



DARJEELING HILLS UNIVERSITY

ITI Building, Bhasmey, Mungpoo, Darjeeling District, West Bengal—734313

Email: contact@dhu.edu.in Website: www.dhu.edu.in

Recognised under Section 2(f) of the UGC Act, 1956

Reference Number: DHU/RGR/GEN/2025/081

Date: August 8, 2025

TENDER

Invitation for sealed quotation for hiring of vehicle for regular monthly hire basis for Darjeeling Hills University (Second Call)

Tender Reference Number: DHU/ADV/2025/005

Sealed quotations are invited from vehicle service providers for a regular monthly hire basis for Darjeeling Hills University. The specification for the required vehicle has been provided below.

No.	Mass Emission Standard	Quantity of Vehicle	Category of Vehicle
1.	As per Notification No. 3564-WT/3M-81/98, dated 24.11.2008, of the Transport Department, Government of West Bengal.	1 (One)	Motor Cab/Maxi Cab with Engine capacity more than 2000 cc with Air Conditioning.

Tender quotations can be submitted at the university office from **11.08.2025**. The last date for receipt of quotations is **19.08.2025**. All relevant updates and/or corrigendum will be notified on the university website. Kindly check the annexures to this document for relevant details. If you require any information related to the tender process, you can use the contact form on the university website, or visit the university office during working hours (Monday to Friday between 10:00 am to 4:00 pm).

Registrar (Additional Charge)

Darjeeling Hills University

Copy forwarded for information to:

1. Vice-Chancellor, Darjeeling Hills University.
2. Finance Officer, Darjeeling Hills University.
3. Darjeeling Hills University website.



Annexure A

Tender Details and Specifications

A1. Award of Contract

1. Darjeeling Hills University will award the contract to the bidder whose quotation has been determined to be substantially and technically responsive to the required specifications, and who has offered the lowest evaluated quotation price.
2. Darjeeling Hills University reserves the right of acceptance or rejection of any quotation, and the right to cancel the bidding process at any time prior to the award of contract without assigning any reason whatsoever.

A2. Evaluation of Quotation/Tender

Darjeeling Hills University will evaluate and compare the quotation/tender determined to be substantially responsive, i.e. which –

1. conform to the proscribed pro formas, which are signed and authenticated with proper documentation.
2. conform to the outlined terms, conditions, and specifications; the quotations will be evaluated separately.

A3. Requirements and Eligibility

1. Bidders are required to read the Tender Terms and Conditions outlined in *Annexure B*.
2. Bidders are required to strictly adhere to the prescribed tender pro formas in *Annexure C* for the process of authentication and submission of their quotations.
3. Mandatory list of documents to be submitted in sealed envelope:
 - a. Filled-out C1 Pro Forma and C2 Pro Forma (*Annexure C*).
 - b. Filled-out C3 Self-declaration by Supplier (*Annexure C*).
 - c. Self-attested photocopies (originals may need to be produced at the time of opening of quotations):
 - i. Up-to-date vehicle related documents.
 - ii. PAN card and Aadhaar card.



