



MAHATMA GANDHI UNIVERSITY
PURBA MEDINIPUR - 721628
WEST BENGAL, INDIA

Ref. No.: MGU/Tender/ Advt./04/2023

Date: 21.03.2023

NOTICE INVITING TENDER FOR HIRING VEHICLE

Sealed quotations are invited from the authorized agencies/owners of Vehicles for hiring of one vehicle for Vice-Chancellor. For details, please visit the University Website: www.mguwb.org.in.

The last date of submission of quotation is **27 March 2023** up to 3.00 pm. which should be addressed to the Registrar, Mahatma Gandhi University, Purba Medinipur, Pin-721628, West Bengal.

Sd/-
Registrar
Mahatma Gandhi University

Terms and Conditions:

1. Quotation papers should contain Registration number, year of manufacture, valid permit, income tax, PAN No, rate per KM, etc. Xerox copy of the relevant papers should be submitted along with the quotation. The tender must contain the following mandatory information in the given table below:

1.	Type of Vehicle	Car: 7-Seater XUV Model No.- (Diesel White Colour)
2.	Year of Manufacturing	
3.	Date of Registration	
4.	Registration No.	
5.	(a) Rate per month to be charged with Driver	
	(b) Rate per month to be charged without Driver	
6.	(a) Fuel: K.M. per litre of Diesel oil	
	(b) Mobil: K.M. per litre of Mobil oil	

2. The vehicle should be of latest model not earlier than 2022, in good condition and commercial number will get preference.
3. The rate shall include drivers' wages/charges, road taxes, etc. The University will not bear any expenses for the drivers and maintenance of vehicle.
4. Payment of Toll Tax / Parking Charges (both) will have to be paid on demand by the driver only, subject to afterwards reimbursement on furnishing of the total bills / receipts during the month.
5. The driver shall be provided with a mobile phone.
6. The vehicle may be moved any part of West Bengal with prior direction of the component authority.
7. Photo identity proof and driving license of the driver shall be produced at the time of reporting time.

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e-mail : mguwb20@gmail.com

8. The driver should be well-dressed as the vehicles are also used by high level dignitaries and personnel.
9. 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 Mahatma Gandhi University. The Vehicle may be required on 24X7 basis including Saturdays, Sundays and other holidays on demand as per the requirement.
10. Mahatma Gandhi University will not be responsible for any challan loss, damage or accident to the vehicle or to any other vehicle or injury.
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.
12. The transporter/vehicle owner must have all requisite clearance certificates *etc.* from the concerned Government agencies as per rules.
13. Penalty levied by police/government departments / statutory bodies for violation of any norms or regulation shall be the sole responsibility of the Agency / Firm. Mahatma Gandhi University shall in no way be responsible for such payments.
14. 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.
15. 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.
16. The University reserves the right to accept or reject any or all quotations without any reason what so ever.
17. The vehicles should be sanitized on regular basis as per guideline by the Govt. of West Bengal.
18. In case of any legal dispute, it has to be settled within the jurisdiction of Tamluk Court of Law only.

Sd/-

Registrar
Mahatma Gandhi University

Date: 21.03.2023

Copy forwarded for information & necessary action:

1. Finance Officer, MGU
2. Guard File

Sd/-

Registrar
Mahatma Gandhi University