



Memo No: Reg. /133

Date: 16.02.2015

Notice Inviting Tender for Car on Rental Basis

Sealed Tenders are invited from the Service Providers for the following cars.

| SL. NO. | Type of the Cars | SL. NO. | Type of the Cars |
|---------|-----------------------------|---------|------------------|
| 1. | Ambassador (Non-AC) | 2. | Ambassador (AC) |
| 3. | Indica (Non-AC) | 4. | Indica (AC) |
| 5. | Indigo | 6. | Swift (Diesel) |
| 7. | Swift Dzire (Tour / Diesel) | | |

Car Rental Rate on monthly basis is invited for all the Types of the cars under 2 (Two) Segments: **(A) Dry Car and (B) Wet Car**. A service provider may quote rate for any one or both the Segments i.e. : (A) Dry Car and (B) Wet Car.

Important : Please note that for both these segments the date of purchase of the car by its first owner should NOT be older than 1st March, 2008.

In case of **(A) Dry Car Segment** the service providers are to quote rates for the car(s) as per **Annexure – A**. Be it noted that for this segment of cars the University will bear the cost of diesel and mobile on the basis of 1 (One) litre of diesel for 12 (Twelve) kilometre of journey and 1 (One) litre of mobile for 500 (Five Hundred) kilometre of journey.

In case of **(B) Wet Car Segment** the service providers are to quote rates for the car(s) inclusive of cost of diesel and mobile & etc as per **Annexure – B**.

In case of submission of Tenders for two segments the service providers are to quote rate for each segment separately in separate Format and they are to submit Tender Form in Format in separate envelope: One Envelope for **(A) Dry Car (Annexure – A)** and other **(B) Envelop for Wet Car (Annexure-B)**. In case of Tender for Dry Car the Envelope should be super scribed as **'THE RATE FOR DRYCAR'** and in case of Wet Car the Envelope should be super scribed as **'THE RATE FOR WET CAR'**

The service providers are to submit / drop Tender – addressed to “The Registrar, Netaji Subha Open University (NSOU), DD 26, Sector-I, Salt Lake, Kolkata – 700 064” in the Drop Box superscribing **'Tender for Car Rental'** to be kept in the Department of Registrar at 5th Floor, during the period from 11 a.m. of 23rd February, 2015 to 5 p.m. of 4th March, 2015 sharp.

Please note the following Terms and conditions:

1. For the aforesaid segments - i.e. Dry Car as well as Wet Car the service provider can only submit tender only if the date of purchase of the car(s) by the first owner(s) is/are NOT older than 1st March, 2008.
2. Owner driven car would be given preference.
3. A list of Service Providers may be prepared on the basis of lowest rates quoted against different categories of cars and duly accepted by all intending Service Providers.



4. The reporting time shall be as desired by the officer using the car/ in control of the car.
5. The permissible Mileage or Time for Garage-In and Garage-Out to and fro from the residence of the designated officer should be a maximum of 5 Km or 30 minutes each for the forward and return journeys from and to the Garage.
6. The vehicle should be in possession of the officer using the car/in control of the car during the entire duty hours and a Log Book shall be maintained duly signed by the user Officer certifying the starting and closing.
7. The Driver should be neatly dressed and should not take alcohol or any other toxic matter while on duty. The Driver must ensure secrecy in all respect commensurate with the NSOU norms and standards.
8. Servicing and polishing of the car and checking of tyres, brake and other parts of the car are to be made on regular basis by the Service Provider.
9. The car should be ready for its availability at any time on any day, including holidays.
10. The car is to be provided with a spare wheel and toolbox along with First Aid Box.
11. The car parking and other toll charges – if any will be borne by the Service Provider and that will be reimbursed on monthly basis on production of the original receipts.
12. The accuracy of car meter will be checked from time to time by any authorised officer of the University. In case of error the bill for journey would be adjusted accordingly.
13. The Service Provider should collect required fuel for the car only before and after the duty hours.
14. The Service Provider should have valid Trade License/Commercial permit, PAN, Service Tax, Registration No. etc
15. NSOU will not have any direct or indirect liability arising out of any type of negligence of driver and loss – if any, caused to the University, is to be compensated by the Service Provider.
16. The payment will be made against monthly bill certified by the competent authority of the University and final bill will be paid after completion of the month.
17. However, the decision(s) of the university authority in all the aforesaid matters would be final and is/are to be accepted by the Service Providers.
18. Work order will be issued to the Service Provider by the competent authority of the University on a renewable term of two years or until further orders whichever is earlier from the date of issuance of work order.

