



Present address: Government General Degree College, P.O- Singur, Dist: Hooghly, PIN-712409

Website: <https://ranirashmonigreenuniversity.ac.in>

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Ref. No. RRGU/CAR TENDER/100/2026-27

Date: 06.10.2026

NOTICE INVITING TENDERS FOR HIRING VEHICLES

Sealed tenders are invited from the Government registered travel agencies / firms for hiring of following type of commercial Diesel/Petrol Car in sound condition with all permissions to be plying on road, on monthly rent basis (as is being engaged) for official purposes of the University under the following terms and conditions:

1. Only such Agency / Firm may apply whose cars/vehicles are of commercial type; duly authorized by the concerned RTO.
2. The Agency / Firm shall maintain an office duly manned with staff having mobile phone and with WhatsApp/E-mail facilities, which are always attended and have at least one year of business experience.
3. The Agency / Firm shall put into service only Registered, Diesel/Petrol driven commercial Cars not more than **4 (four)** years old.
4. The cars/vehicles provided by the Agency / Firm should be in perfectly sound, road worthy, working condition and suitable for use by Hon'ble Vice-Chancellor/ Dignitaries/Officers/Invitee Personnel.
5. The cars/vehicles should be maintained regularly and properly by the Agency / Firm and should have clean interior and exterior. The seats should be covered with neat white seat covers (towel), which should be replaced regularly.
6. The Agency / Firm should have an adequate number of appropriate and equivalent cars/vehicles in his own name or own agency / firm to be provided as hired cars. There should be adequate backup of cars/vehicles to cope with breakdown or maintenance. In case of maintenance or breakdown, replacement of the cars/vehicles shall be made by the agency/firm with similar class of cars/vehicles.
7. The drivers assigned to duty with the cars / vehicles should not be changed unless it is very urgent or unavoidable.
8. The cars/vehicles to be hired by the Rani Rashmoni Green University of Tarakeswar (RRGU) shall be on monthly basis and therefore these should be kept for exclusive use by the users of RRGU as per practicable.
9. The car placed into service for the Hon'ble Vice-Chancellor RRGU cannot be hired out to any other organization and should be available whenever called for. In case of outstation overnight stay, the agency will take care of the accommodation of the driver, admissible charges will be provided by the institute.

[Signature]

10. The cars / vehicles put into service should carry the following documents and articles:

- I. Valid Registration Certificate issued by the concerned RTO.
 - II. Valid PUC Certificate.
 - III. Valid Road Tax Receipt / Certificate
 - IV. Valid Insurance Policy document of the car.
 - V. Tool box, small spares, Jack and extra tyre in usable condition.
 - VI. At least one umbrella.
 - VII. Air purifier in working condition.
 - VIII. Two sign boards of the user organization -one at front and another at rear-and Rooftop beacon light wherever applicable.
11. The Agency / Firm shall ensure that,
- I. the drivers employed hold valid driving license, are well behaved, having communication skills at least in Bengali and Hindi, conversant with the rules and regulations of driving and the knowledge of routes in Kolkata and other parts of West Bengal.
 - II. All the drivers employed should wear neat and clean uniform while on duty:
 - III. All the drivers employed should have cell phones in working condition, for which the cost shall be borne by the Agency / Firm;
 - IV. Drivers are provided with adequate cash to meet the expenses for toll / parking charges or minor repairs
 - V. The drivers report to the user on time and maintain strict punctuality during duty hours;
 - VI. Drivers must not consume alcoholic drink while on or before duty.
 - VII. The drivers always should remain with the vehicle while on duty and has to be also available over mobile all though and in case of any urgency, he should seek permission of the user before leaving the vehicle.
12. In case of any breakdown of the car at the time of duty, the Agency / Firm shall make arrangements promptly for another similar car / vehicle and no mileage from the garage up to the breakdown point shall be paid. In case the user of the broken-down car hires another vehicle/taxi, the amount of hiring the vehicle shall be deducted from the bill of the Agency / Firm.
13. Penalty levied by police/government departments / statutory bodies for violation of an norms or regulation shall be the sole responsibility of the Agency / Firm. RRGU shall in no way be responsible for such payments.
14. Parking or Toll Charges shall be paid by the driver as and when required. This shall be reimbursed on production of valid receipt to be submitted along with the monthly bill.
15. The drivers on duty should ensure that the car is accompanied with a log book issued for it. The log book should be presented to the user of the car for noting daily running based on opening and closing meter readings at the point of reporting and release respectively. The payment will be made for the mileage covered between these two readings only.
16. The vehicle along with driver should be made available immediately on demand and should report to the place of requirement as per direction of the RRGU. The Vehicle may be required on a regular basis including Saturdays, Sundays and other holidays on demand as per the requirement.



17. Any change in vehicle or driver will be allowed only in exceptional cases and that too with the prior information and approval. In that case vehicle number and drivers name and mobile no. shall be informed to the authority in time.
18. RRGU will not be responsible for any challan loss, damage or accident to the vehicle or to any other vehicle or injury.
19. The telephone facility (24 hours) must be available with the transporter/agency.
20. Saturday, Sunday & other Gazetted holidays will be covered in the definition of month.
21. Legal disputes, if any, has to be settled within the jurisdiction of Chandannagar Court of Law.
22. The rates quoted in tender should be final and no negotiation should be done.
23. Tenders submitted with incomplete information will not be considered.
24. The tenders are **to be submitted to the Registrar, Rani Rashmoni Green University of Singur, Government General Degree College, P.O- Singur, Dist-Hooghly, PIN-712409 between 11 A.M and 3:00 P.M. on working days up to 12/10/2026.**
25. The Rani Rashmoni Green University would be hiring the vehicle preferably for a period of One year in order to evaluate the performance and services of the Agency / Firm for **that** probationary period of one year. There may be a contract for the next one (01) year that will be confirmed only if the services and performance of the Agency / Firm are found satisfactory during the probationary period. However, any untoward incident in relation to running the Vehicle may lead to termination of the contract by the University, **on immediate effect if required.**
26. The tender must be submitted in the following format neatly typed in the official letter head of the Agency / Firm and shall contain the mandatory information in the attached application format with required supporting documents/sheets.
27. Selected vendor is appraised beforehand that the monthly bill has to be submitted during first 3 working days of following month along with daily road challan at earmarked receiving section/point of the University and the payment would generally be paid through online banking within 12 working days of receipt of the bill/s.



Registrar

Rani Rashmoni Green University

APPLICATION FORM
FOR ENLISTMENT OF SUPPLIERS/VENDORS of office Cars AT Rani Rasmoni Green University
(A State University under the aegis of Government of West Bengal)

Particulars							
1A.	Name of the Firm/Business Unit						
1B.	Address						
2A.	Name of Proprietor/ Owner/Partner to deal with						
2B.	Name of the authorized person other than at (2A)						
3.	Contact Telephone No.(S), and e-mail id						
Technical Points							
4.	Trade License Details (with Photocopy)						
5.	Details of expertise in the area of enlistment applied (with credentials) [use separate sheet if required]						
6.	Details of GST clearance or GST Registration details (to enclose a photocopy, submit the original later for verification)						
7.	PAN Number of the Company (With Enclosed Photocopy)						
8.	Professional tax and other Statutory Registrations as may be applicable						
Financial Data							
4 Seater Car				7 Seater Car			
Rate Per hour	Rate Per Km	Minimum Amount Payable	Corresponding Distance And/Or Hour Duration	Rate Per hour	Rate Per Km	Minimum Amt Payable	Corresponding Distance And/Or Hour Duration

Date:
Place:

 (Signature)
 Address:
 Name: