



RANI RASHMONI GREEN UNIVERSITY

TARAKESWAR, HOOGHLY

Present Address: Government General Degree College, P.O.- Singur, Dist. Hooghly, PIN- 712409

Phone : +91 9433904830, email : rrgu18@gmail.com

RRGU/ CAR TENDER/89/2024

23-12-2024.


Memo No :

Date :

TENDER NOTICE

Sealed tenders are invited from the registered travel agencies / firms for hiring of one safe & comfortable Sedan car or equivalent Diesel/Petrol Car and another one Seven Seater or equivalent Diesel/Petrol Car, on monthly rent basis for official purposes of the University. For details, please visit <http://www.rrgu.in>

Last date and time of submission of tender is 2.00 PM on 6th January 2025. The Tender will be opened on the same date at 3.00 PM in the presence of the Tenderers.


Registrar (Officiating)
Rani Rashmoni Green University
Hooghly, West Bengal

Registrar (Officiating)

Rani Rashmoni Green University

NOTICE INVITING TENDERS FOR HIRING VEHICLES

Sealed tenders are invited from the registered travel agencies / firms for hiring of one safe & comfortable Sedan car or equivalent Diesel/Petrol Car and another one Seven Seater or equivalent Diesel/Petrol Car, on monthly rent basis for official purposes of the University under the following terms and conditions :

1. Only such Agency / Firm may apply whose cars/vehicles have been duly authorized by the concerned RTO for use as public transport.
2. The Agency / Firm shall maintain an office duly manned with adequate staff with mobile phone and land telephone facilities, which are always attended and have at least one year experience
3. The Agency / Firm shall put into service only Registered, Diesel/Petrol driven, Sedan car or equivalent Diesel/Petrol Car and another one Seven Seater or equivalent Diesel/Petrol Car not more than 2 years old.
4. The cars/vehicles provided by the Agency / Firm should be in perfectly sound, road worthy, working condition and suitable for use by Hon'ble Vice-Chancellor/Dignitaries.
5. The cars/vehicles should be maintained regularly and properly by the Agency / Firm and should have clean interior and exterior. The seats should be covered with neat white seat covers (towel), which should be replaced regularly.
6. The Agency / Firm should have adequate number of cars/vehicles of Sedan class in his own name or own agency / firm to be provided as hire car. There should be adequate back up of cars/vehicles to cope with break down or maintenance. In case of maintenance or breakdown, replacement of the cars/vehicles shall be made by the agency/firm with similar class of cars/vehicles.
7. The drivers assigned to duty with the cars / vehicles should not be changed unless it is very urgent or unavoidable.
8. The cars/vehicles to be hired by the Rani Rashmoni Green University of Tarakeswar (RRGU) shall be on monthly basis and therefore these should be kept for exclusive use by the users of RRGU. The cars/vehicles placed into service for the RRGU cannot be hired out to any other organization and should be available whenever called for.
9. In case of outstation overnight stay, the agency will take care for the accommodation of the driver, admissible charges will be provided by the institute.

The cars / vehicles put into service should carry the following documents and articles:

- i. Valid Registration Certificate issued by the concerned RTO.
- ii. Valid PUC Certificate.
- iii. Valid Road Tax Receipt / Certificate
- iv. Valid Insurance Policy document of the car.
- v. Tool box, small spares, Jack and extra tyre in usable condition.
- vi. At least one umbrella.
- vii. Air purifier in working condition.
- viii. Two sign boards of the user organization -one at front and another at rear-and
Rooftop beacon light wherever applicable.