Registrar, NSOU



Annexure- A

**To: The Registrar
Netaji Subhas Open University
5th Floor (Tender for Car Rental), DD 26, Sector-I, Salt Lake
Kolkata – 700064**

Sub: Submission of Tender for (A) Dry Car Segment

Sir,

In response to your notification vide Memo No..... dated..... I am submitting to you tender quoting the Rate for Car Rental on monthly basis for(no. of cars) car(s) under **(A) Dry Car Segment** in the Format prescribed by you for your kind consideration.

Format for Submission of Tender under Dry Car Segment

| SL. No. | Type of Cars | Daily Rent for 10 hours of duty in a day | Over Time Rate per hour after 10 hours of duty in a day | Night Halt Allowance | Date of Purchase of the Car by first owner |
|---------|--------------------------|--|---|----------------------|--|
| | <i>a</i> | <i>b</i> | <i>c</i> | <i>d</i> | <i>e</i> |
| 1 | Ambassador (Non-AC) | | | | |
| 2 | Ambassador (AC) | | | | |
| 3 | Indica (Non-AC) | | | | |
| 4 | Indica (AC) | | | | |
| 5 | Indigo | | | | |
| 6 | Swift (Deisel) | | | | |
| 7 | Swift Dzire Tour/Diesel) | | | | |

The followings are the information as desired by you along with the Tender in the prescribed Format

- (a) Date of purchase of the car(s) by the first owner
- (b) Trade Licence/ Commercial Permit No:
- (c) PAN No.
- (d) Service Tax Registration No.
- (e) Pollution Certificate No.
- (f) Fit-certificate No.
- (g) Car Insurance Policy No.

Note: Xerox Copies of the above are enclosed as proof of evidence.

Date:

Signature of Service Provider:

Address:

Mobile No / Ph No.....

Seal/Rubber Stamp



Annexure- B

**To: The Registrar
Netaji Subhas Open University
5th Floor (Tender for Car Rental), DD 26, Sector-I, Salt Lake
Kolkata – 700064**

Sub: Submission of Tender for (B) Wet Car Segment

Sir,

In response to your notification vide Memo No..... dated I am submitting you Tender quoting the Rate for Car Rental on monthly basis for(no. of cars) car(s) under **(B) Wet Car Segment** in a Format prescribed by you for your kind consideration.

Format for Submission of Tender under Wet Car Segment

| SL. NO. | Type of Cars | Daily Rent for 10 hours of duty in a day | Per Kilometre Rate | Over Time Rate per hour after 10 hours of duty in a day | Night Halt Allowance | Date of Purchase of the Car by first owner |
|---------|--------------------------|--|--------------------|---|----------------------|--|
| | a | b | c | d | e | F |
| 1 | Ambassador (Non-AC) | | | | | |
| 2 | Ambassador (AC) | | | | | |
| 3 | Indica (Non-AC) | | | | | |
| 4 | Indica (AC) | | | | | |
| 5 | Indigo | | | | | |
| 6 | Swift (Deisel) | | | | | |
| 7 | Swift Dzire Tour/Diesel) | | | | | |

The followings are the information as desired by you along with the Tender in the prescribed Format

- (h) Date of purchase of the car by the first owner
- (i) Trade Licence/ Commercial Permit No:
- (j) PAN No.
- (k) Service Tax Registration No.
- (l) Pollution Certificate No.
- (m)Fit-certificate No.
- (n) Car Insurance Policy No.

Note: Xerox Copies of the above are enclosed as proof of evidence.

Date:

Signature of Service Provider:

Address:

Mobile No / Ph No.....

Seal/Rubber Stamp