Annexure B

Tender Terms and Conditions

1. The bid should be submitted as per notification no. 3564-WT/3M-81/98, dated 24.11.2008 of the Transport Department, Government of West Bengal.
2. Financial bid and specification should be submitted in one sealed envelope.
3. Each bidder shall submit only one price quotation.
4. Each page of the bid document should be self-attested by the bidder.
5. The sealed envelope should clearly mention on the top the reference number and date of this tender notice in response to which quotation/tender is being submitted.
6. Financial bid should be submitted as per the prescribed pro formas in *Annexure C* of this document for vehicle details.
7. The hire rate shall be governed by G.O No. 3564-WT/3M-81/98, dated 24.11.2008, of the Transport Department, Government of West Bengal.
8. Payment will be made as per availability of funds.
9. Cost of road tax, insurance, and wages of driver and other incidental expenses in running and maintenance of car are to be borne by the vendor themselves in compliance of G.O. No. 6649-F(Y) dated 26.12.2018, providing self-declaration by the supplier of vehicle rental services. If the vehicle is out of order, the vendor shall provide a substitute vehicle immediately. In case the vehicle does not report at all, Darjeeling Hills University reserves the right to terminate the contract at once without assigning any reason.
10. Payment shall be made by Darjeeling Hills University at the end of every month on the presentation of all bills within a reasonable time. However, no interest is payable on delayed payment.
11. The driver running the car should have a valid driving license, and the vehicle should be registered under the Transport Department of the State Government. A certificate to this effect should be provided. The driver of the vehicle must follow traffic rules and regulations prescribed by the Government from time to time. The bill has to be submitted along with the logbook duly signed by the concerned officer.
12. The driver must observe all etiquettes and protocols while performing their duty. He must be neatly



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dressed, should wear proper uniform, and must carry a mobile phone in working condition, for which no separate payment shall be made by Darjeeling Hills University.

13. The contract shall be valid till the rate & conditions are revised by the Government of West Bengal by notification or some explicit order. The office may terminate the contract after giving one month's notice at any point of time without assigning any reason thereof.
14. A daily record indicating time and mileage for each vehicle shall be maintained in the logbook and is to be signed by the officer concerned.
15. After placement of order, Darjeeling Hills University reserves the right to cancel/add/modify the whole order and/or any part thereof at any time.
16. The last date for the receipt of sealed quotations is 19.08.2025 at 16:00 hours.
17. No ambiguity in the submitted documents will be entertained.
18. Bid opening date shall be notified on the university website.
19. In case the bid opening date is subsequently declared as a holiday, the bid will be opened at the same time on the next working day, and the bid will also be accepted on the same day.

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Annexure C

Pro formas and Self-Declaration to be Submitted

C1 Pro Forma

Mass Emission Standard	Quantity of Vehicle	Category of Vehicle	Maximum rate/day/vehicle	Bid Price (Per vehicle)
As per Notification No. 3564-WT/3M-81/98, dated 24.11.2008, of the Transport Department, Government of West Bengal.	1 (One)	Motor Cab/Maxi Cab with Engine capacity more than 2000 cc with Air Conditioning.	₹590/- (in words: five hundred and ninety rupees)	

C2 Pro Forma

No.	Particulars	Contained in page no. of the sealed quotation
1.	Rate of vehicle hiring (inclusive all)	
2.	Pan card*	
3.	Aadhaar card*	
4.	Certificate of registration of the vehicle*	
5.	Certificate of fitness of vehicle*	
6.	Certificate of Insurance*	
7.	Certificate of Pollution*	
8.	Self-declaration vide G.O no. 6649-F(Y) dt. 26.10.2018	

**Self-attested documents need to be attached along with the tender documents.*

Signature of Bidder



**C3 Self-declaration by supplier of vehicle rental service to
government departments/local authorities**

To,

I, the undersigned, do hereby state that I am engaged in providing the following vehicle bearing Registration Number as mentioned below on rental basis to the following office.

No.	Vehicle Registration Number	Name of Office where the vehicle is used

In this context, I do hereby declare that:

1. Other than those mentioned above, I have no other vehicle(s) to provide on rent to any other person or Office.
2. The aggregate turnover of the car rental services provided by the undersigned has not exceeded Rs. 20 lakhs either in the previous Financial Year or in the current Financial Year till date.
3. I do not have any income from such rental services or any other business, other than from those provided to Offices as stated above.
4. I am bound to obtain a GST registration on the occasion of my Turnover exceeding the threshold of Rs. 20 lakhs in a particular Financial Year and provide such GST Registration Number (GSTIN) to the DDO(s) for continuation of the contract of the car rental service as currently provided

The above-stated information as provided by me is true and correct to the best of my knowledge.

Date: ___/___/2025

Signature: _____

Place: _____

Name of the vehicle owner/supplier: _____