

Visva-Bharati, Watch & Ward
Tender Notice for Hiring of Vehicle

Quotations are invited from the interested parties in sealed envelope under scribed with “**Quotation for hiring a Diesel Jeep with Driver for Special Round Duty**” on contract basis on the following conditions:-

1. The contract shall be valid for a period of two years from the immediate date of engagement, preferably **from 01.10.2011**.
2. The University reserves the right to terminate the contract in case of unsatisfactory performance by giving ten days notice.
3. The jeep must be either of **Bolero, Tata Sumo, Scorpio, Armada etc (4 wheel drive SUV)** in compliance with EURO II (Bharat stage II) norms and should not be more than two years old as on 01.10.2011.
4. The jeep has to be maintained in perfect condition and in case of any breakdown/absence a substitute vehicle has to be provided. The substitute vehicle should also be in with EURO II (Bharat stage II) norms. In case of failure to provide the alternative vehicle the University reserves the right to hire a vehicle from the market and hiring charges are to be deducted from the bill.
5. Normal duty hours for the Jeep shall be of **12 hours from 5 pm to 5 a.m. everyday**. The Jeep will be reporting to Watch and Ward department for further engagement with Police Personnel or other security personnel for Special Round Duty in Visva-Bharati area.
6. Cost of repairs, servicing and maintenance of the vehicle will be borne by the vehicle provider.
7. The vehicle provider will supply the entire Diesel and Lubricant.
8. In the unlikely event of an accident etc. the vehicle provider shall have to shoulder the full responsibility and the University will no way bear any responsibility or expenses for the police case/law suits/repairing cost etc.
9. Payment will be made on monthly basis by the Accounts Officer, Visva-Bharati on submission of bill from the vehicle provider through the Chief Security Officer.
10. In case of satisfactory performance the authority may renew the contract for the further period of another one year on the existing terms and conditions.
11. The vehicle should have valid commercial permit for plying in Birbhum District. All the following documents should be submitted with the tender documents at the time of submission of quotation, failing which the tender will be rejected:-
 - (a) Photocopy of the Blue Book, (b) Photocopy of valid Driving Licenses of the Drivers (maximum-4),
 - (c) Photocopy of the valid 1st party Insurance coverage, (d) Photocopy of the valid Pollution under control Certificate, (e) Copies of Income Tax, Service Tax, Professional Tax clearance certificate.**(All self attested)**
12. No demand for alteration of rate will be entertained by the University during the period of contract.
13. In case of unavoidable situation and with the request of vehicle provider, the vehicle may be replaced by another same type of vehicle following all the criteria as mentioned in the tender notice.
14. The University reserves rights to accept/reject any/all tenders without assigning any reason.
15. Selected bidder has to sign a formal agreement with the University covering the above points at his/her own cost within seven days from the date of issuance of work order / acceptance letter.
16. Vehicle providers are requested to quote their hiring rates for 12 hours in a sealed cover (mentioning the Tender Memo No over it) alongwith a Demand Draft of Rs 10000/- drawn on State Bank of India, payable at Santiniketan in favour of Registrar, Visva-Bharati as earnest money and to submit at the office of the undersigned **within 1200 hrs 20/08/2011**. Opening of Tender Box will be **1530 hrs on the same day**.
17. Successful bidder (lowest) will have to deposit 5% of contract value as performance security in the form of Demand Draft, Fixed Deposit etc. The performance security will be refunded to the bidder within sixty days on completion of contract.

No. VB/WW/ 78 /11-12

Date: 06/08/2011

Chief Security Officer (Offg)
Visva-Bharati