

THE WEST BENGAL COUNCIL OF RABINDRA OPEN SCHOOLING

Head Office : Bikash Bhawan (2nd Floor, East Block), Bidhannagar, Kolkata-700091.

Branch Office : Ramendra Sundar, Tantuj Bhavan, DD-18/4,

6th Floor, Bidhannagar, Kolkata-700064.

Phone : (033)2334 5199 email – wbcros2006@gmail.com



Memo No : 29/WBCROS/ACCT/2025

Date : 05.03.2025

Notice Inviting Quotation

Sealed quotations are hereby invited from the reputed Travel Agencies for supplying of **1 (One) no. Car** for using of the Secretary of The West Bengal Council of Rabindra Open Schooling.

Quotation must be submitted from 07.03.2025 to 18.03.2025. The last date of bid submission will be on 18.03.2025 till 05.00 PM and Bid opening date and time will be on 20.03.2025 at 2.00 PM.

Specification of Car:-

SECRETARY CAR

1	Seating Capacity	7 Seater
2	Duty Hours	10 Hrs. Minimum (may be extended) Including Garage In (15 minutes) & Garage Out (15 minutes). Day to Day Time Table may be fixed by the Secretary.
3	Usage Per Day	100 K.M. Including Garage In (05 K.M.) & Garage Out (05 K.M.)
4	Car Type	A.C.
5	Age of Car	Car must be purchased on or after 2019
6	Rate per K.M	TO BE FILLED UP BY THE TRAVEL AGENCIES
7	Rate per Hour	TO BE FILLED UP BY THE TRAVEL AGENCIES

Submission of quotation: The Travel Agencies are requested to submit their quotation in the letterhead with details of enclosures as mentioned below.

- 1) Photocopy of Valid Trade License
- 2) Photocopy of GST Registration Certificate
- 3) Photocopy of PAN
- 4) Photocopy of Car Purchasing Bill & Blue Book

- Rate per K.M. and Rate per Hour of above mentioned Car must be quoted excluding all Taxes.
- This Tender may be cancelled if the rate and the technical parameter are not for suitable measured by the Council.

Authority reserves the right to accept or reject any/all quotations without assigning any reason on whatsoever ground it may be. Detail terms & conditions are mentioned below.

Mk 5/3/25

(Dr. Namrata Kothari)

Secretary

The West Bengal Council of Rabindra Open Schooling

Secretary
**The West Bengal Council of
Rabindra Open Schooling**

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TERMS & CONDITIONS

1. This agreement will be valid for one (1) year from the commencement of Agreement.
2. Car must be used for the mobility of the Secretary of WBCROS.
3. The owner of the vehicle shall place the car for journey along with a driver having valid upto date driving licences.
4. Car must be 7 seater capacity.
5. Car must be provided for 10 hours. Reporting time on normal office working hours (10.00 A.M.) or as and when required by the Secretary of the Council on all working days and the releasing time will depend on office job and permission for releasing from duty must be taken from the Secretary of the Council.
6. The vehicle should report for duty everyday without fail at appointed time and place as instructed by the Secretary.
7. The owner of the Car must possess contract / public carriage licence for the vehicle placed and shall have to produced the same when called for. Journey may be undertaken upto any place within West Bengal.
8. The owner of the car shall bear the cost of entire running repair, major repair and overhauling of the vehicle from time to time as and when necessary.
9. The WBCROS will not be responsible for any (i) damage to the car for any accident. (ii) Court case of compensation payable because of the condition of the car of because of driving by its driver. (iii) any charge of Tax or surcharge that may be levied by the state or central govt. including road tax except toll charges.
10. The owner of car must pay road tax, insurance charges within the stipulated time. If the owner fails to provide the car for duty for more than successive 7 days, the whole contract of the hired of the car may be cancelled at the discretion of WBCROS.
11. The owner will have to make his own arrangement for garaging the car.
12. The owner will be responsible if their is any damage to life or materials due to any accident involving the car and WBCROS will be at liberty to ask the owner to make good such losses as prevailing laws of the land.
13. The owner will be required to show Blue Book Registration Record, Contract Carriage Documents etc. before executing the Agreement.
14. The Agreement is terminable with one month's notice on either side.
15. In case of any emergency repair or major repair the Car may be replaced by another Car.
16. The tenure of the Contract will be one (1) year from the date of issue of Work Order but either party to the contract agreeing, the Contract may continue for one more year under the same terms & conditions and rate. In the event of such happening a fresh Agreement under the same terms, rates and conditions shall be executed by the owner of the car with the undersigned.
17. In case of emergency car must be provided to Saturday, Sunday or any other listed Holidays. Billing for those days duty will be of same as other office working days. In case of providing car on Saturday, Sunday or listed Holidays written permission must be taken off from the Secretary of the Council. In the off days of the Council or Holidays declared by the Council, any bill can not be claimed by the Agency.
18. Car may be run at any places wherever it will require for Council's job.
19. Other than plying of Secretary of the Council sometimes office documents may be transmitted by car if it requires.

Mustajid
Secretary

20. Bill will be paid within 10 days from the date of submission of bill. No advance amount will be given against billing amount.
21. If the Driver of the car will be on a leave for certain days an application for leave must be written to the Secretary / President of WBCROS and intimate at least 72 hours before and permission of granting of leave must be taken off from those officials. If any medical ground the Driver will be on a leave for a day or certain days then substitute arrangement will be made by the car owner i.e. Amra Enterprise.
22. For the actual distance from the garage of the car to place of reporting for duty or from the place of release to the garage an empty rum of 5 K.M. maximum either way (Total 10 K.M. per day) will be borne by the WBCROS.
23. Maintenance of Car Log Book is mandatory (to take necessary signature with journey details must be written by the Secretary or any other official of the Council) otherwise bill cannot be entertained by the Accounts Deptt.
24. It is mandatory to take signature from the Secretary or any other official of the Council at the time of entry (reporting time & starting meter reading must be written) and at the end of the day to take signature by the Secretary or any other official of the Council who will be the rider of the car (must be written the releasing time and ending meter reading).
25. Once these terms will agree by the both party, both the party will abide by the said terms & conditions and if any of the party will break the above said terms & conditions then other party can cancel the said agreement with one month's notice.
26. Any Tiffin allowance, TA and overtime allowance will not paid to the Driver of the vehicle by the Council.
27. Monthly payment will be made on submission of the bill by the owner of the car along with photocopy of log book duly signed by the Secretary.

MUST/3/25

Secretary
The West Bengal Council of
Rabindra Open Schooling