



Ref. No. : CE/Accts/2019-20/

Dated: 09.04.2019

LAST DATE: 05.05.2019

Dear Sir/s,

We intend to hire the following vehicles for official purpose. Kindly arrange to send your **QUOTATION** giving lowest rates per unit alongwith terms & conditions in **SEALED COVER** addressed to the office of the undersigned so as to reach this office on or before **05.05.2019**.

THE WORD "**QUOTATION**" OUR REFERENCE NUMBER AND DATE SHOULD **BOLDY** BE MENTIONED ON THE COVER

While submitting the quotation following should invariably be mentioned:

- c) Self attested copy of valid Registration Number of the agency
- d) Self attested copy of G.S.T. Registration.

Terms & Conditions:

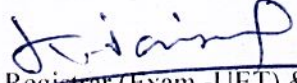
01. The requirement of vehicles is seasonal however the rate offered should be **valid for one year**.
02. The party must be capable of providing **Sumo/Bolero/Tavera/Xylo numbering maximum 75 on any day at a specified time for a few days** during the period of examinations, i.e. at the time of conduct of University Examinations and Entrance Tests as per requirement.
03. Since the University Entrance Tests are scheduled in two/three shifts on specified dates, rates for use of vehicle for minimum 05 hours in a shift should separately be quoted.
04. The rate for under mentioned type of vehicles (for non-AC & AC) be quoted on the separate sheet enclosed (Annexure-A).
 1. **LIGHT VEHICLE** (a- Innova b- Indigo c- Tavera d- Cruiser e- Sumo f- Bolero g-Xylo)
 - a- For Outstation Centre
 - b- For Varanasi)
 - c- For Full Day) **Hours to be mentioned**
 - d- For Shiftwise)
05. Vehicles may have to report during night/early hours or odd time depending upon requirement. (Extra hours/night halt charges will have to be quoted separately)
06. The agency will have to provide the replacement of Vehicle/Driver in case of any eventuality. The Office has the right to ask the agency for removal of any Driver, who is not found competent or disciplined. The valid driving license should be available with driver during duty period.



Established by Parliament by Notification No. 225 of 1916

07. Any person who is in the University service or an employee of this Office should not be made partners to the contract by the contractor directly or indirectly in any manner whatsoever.
08. The Office reserves the right to terminate the contract without assigning any reason.
09. Rates may be quoted for local as well as for RGSC South Campus, Barkachha, Mirzapur separately.
10. Vehicles provided by the contractor should preferably bear **Commercial Taxi Cab Registration Numbers** and should have **Comprehensive insurance** and Drivers so provided with the vehicles shall have **commercial LMV Driving License**.
11. The vehicles should conform to the Pollution norms prescribed, if any, by the transport Department of the Government.
12. Penalty of Rs. 100/- per hour delay will be charged for non-providing of vehicles in time.
13. The contractor shall provide vehicles as per requirement of the Office.
14. The vehicle and Driver shall remain available all the time as per Duty Roster and shall not leave place of duty without prior permission. All the drivers shall carry a mobile for communication to be provided by the contractor.
15. Operation and function of vehicles and Drivers shall be governed by Motor Vehicles Act/Motor Vehicles Rules and these shall be the responsibility of the contractor.
16. The dead mileage in any case should not be more than 10 Kms. both ways.
17. No advance payment will be made.
18. Duty Slips/Movement Slips will be signed by the officer with whom the vehicles are attached for duty on day to day basis. No duty slip shall be entertained unless and until the same is certified/verified by the officer concerned.
19. The Office reserves the right to vary the numbers of vehicles to be hired.
20. The prospective bidder shall furnish the following documents along with their quotation.
 - a) Self attested copy of Valid Registration No. of the Agency/Firm/Proprietor;
 - b) Self attested copy of PAN No. card under Income Tax Act/G.S.T. Registration Number.
 - c) An undertaking to the effect that the Agency has not been blacklisted by any of the Departments/Organizations of the Government of India and no criminal case is pending against the said firm/agency;
21. The University reserves the right to cancel the tenders and/or relax any of the conditions without any information.
22. UNSEALED QUOTATIONS AND /OR QUOTATIONS RECEIVED AFTER THE DUE DATE SHALL NOT BE ENTERTAINED.

