

Memo No. AC/180/20-21

Date: 28-01-2021

TENDER NOTICE

Sealed quotations are invited from the reputed Car provider for rendering Car services for the Officers of Netaji Subhas Open University. The Car provider are to quote hire charges of Car service subject to the following terms and conditions.

1	The date of purchase of the car by the first owner should be on or after 1st April, 2014
2	Owner driven car would be given preference
3	The reporting time shall be as desired by the officer using the car/in control of the car
4	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.
5	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.
6	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.
7	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.
8	The car should be ready for its availability at any time on any day, including holidays.
9	The car is to be provided with a spare wheel and toolbox along with First Aid Box.
10	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.
11	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.
19	Last Date for Submission of Quotation: 10th February, 2021 up to 4 PM
20	Dispute settlement jurisdiction is Calcutta High Court
21	Place of Submission: Finance Department, 4th Floor, DD 26, Sector- 1, Salt Lake, Kolkata - 700064
22	Contact No: 9051162059, 9674444091
23	The Car Provider should have: GSTIN, PAN, TAN, Trade License, P. Tax, Atleast 5 years experience



Finance Officer

28-01-21

To
The Finance Officer
Netaji Subhas Open University
DD 26, Sector - 1, Salt Lake
Kolkata - 700064

Sub: Submission of Response to the Tender Notice dated 28-01-2021

Sir,

I am submitting the Car Hire Charges for car possessed by me in the prescribed FORMAT given in the Tender Notice. I may inform you that I am quoting the Car Hire Charges after going through the Terms and conditions stated in the Tender Notice. I do hereby declare that the information given by me are true to the best of my knowledge and belief.

With regards

Signature of the Car Provider

Date:

ANNEXURE - Rate Chart for AC Car only							
Rate Chart for Wet Car Segment only							
SL. NO.	Type of Cars / Model Name with 1000 to 1200 CC Capacity (Not Earlier than 1st April, 2014)	Daily Hire Charges for 10 hours of duty in a day	Rate per KM beyond 100 KM	Over Time Rate per hour after 10 hours of duty in a day	Night Halt Allowance	Date of Purchase of the Car by the first owner	Put CC Capacity of the Car
1	2	3	4	5	6	7	8
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

Note: 1. Quotation for AC Cars Brand is only acceptable.

Note: 2. Quotation for AC Cars Brand with commercial permit is only acceptable.

Signature of the Car Provider

Date: