

Nalanda University

Rajgir (Bihar)-803116

No. NU//Transport/Vehicle Hiring 2024/001

Dated 27.08.2024

Sub: - Limited Tender Enquiry for hiring of Car (Ertiga) for Nalanda University, Rajgir.

Dear Sir(s),

1. Sealed quotations are invited for Hiring of Car (Ertiga) for Nalanda University, Rajgir.
 - a) Interested firms/agencies/having experience of providing Transport services can download the tender document, with terms and conditions from University website, <http://nalandauniv.edu.in>. Duly complete tender should reach the University and submitted in the drop box kept in Admn. Block, Main Campus, Rajgir.
 - b) The Competent Authority of the University reserves the right to accept or reject any or all tender without assigning any reason thereof.
 - c) Quotation must be submitted in Annexure-'A' and along with other documents as specified in the limited tender enquiry.
02. **DUE DATE & TIME FOR RECEIPT/OPENING OF QUOTATION:-**
 - (i) Due date and time for receipt : **10.09.2024 up to 3:00 P.M.**
 - (ii) Due date and time for opening of offer: **10.09.2024 at 3:30 P.M.**
03. **MODE OF SUBMISSION OF QUOTATIONS:-**

The sealed quotation may be collected by the Purchase Committee of Nalanda University, Rajgir on spot during the market survey "**OR**" may be sent by SUPPLIER by Post "**OR**" may be dropped in the Tender Box of the Nalanda University, Rajgir, placed in the office of Administration on or before the due date & time of receipt of offer as indicated above.

Quotations which do not reach this office latest by 3:00 PM on the due date, will be subject to rejection and will be retained in the office. The Nalanda University will not be responsible for any delay in receipt of quotation by post what so ever may be the reason.
04. **VALIDITY: -**

The offer shall be kept valid for a period of 30 days (Thirty days) from the date of opening of quotation.
05. **PAYMENT:-**

The University shall be liable to pay the hiring charge as per bid quoted rate. Contract hiring charges shall include monthly charges of driver, maintenance of vehicle, petrol /diesel /oil expenses and agency service charges. However, toll charges, parking charges etc. will be paid by the University along with the payment of monthly charges on production of toll receipt / parking receipt (in original) etc. Online copies of toll/ parking needs to be certified by the vendor.
06. **DISPUTES:**

All disputes, if any, out of or in respect of this enquiry are to be settled at court Rajgir District- Nalanda. Stated specifically to the contrary it shall be deemed that you have agreed to all terms and conditions mentioned in the enquiry and the same shall be binding on you.

Others Terms and Conditions:-

- 1) The requirement of vehicles is of one Car (Ertiga) for ferrying Students/ staff; and for University Services in and outside of the Rajgir. ***“Service-provider however, note that, it will be the responsibility of the contractor to manage and provide the vehicle at contractual rates whenever University requires extra vehicles”.***
- 2) The ***contract period of the Transport Service shall be initial for one years.*** Extension of Service shall be on satisfactory performance. However, the University reserves the right to terminate the contract with a prior notice of one month in which case, the payment will be made proportionately to the extent of number of days hired. In case, the agency is not willing to continue, the same have to be intimated three month in advance to the University.
- 3) Services shall be for 24X7 basis, actual duty hours, however, shall be of 12 hours, duty hours shall be determined as per Schools’ Teaching-Schedules to be intimated on contract assignment.
- 4) Rate quotes shall be for new vehicle, or not older than 2 years (i.e. registration not earlier to Sep-Oct 2022). Run-mileage shall be less than 10,000 kms. The vehicle shall be in excellent condition, with neat interior and exterior and in good running condition which shall be maintained during period of hire service.
- 5) The Service Provider shall furnish the following documents with the bid:
 - a) **Self-attested copy of PAN Card.**
 - b) **Self-attested copy of GST Registration Number.**
 - c) **Self-attested copy of Valid License under Contract Labour Act or any other Act/Rules.**
- 6) Driver should possess **valid driving license**, medically fit, experienced and courteous having residence in the vicinity of Rajgir. Police verification shall be required on award of transport service.
- 7) The agency’s monthly bill supported by all the required documents like attendance, duty slip, log books & others are to be submitted by the 7th working day of each month.
- 8) The vehicle shall be provided on any day including Sunday and Holidays, if required by the hirer.
- 9) In case of any accident, any and all the claims and damages arising there from shall be met by the service provider.
- 10) The University reserves the right to charge penalty, of Rs.500/- per hour of delay for non-provision of vehicle in time, and Rs.500/- per instance of misbehavior of driver.
- 11) In case of two equal bids, preference will be given to the agency providing newer vehicles.
- 12) Financial quotes should be in format **(Annexure-A)**.

Registrar,
Nalanda University,
Rajgir

QUOTATION FOR THE SUPPLY OF VEHICLE ON MONTHLY HIRE BASIS

Type of vehicle/ (please indicate mode of fuel)	Fixed monthly charges	Charge for extra KMs.	Charge for extra Hrs.
	Upto 2500 KMs/260 Hours	(Beyond 2500 Kms)	(Beyond 260 Hrs.)
Maruti Suzuki Ertiga			

Taxes shall be extra; GST subject to production of deposit challan.

Registrar,
Nalanda University,
Rajgir