1.	SWIFT DZIRE (VDi)	Rs..... /-
2.	SCORPIO S-3	Rs..... /-
3.	BREZZA (VDi)	Rs..... /-

Signature of the Owner/Contractor with date:

Name:

Business Address:

Profession Tax, PAN, GST and EPIC Documents (Self Attested copy):

**Place of Submission: The box earmarked and kept at the Department of Registrar
Ground Floor, Kazi Nazrul University
Asansol, Paschim Bardhaman**

**Sd/-
Registrar
(Addl. Charge)**