



# Office of the Finance Officer

## Kazi Nazrul University

Nazrul Road, Kalla Bypass More, P.O. – Kalla(C. H.)  
Asansol – 713340, Dist. –Paschim Burdwan, West Bengal  
E-mail: [fo@knu.ac.in](mailto:fo@knu.ac.in), Website: [www.knu.ac.in](http://www.knu.ac.in)

Ref.No.: FO/1524/KNU/21

Date: 26/11/2021

### NOTICE INVITING TENDER FOR HIRING OF VEHICLES FOR HIRING PURPOSE

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

#### A. Specifications:

| Nature of Cab Services | Type of Cabs Required SUV    | Specification of Cab   | Qty.   |
|------------------------|------------------------------|--|--------|
| Monthly Hiring         | Innova Crysta 2.8 ZX MT 7STR | Air-condition (AC), Diesel, latest Make & Model, White in colour, ABS, <b>Commercial and Yellow Number Plate</b> . The vehicle should be New and Unused and with LEATHER upholstery and light colour interior. Date of purchase should not be before one month from the date of issuance of the tender | 01 No. |
|                        | Innova Crysta 2.4 ZX MT 7STR |  |        |

#### B. TERMS & CONDITIONS

##### i. ELIGIBILITY CRITERIA FOR QUALIFYING THE BID ON TECHNICAL ASPECTS :

|     |  |  |
|-----|--|--|
| i   | Minimum annual average turnover of the firm not less than ₹10.00 Lakh (Rupees Ten Lakhs Only) in each financial year, i.e. 2018-19, 2019-20 & 2020-21  | Attach copy of P&L Account, Balance Sheet & ITR duly certified by Chartered Accountant (UDIN mandatory) along with technical bid |
| ii  | Bidder should have minimum experience of three years in the field of providing similar services in Govt. Establishments/ Autonomous Bodies/ Corporations/ Educational Institutions/ Banks/ Insurance Companies/ any commercial establishment in past five years from the last date of submission of bid. | Attach copy of work order/ agreement/ satisfactory completion certificate from the concerned department along with technical bid |
| iii | The agency should have not been debarred/ black listed/ should have not been terminated/ceased without completing the entire duration of initial   | Attach copy of indemnity Document of the same along with technical bid   |



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|    |  |  |
|----|--|--|
|    | contract period by any Central/ State Govt. Department, Public Sector Undertakings, Public Sector Banks, Autonomous Bodies, Academic Institutions, etc. during past five years from the last date of submission of bids. |  |
| iv | PAN & GST Registration Certificate   | Attach copy of the same along with technical bid |

ii. Mandatory documents to be uploaded/submitted online in support of Technical Bid:

- Copy of all documents in support of above eligibility criteria from (i) to (iv) of Para 'B' along with the technical bid checklist format as per Annexure - I.
- Copy of Bid Forwarding Letter as per Annexure - II.
- Copy of undertaking towards Non-Blacklisting as per Annexure - III.
- Power of Attorney/ Authorization Letter, if bid is submitted by the authorized representative of the agency (on the letter head of the bidder).
- Duly signed and stamped of the entire bid document along with its Addendum/ Corrigendum, if any.
- All other documents, as required in terms of the tender, to claim eligibility.

[NOTE: Bidders must affix its seal and sign on all pages of above supporting documents]

- iii. **FINANCIAL BID:** The hiring rates should be quoted as per the Financial Bid (Format as per Annexure - IV). Hiring charges being quoted by the bidders necessarily **INCLUDE** spares & other consumables, minor & major repairing, cleaning and maintenance costs, statutory duties applicable on hired vehicles by road transport authorities, like taxes, registration charges, insurance charges, etc. Any extra charges other than the contract agreed amount will not be paid by the University.

Taxes/ GST, as applicable on cab services, is extra.

- If any discrepancy is found between the figure and in words in the financial bid, the value in words shall prevail.
- Tender documents should be submitted by post or courier or by hand addressed to "The Finance Officer, Kazi Nazrul University, Nazrul Road, P.O. – Kalla (C.H.), Asansol – 713340" by 06.12.2021, upto 4pm. The envelope should be superscribed with the words "**APPLICATION AGAINST NOTICE INVITING TENDER FOR HIRING VEHICLES FOR OFFICE PURPOSE**".



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C. **OPENING AND EVALUATION OF BIDS:** The University reserves the right to seek clarifications or additional information/ documents from any bidder regarding its technical bid. Such clarification(s) or additional information/ document(s) shall be provided within the time specified for the purpose. Any request and response thereto shall be in writing. If the bidder does not furnish the clarification(s) or additional information/ document(s) within the prescribed date and time, the proposal shall be liable to be rejected. Bidder who meets the Eligibility Criteria shall be shortlisted as the technically responsive bidders.

D. **SELECTION OF SUCCESSFUL BIDDER :**

- i. Only technically responsive bidders who fulfil the eligibility criteria, having clear credentials, should have not been debarred/ black listed/ should have not been terminated without completing the entire duration of initial contract period by any Central/ State Govt. Department, Public Sector Undertakings, Public Sector Banks, Autonomous Bodies and Academic Institutions, etc., will be shortlisted for opening of financial bids.

