



**DIRECTORATE OF DISTANCE EDUCATION**  
**RABINDRA BHARATI UNIVERSITY**

RABINDRA BHAVAN, BLOCK-EE 9 & 10, SECTOR – II, KOLKATA – 700 091

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Memo No. DDE/RBU/DR/0185/15

Date : 22/01/2015

**NOTICE INVITING QUOTATION FOR RENTAL CAR**

Sealed Quotations are invited from the reputed Service Providers super scribing the Envelope as **QUOTATION FOR RENTAL CAR** for the following cars, to be engaged in the University on monthly rental basis. Service Providers would have to submit the Quotation in the format given below :

Sl. No.	Model of the Car	Rate of Rent for Minimum 10 hours/ Per K.M. in a day	Rate of Over Time per hour after 10 hours in a day
1	Ambassador (Non-A.C.)		
2	Indica (Non-A.C.)		
3	Indigo (Non-A.C.)		

Please read following carefully and take note of the term and conditions as indicated below :

1. Cars to be provided for rent / hire should have commercial registration number preferably not before 5 years from 01.03.2015.
2. Lowest rate quoted would be the rate for hiring of car of a particular model.
3. Owner driven car would be given preference.
4. The reporting time shall be as desired by the officer using the car / in control of the car.

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5. The permissible Mileage or Time for Garage-In and Garage-Out to and from the residence of the designated officer should be a maximum of 5 K.M. or 30 minutes each for the forward and return journeys from and to the Garage.
6. The vehicle should be in possession of the officer using the car / in control of the car during the entire duty hours and a Log Book shall be maintained duly signed by the user Officer certifying the starting and closing.
7. The car should be ready for its availability at any time on any day, including holidays.
8. The accuracy of car meter will be checked from time to time by any authorized officer of the University. In case of error the bill for journey would be adjusted accordingly.
9. Service Provider will submit rates with copies of Service Tax Registration, b) Pollution Certificate No. of Car, c) Fit-Certificate No., d) Commercial No. of Car, e) Insurance papers of Car.

Last Date of Submission of Tender : 10<sup>th</sup> February' 2015 (up to 5 p.m.).

Quotations in sealed envelope must be submitted to the office of the DDE, RBU within stipulated date.

Director(Acting)  
DDE-RBU