Yours faithfully,


Asstt. Registrar (Exam.-UET) &
Secretary, Limited Tender Committee

सहायक कुलसचिव (परीक्षा-वि०प्र०१०)
Assistant Registrar (Exam.-U.E.T.)
काशी हिन्दू विश्वविद्यालय
Banaras Hindu University
वाराणसी - 221 005
Varanasi - 221 005



ANNEXURE-A

TYPES OF VEHICLE

LIGHT MOTOR VEHICLES FOR OUTSTATION					
Sl. No.	Name of the Vehicle	Rate Per Km.			Remarks
		A.C.		Non A.C.	
1.	Innova				
2.	Indigo				
3.	Tavera				
4.	Cruiser				
5.	Sumo				
6.	Bolero				
7.	Xylo				
Any other Charges if any (Please specify)					
VEHICLE FOR LOCAL					
Varanasi & R.G.S.C.		Full Day (12 Hour)		Shift wise (6 Hours)	
		A.C.	Non A.C.	A.C.	Non A.C.
1.	Innova				
2.	Indigo				
3.	Tavera				
4.	Cruiser				
5.	Sumo				
6.	Bolero				
7.	Xylo				
Any other Charges if any (Please specify)					

Signature of the Supplier



BANARAS HINDU UNIVERSITY
VARANASI - 221 005

**TO BE RETURNED WITH
QUOTATION**

Following proforma should be filled in and duly signed by the firm and sent alongwith the quotation. (Please refer to the detailed instructions/notes before filling this proforma).

1. Validity of the offer :
2. Approximate Delivery Period :
3. (a) Whether rates have been quoted F.O.R. site and covers packing forwarding and insurance charges. : YES / NO
(b) If not, please mention the same :
4. (a) Whether the prices are inclusive of Sales Tax and other taxes. : YES / NO
(b) If not, kindly specify the amount / rate :
5. If the Sales Tax is charged extra, declaration for charging Sales Tax correctly attached. : YES / NO
6. (a) Whether supply will be made directly or through any Local / Regional / Authorized Dealer / Stockist : Directly / Stockist / Authorized Dealer
(b) If through a Stockist / Dealer : -
 - (i) Name and full address of the Party :
 - (ii) Whether the order to be placed with the : Principal / Stockist / Dealer
 - (iii) Who will raise the bill : Principal / Stockist / Dealer
 - (iv) Cheques will be drawn in favour of : Principal / Stockist / Dealer
 - (v) Whether any Delivery, Packing and Forwarding Charges will be payable to local Stockist/Dealer : YES / NO (Please specify the amount/percentage etc, if any)
7. Our terms of payment (Please indicate your preference by a (✓) mark). Please note that no other payment terms are likely to be accepted.
 - (a) For Local Firms or if the bills are raised by the Local Dealers.
 - (i) 100% Payment on bill basis :

OR

(ii) 100% payment against Proforma Invoice after receipt of materials in good condition, installation and satisfactory report.

(Only under exceptional cases)

(b) If the bills are raised by outstation Firms

(i) 100% Payment on bill basis

OR

(ii) 100% payment against Proforma Invoice after receipt of materials in good condition, installation and satisfactory report

OR

(iii) D.G.S. & D. Terms of Payment for D.G.S. & D Rate Contract items

OR

(iv) 75% against Proforma Invoice (at site) or documents through Bank and 25% after receipt of materials in good condition, installation and satisfactory report.

OR

(v) 90% payment against Proforma Invoice (at site) or documents through bank and 10% after receipt of materials in good condition, installation and satisfactory report (Only under special Circumstances).

8. Whether any Excise Duty is payable on the items. YES / NO
 If yes, indicate the amount / percentage. %
9. Whether any installation charges are payable extra. YES / NO
 If yes, amount to be specified.
10. Whether any discount for educational institution offered on the printed price list of the manufacturer. YES / NO
 Please mention the amount / percentage.
11. Whether the product is on DGS & D/D.I. Rate contract. YES / NO
 If yes, please enclose a photocopy of the same.
12. Whether the product bears I.S.I. Mark. YES / NO
 If yes, please mention the I.S.I. License no.
13. (a) Whether the firm is Sales Tax payer. YES / NO
 If yes, please mention the Sales Tax Numbers.
- (b) Whether the Local Dealer(s) is / are Sales Tax payer(s) YES / NO
 If yes, please mention the Sales Tax numbers of each
14. Whether printed / authenticated price list of the Firm's Products and Catalogue etc. enclosed. YES / NO

Signature of the Authorised Official with Seal