



MAHATMA GANDHI UNIVERSITY
PURBA MEDINIPUR - 721628
WEST BENGAL, INDIA

Ref. No. - MGU/FO/Tender/11/2025/50

Dated- 06.11.2025

TENDER NOTICE

Sealed quotations are invited for hiring a Car on monthly rent basis for Official purposes of the University. For details please visit www.mguwb.org.in Last date of submission is on 24.11.2025.



Finance Officer
Mahatma Gandhi University

Finance Officer
MAHATMA GANDHI UNIVERSITY
Mahishadal, Purba Medinipur, W.B.,
PIN.-721628.

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e-mail: mguwb20@gmail.com



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TERMS & CONDITIONS

1. The tender must contain the following mandatory information in the given table below:-

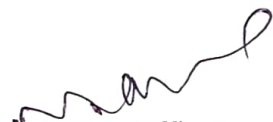
(i)	Type of Vehicle	MARUTI SUZUKI BREZZA/GRAND VITARA/XL6 or similar type (White Colour)
(ii)	Year of Manufacturing	
(iii)	Date of Registration	
(iv)	Registration No.	
(v)	Rate per month to be charged with Driver (Upto 3000km per month)	
(vi)	Charge for extra per km rate beyond 3000km per km.	

2. The University will prefer a new vehicle and in no case the vehicle should be more than three year old.
3. Tenders shall be submitted with incomplete information will not be considered.
4. Tenders shall be received upto 4.00 P.M. on 24.11.2025 & it should be submitted to the Finance Officer, Mahatma Gandhi University, Purba Medinipur -721628
5. The rates quoted in tender should be final (inclusive of all taxes) as it is proposed to hold no negotiation.
6. 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.
7. The tender should accompany a demand draft of Rs. 5000/- (five thousand only) towards Earnest Money drawn in favour of "Mahatma Gandhi University" payable at Mahishadal, Purba Medinipur. Earnest money of unsuccessful Tenders will be returned within 60 days of award of tender. No interest will be payable on Earnest Money.
8. The owner of the vehicle will have to execute a Contract with the Mahatma Gandhi University for hiring of the vehicle preferably for a period of 01 (One Year). The contract for the next 1(One) years will be confirmed only if the services and performance of the contractor found satisfactory during the First 1 (One) Year. However, any untoward incident in relation to run the Vehicle may lead to termination of the contract by the University.
9. Driver shall have either a police verification certificate or one character & good conduct certificate from any Gazetted Officers.

10. The Driver of the vehicle provided must follow traffic rules and other regulations prescribed by the Govt. from time to time. Driver should be familiar with all important places in West Bengal.
11. As this vehicle is to be used by the senior officers of the university, the firm should ensure that the driver to be provided must possess valid driving license with 5 years experience and carry all the necessary documents. The Driver must always be in a common uniform and must be well mannered and courteous and should always carry a mobile phone with them.
12. Drivers do not consume alcoholic drink while on duty.
13. 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.
14. In case of outstation over night stay, the agency will take care for the accommodation of the driver.
15. The cars/vehicles put into service should carry the following documents and articles:
 - a) Valid Registration Certificate issued by the concerned RTO.
 - b) Valid PUC Certificate.
 - c) Valid Road Tax Receipt/Certificate
 - d) Valid Insurance Policy document of the car.
 - e) Toolbox, small spares, Jack and extra tyre in usable condition.
 - f) At least one umbrella.
 - g) Air purifier in working condition.
 - h) Two sign boards of the user organization -one at front and another at rear-and Rooftop beacon light wherever applicable.
 - i) Having fast tag facility.
16. 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.
17. (a) The Vehicle required on 24 X 7 basis including Saturdays, Sundays and other holidays on demand as per the requirement.
(b) Saturday, Sunday & other Gazetted holidays will be covered in the definition of month.
(c) The vehicle along with driver should be made available immediately on demand.
18. Any change in vehicle or driver will be allowed only in exceptional circumstances and that too with the prior information/approval.
19. Four wheels of the vehicle should be changed after running of 50,000 K.M..
20. The vehicle should report to the place of requirement as per directions of the respective office. The mileage will be counted from the place where the duty starts and to the place where the duty ends. The billing will be effected from the place of Reporting and Relieving.
21. The vehicle should be insured comprehensively and should have necessary permits from the Transport Department/Authority.
22. The University will not be responsible for any challan, loss, damage or accident to the vehicle or to any other vehicle or injury.

23. The payment will be made on monthly basis on submission of pre-receipted bills(s) duly supported by duty slip(s)/log sheet(s) duly signed by the officer or authorized parson of the University.
24. In case of repair/service/breakdown of the vehicle, non-availability of the driver due to any reason whatsoever, the vehicle owner have to provide alternative vehicle or driver as the case may be and if not arranged, the University will be free to engage a taxi till the vehicle/driver is made available and charge of the same will be deducted from the monthly hire charges payable for the vehicle.
25. The supplier of the vehicle should have adequate number of vehicle of its own with them.
26. The transporter/vehicle owner must have all requisite clearance certificates etc. from the concerned Government agencies as per rules.
27. The daily-record indicating time and mileage for each vehicle shall be maintained.
28. The telephone facility (24 hours) must be available with the transporter/agency.
29. A certificate to be produced by the transporter from the competent authority to certify proper status/functioning of the 'Kilometer'.
30. Log Book has to be maintained for the vehicle.
31. Pan Card of the authorized signatory.
32. Validity Certificate of fitness of vehicle to be submitted.
33. No escalation of rate should be allowed within one year if the hiring service will continue.
34. The order of hiring of the vehicle can be terminated by the Finance Officer of this University at any time without any prior notice & without assigning any reason thereof.
35. The authority reserve the right to reject any / all bid without assigning any reason whatsoever.
36. In case of any legal dispute it has to be settled within the jurisdiction of Purba Medinipur Court of Law only.




Finance Officer

Mahatma Gandhi University
Mahishadal, Purba Medinipur
West Bengal – 721628

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