E. **OTHER TERMS & CONDITIONS OF CONTRACT :**

- i. The Service provider shall ensure twenty four hour availability of the vehicle.
- ii. The period of contract for hiring will be initially for a period of one (01) years from the date of signing of agreement and it may be extended upto two more terms each of one year duration based on satisfactory service and subject to fulfilment of the contract (SLA).
- iii. 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.
- iv. The vehicles provided by the service provider should be owned by the Service Provider only; should have been registered in the name of the firm/owner of the firm.
- v. Necessary statutory documents towards Registration, Insurance and Pollution of the vehicles, etc. should be valid and copies of same should be submitted with the concerned official of the University before the signing of contract agreement with the successful service provider.
- vi. All the taxes (except toll tax) 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 his account bill.
- vii. Bill for hiring of vehicles for every month should be submitted to the University in the first week of the following month for payment. Payment shall be made by the University as per the



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agreed contract value and adhering to other terms and conditions; on monthly basis through E-Payment only.

- viii. 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.
- ix. In case of breakdown of the vehicle ferrying official duty, it shall be the responsibility of the service provider to provide a replacement immediately. If no replacement is provided on time, an alternative arrangement will be made and the cost thereof will be deducted from the payment to be made to the contractor.
- x. University reserves the right to discontinue the vehicle or to terminate the contract, at any stage/time, after giving one month notice without assigning any reason thereof.
- xi. The service provider should be available on its direct land line and/or valid mobile telephone numbers round the clock to attend calls for the vehicle in emergent cases.
- xii. In case of a tie between the tenderers in regard of the quoted lowest amount for a particular car in a tender, the decision of the University in this regard shall be final and binding on the tenderers.
- xiii. In case of any disputes on execution of the work during the period of contract, the decision of the University shall be binding and final, agreeable in full by both the parties.
- xiv. Any legal disputes shall be subject to Asansol jurisdiction only.

Sd/-

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**ANNEXURE – I**

**TECHNICAL BID**

|   |  |
|---|--|
| Date of Submission of Bid :                                     |  |
| Tender for : Hiring of Vehicle for official purposes            |  |
| Tender No.:   |  |
| Name of the Agency:   |  |
| Correspondence Address:   |  |
| Tel/ Mob No.:   |  |
| Email Id:   |  |
| PAN Number (documents need to be attached)                      |  |
| GST Registration number, if any (documents need to be attached) |  |
| Annual Turnover:  |  |
| 2018-19   |  |
| 2019-20   |  |
| 2020-21   |  |
|   |  |

**DECLARATION**

I/We..... (Name of the Partner/s or Authorized Representative of Bidder) of ..... (Name of the firm) do hereby declare that the entries made here are true to the best of my/our knowledge. I/We hereby agree to abide by all terms and conditions laid down in tender document.

Place:

(Signature of the Bidder)

Date:





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**ANNEXURE - II**

**BID FORWARDING LETTER**

(on the Letterhead of the Bidder and to be scanned & uploaded online)

Date : \_\_\_\_\_

To  
Finance Officer  
Kazi Nazrul University  
Nazrul Road, Kalla Bypass More,  
P.O. Kalla (C.H.)  
Asansol (North), Paschim Bardhaman,  
Pin – 713340, West Bengal

**Sub : Tender for 'Hiring of Vehicle for Official purposes', Tender No. .... dt.  
.....**

Sir,

I/ We hereby confirm and declare that I/We have carefully studied the tender documents therein and undertake myself/ ourselves to abide by the terms and conditions laid down in the tender document.

I/ We also keep the offer open for 180 (One Hundred Eighty) days from the last date of submission of the bid.

Yours faithfully,

(Name & signature with stamp of the bidder)



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**ANNEXURE - III**

**SELF-DECLARATION ABOUT NON BLACK-LISTING**

(on stamp paper of Rs.100/- and to be scanned & uploaded online)

Date: \_\_\_\_\_

To  
Finance Officer,  
Kazi Nazrul University,  
Nazrul Road, Kalla Bypass More,  
P.O. Kalla (C.H.),  
Asansol (North), Paschim Bardhaman,  
Pin – 713340, West Bengal

**Tender for 'Hiring of Vehicle for Official purposes', Tender No. .... dt. ....**

Sir,

In response to tender under reference, I/ We hereby declare that presently our firm is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any Central/ State Govt. Department, Public Sector Undertakings, Autonomous Bodies, Academic Institutions and Commercial Organizations.

We further declare that presently our firm is also not blacklisted/ debarred and not declared ineligible for any reason other than corrupt & fraudulent practices by any Govt. Department, Public Sector Undertakings, Autonomous Bodies, Academic Institutions and Commercial Organizations in past five years from the last date of submission of bid.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/our performance security may be forfeited in full and the tender if any to the extent accepted may be cancelled.

Yours faithfully,

(Name & signature with stamp of the bidder)



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**ANNEXURE - IV**

**FINANCIAL BID**

|   |  |
|---|--|
| Date of Submission of Financial Bid :                 |  |
| Tender for : Hiring of Vehicles for official purposes |  |
| Tender No.: _____ dt. _____                           |  |
| Name of the Agency:                                   |  |
| Correspondence Address:                               |  |
| Tel/ Mob No.:   |  |
| Email Id:   |  |

| Type of Car                  | Monthly Charges<br>(With Driver) | Monthly Charges<br>(Without Driver) |
|------------------------------|----------------------------------|-------------------------------------|
| Innova Crysta 2.8 ZX MT 7STR |                                  |                                     |
| Innova Crysta 2.4 ZX MT 7STR |                                  |                                     |

**DECLARATION**

I/We..... (Name of the Partner/s or Authorized Representative of Bidder) of ..... (Name of the firm) do hereby declare that the entries made here are true to the best of my/our knowledge. I/We hereby agree to abide by all terms and conditions laid down in tender document.

Place:

(Signature of the Bidder)

Date: