THE UNIVERSITY OF BURDWAN

Estate Department
Rajbati, Burdwan

PREVIEW OF TENDER

TENDER REFERENCE: No: Ed/V-5/1998-99/ 04 Dated: 05.11.2026

LAST DATE FOR RECEIPT OF TENDER DOCUMENT: 27.11.2026 at 15.00 hrs.

PLACE OF OPENING OF THE TENDERS: Office Chamber of the Estate Officer, the University of Burdwan, Rajbati, Burdwan.

Sub: Tender for "Supply of Hiring vehicle on rental basis for three (03) years"

With reference to our tender notice for Hiring of cars on rental basis, sealed quotations are invited from reputed registered transport operators having a valid commercial permit issued by the Regional Transport Authority for hiring of AC 7seater MUV/MPV on monthly rental basis for **three (03) years**.

The details of vehicle to be hired areas under:-

Sl. No.	Category of vehicle	No. of vehicle required	Remarks
1.	Rented AC 7seater MUV/MPV Vehicle	01 (one)	Vehicle to be used on monthly rental basis subject to maximum limit of 2000 kms. And 30/31 days in a month. **** Driver & Fuel Cost will be borne by the University**

The quotations are to be submitted in two parts i.e., Technical Bid and Financial Bid in separate sealed envelopes contained in a single big envelope. The sealed cover should be marked on the top as **"Quotation for Hiring of Vehicle" (*Tender Notice No.)***
Details of this tender notice is available in the website http://www.buruniv.ac.in

Interested bidders are requested to quote their rates in respect of the above mentioned car to be supplied to this office subject to the fulfillment of the terms and conditions mentioned below:-

1. The vehicle should be dedicated to the Department and should be of latest model and shall have clean seat covers / towels and in good running condition. The vehicle should be properly and comprehensively insured and must have Registration **only after August 2025**.

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2. Rate for supply of the vehicle will be binding on the bidder for a period of three (03) years from the date of agreement. If the contract period is extended for further period, old rate will prevail.
3. Any problem / defects notified by this office must be attended within 24 hours, failing which 10% of hiring charges will be deducted from monthly bills for the subsequent days till the defects are rectified.
4. Car should always be in good condition and periodical servicing of the car will be carried out by the bidder for avoiding any break down owing to any technical snag during the duty hours.
5. If the car happens to be out of order by any event or occurrence, the concerned firm should make immediate arrangement of another car of similar type and facilities instantly and ensure that the officers travelling by the car are not stranded or distressed on the road.
6. Photocopies of Income Tax clearance certificates against the supplied car are required to be submitted along with the quotation.
7. Supplied vehicle must be pollution free and a recent certificate in this regard must be attached. All expenses including Vehicle tax, Vehicle insurance, PUC Certificate, Vehicle routine servicing, Vehicle tire must be borne by the agency.
8. The calculation of mileage shall be from the reporting point to the relieving point and will not be calculated on garage to garage basis. The vehicle may have to remain in the office campus during office hours and even thereafter, as and when required.
9. The fixed monthly rental charge quoted by the bidder will be inclusive of all taxes. This rate will be inclusive of all consumables, fuel and lubricants etc. **Only Driver & Fuel Cost will be borne by the University**
10. Log Book of vehicles should be maintained by the vendor and furnished the time of submission of bill.
11. All types of repairing charges will be borne by the owner/supplier of the car.
12. Any type of additional charges by the way of road tax, service tax, payment to the driver will be borne by the owner/supplier of the car.
13. Payment will be made on monthly basis on production of bill in triplicate along with duty slip & log book.
14. Tax at source will be deducted from each bill of the vendor as applicable under rules in respect of Income Tax Act etc.

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15. The contract is liable to be terminated at any time with a notice of 01 days and without assigning any reason to the bidder.
16. The firms willing to supply the car may quote rate in their respected company pad in a sealed envelope superscripting **"Quotation for Hiring of Vehicle"** addressed to the Estate Officer, The University of Burdwan, Rajbati, Burdwan.
17. Quotations may be dropped in Estate Department, BU upto15.00 hrs on *or before* **27.112026** and will be opened on the next day i.e. **30.11.2026** at 4.00pm.
18. Incomplete quotations will be rejected outright.
19. For detailed information and clarification the intending vendors may contact the undersigned on any working day within the stipulated date as mentioned above. In case sudden closure of office beyond the control and understanding, the last date & time as indicated above, shall be extended up to the next working date & time without issuance of any separate notice.

REGISTRAR (Officiating)
The University of Burdwan

Enclo: Tender Format (Annexure-I to IV)

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THE UNIVERSITY OF BURDWAN

Estate Department
Rajbati, Burdwan

Annexure-I

TECHNICAL BID

(To be enclosed in a separate sealed envelope)

For Supply of vehicles on hire basis to The University of Burdwan

1	Name of Firm/agency/supplier	
2	Registered address of Firm/agency/supplier	
3	Telephone No.	
4	Fax No.	
5	Mobile No.	
6	E-mail ID	
7	Name of proprietors/partners/directors with address and PAN	
8	Registration no. of firm, if any (copy to be enclosed)	
9	PAN of Firm (copy to be enclosed)	
10	Service Tax Registration No.(copy to be enclosed)	
11	Length of experience in the field	
12	Details of vehicle being offered for hiring: make, model, registration number (copy of RC to be enclosed)	Name of Vehicle:
		Year of manufacture:
		Registration No.:

Fill all columns properly before submission.

Signature of authorized person with full name

Date:

Place:

Seal:

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Estate Department
Rajbati, Burdwan

Annexure-II

DECLARATION

(To be submitted with Technical Bid)

For Supply of vehicles on hire basis to The University of Burdwan,Burdwan

1. I,.....Son/daughter/wife of Shri… .....,Proprietor/Partner / Director/Authorised signatory of firm/ agency.....

Address.....

..... ,am competent to sign this declaration and execute this tender document;

2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them;

3. The information / document furnished along with the application are true and authentic to the best of my knowledge and belief.

4. I/ we am / are aware of the fact that furnishing of any false/misleading information / fabricated document would to rejection of my quotation at any stage and the department is free to initiate appropriate legal action against me/us.

Signature of authorized person
with full name

Date:

Place:

Seal:

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Estate Department
Rajbati, Burdwan

Annexure-III

FINANCIAL BID

(To be enclosed in a separate sealed envelope)

For Supply of vehicles on hire basis to The University of Burdwan, Burdwan

1. Name of bidder company/firm/agency:

2. Address with telephone and fax numbers:

3. Permanent Account Number (PAN):

4. Details of hiring charges(exclusive of service Tax):

Sl. No.	Description	Rate (inRs.)
1	Per month for running upto 2000 kms in 30/31 days	

Fill all columns properly before submission

Date:

Signature of authorized person
With full name

Place:

Seal:

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Estate Department
Rajbati, Burdwan

Annexure-IV

Checklist for submission of Documents with Technical Bid

1. Application i.e., Technical Bid
2. Attested copy of valid trade license
3. Attested copy of Pan
4. Attested copy of Professional Tax Challan/Certificate
5. All the documents and certificates related to vehicle
6. Attested copy of GSTN Registration
7. Experience certificate (details of similar contracts handled by the tendering firm / agency for Government Departments /PSUs / Banks during last three years)
8. Signed Declaration i.e. Annexure-II

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