10. The Agency / Firm shall ensure that,

- i. the drivers employed hold valid driving license, are well behaved, having communication skills at least in Bengali and Hindi, conversant with the rules and regulations of driving and the knowledge of routes in Kolkata and other parts of West Bengal;
- ii. all the drivers employed by him should wear neat and clean uniform while on duty;
- iii. all the drivers employed by him should have cell phones in working condition, for which the cost shall be borne by the Agency / Firm;
- iv. drivers are provided with adequate cash to meet the expenses for toll / parking charges or minor repairs;
- v. the drivers report to the user on time and maintain strict punctuality during duty hours;
- vi. drivers do not consume alcoholic drink while on duty;
- vii. the drivers always remain with the vehicle while on duty and in case of any urgency he should seek permission of the user before leaving the vehicle.

11. In case of any breakdown of car at the time of duty, the Agency / Firm shall make arrangements promptly for another similar car / vehicle and no mileage from the garage upto the breakdown point shall be paid. In case the user of the broken-down car hires another vehicle/taxi, the amount of hiring the vehicle shall be deducted from the bill of the Agency / Firm.

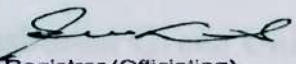
12. Penalty levied by police/government departments / statutory bodies for violation of any norms or regulation shall be the sole responsibility of the Agency / Firm. RRGU shall in no way be responsible for such payments.

13. Parking or Toll Charges shall be paid by the driver as and when required. This shall be reimbursed on production of valid receipt to be submitted with the monthly bill.
14. The drivers on duty should ensure that the car is accompanied with a log book Issued for it. The log book should be presented to the user of the car for noting daily running opening and closing meter readings at the point of reporting and release respectively. The payment will be made for the mileage covered between these two readings only.
15. The vehicle along with driver should be made available immediately on demand and should report to the place of requirement as per direction of the RRGU. The Vehicle may be required on regular basis including Saturdays, Sundays and other holidays on demand as per the requirement.
16. Any change in vehicle or driver will be allowed only in exceptional cases and that too with the prior information and approval. In that case vehicle number and drivers name and mobile no. shall be informed to the authority in time.
17. RRGU will not be responsible for any challan loss, damage or accident to the vehicle or to any other vehicle or injury.
18. The telephone facility (24 hours) must be available with the transporter/agency.
19. Saturday, Sunday & other Gazetted holidays will be covered in the definition of month.
20. Legal disputes, if any, has to be settled within the jurisdiction of Chandannagar Court of Law
21. The rates quoted in tender should be final and no negotiation should be done.
22. Tenders submitted with incomplete information will not be considered.
23. The tenders are to be submitted to the Registrar, Rani Rashmoni University of Singur, Government General Degree College, P.O- Singur, Dist-Hooghly, PIN-712409 upto 2.00 P.M. on 6th January,2024. The Tender will be opened on the same date at 3.00 PM in the presence of the Tenderers on the same date.
24. The owner of the vehicle will have to execute a contract with the Rani Rashmoni Green University University of Singur for hiring of the vehicle preferably for a period of six (06) months. In order to evaluate the performance and services of the Agency / Firm, the contract will have probationary period of six months. The contract for the next two (02) years will be confirmed only if the services and performance of the Agency / Firm found satisfactory during the probationary period. However, any untoward incident in relation to run the Vehicle may lead to termination of the contract by the University.
25. The tender must be submitted in the following format neatly typed in the official letter head of the Agency / Firm and shall contain the following mandatory information in the given table below:-

1.	Type of Vehicle	One safe & comfortable Sedan car or equivalent Diesel/Petrol Car and another one Seven Seater or equivalent Diesel/Petrol Car
2.	Make/Model/Class	
3.	Year of Manufacturing	
4.	Date of Registration	
5.	Registration No. and Year	
6.	Name of Owner (as per Registration Certificate)	

Rates Quoted (Car with Driver)

A.	<u>Monthly Rate:</u>	AC
	(a) Monthly contract rate	Rs. _____
	(b) Fuel : K.M. per litre of Diesel oilKM
	(c) Fuel : K.M. per litre of Petrol oilKM
	(d) Mobil : K.M. per litre of Mobil OilKM
<p>Signature & Stamp of the authorised person of the Agency / Firm</p>		


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