

UNIVERSITY OF NORTH BENGAL

Accredited by NAAC with Grade B++



समानो मन्त्रः समितिः समानी

DD-27/C, Sector-I, Salt
Lake, District-Kolkata, Pin-
700064, West Bengal, India
E-Mail: nbukolkata@nbu.ac.in

Officer-In-Charge
NBU Kolkata Camp Office

EOI No.67/KO/12/23-24

Date: 07/09/2023

Expression of Interest (EOI)

Expression of Interest (EOI) is invited for the empanelment of car rental agencies to provide vehicle rental services for the NBU Kolkata Camp Office. All necessary documents should be enclosed in a sealed cover and delivered to the Officer-In-Charge, NBU Kolkata Camp Office, DD-27/C, Sector-I, Salt Lake, District-Kolkata, Pin 700064, West Bengal, India, within seven days from the date of this advertisement.

1. Introduction:

The University of North Bengal invites eligible and qualified car rental service providers to express their interest in providing car(s) on a hire basis in Kolkata. This Expression of Interest (EOI) aims to identify potential suppliers who can meet our transportation requirements efficiently and professionally.

2. Scope of Work:

The hired car(s) shall be used for official purposes and for conducting official trips and visits as required by the University. The scope of work includes, but is not limited to, the following:

- Providing well-maintained, comfortable, and reliable car(s) along with professional drivers.
- Ensuring timely and safe transportation services for the designated routes and schedules.
- Adhering to all relevant safety regulations and traffic rules during transportation services.
- Offering flexible service options, including short-term and long-term rentals, per our requirements.
- In case of any accident, theft, or damage to the vehicle, the travel agency shall be responsible for any liability.

In such cases, the University would have no legal or financial accountability.

- The travel agency shall nominate an experienced staff/ official(s) for daily liaison with the University. The concerned persons' names and contact numbers should be provided to the University.

3. Eligibility Criteria:

Interested car rental service providers are requested to fulfil the following eligibility criteria:

- Must be a legally registered car rental company with a valid operating license
- Should have at least five years of experience providing car rental services to organizations and businesses.
- Must possess a fleet of well-maintained vehicles suitable for official purposes
- Drivers must be licensed, well-trained, experienced, and knowledgeable about local routes and traffic conditions.

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Kolkata Camp Office
University of North Bengal

- e) The company must have a proven track record of providing reliable and quality car rental services.
- f) Interested agencies must fill in all the details in Annexures- A and B.
- g) All pages of the EOI document should bear the signature and seal of the Applicant's authorised representative.
- h) Copies of credentials/ documents are to be annexed with the quotation with self-attestation by the Applicant with the official seal.
- i) The EOI is liable for rejection due to the incorporation of false information and further raising fake or truncated documents.

4. General:

Interested car rental service providers are requested to submit their Expression of Interest (EOI) in a sealed envelope marked "Expression of Interest for Hiring of Car(s) for NBU Kolkata Camp Office – EOI. No. 67/KO/12/23-24 at the following address:

Officer-In-Charge

NBU Kolkata Camp Office

DD-27/C, Sector-I, Salt Lake, District-Kolkata, Pin-700064, West Bengal, India

The EOI should include the following documents:

- a) Company profile with a brief overview of services, experience, and clientele.
- b) Valid registration and license certificates.
- c) Details of the fleet of vehicles available for hire.
- d) Credentials and experience of drivers.
- e) Reference letters from previous clients, if available.
- f) Any other relevant information that showcases your company's suitability for this opportunity.
- g) The Consulate shall empanel more than one agency. The lowest rate quoted by any agency will be the L1 for that particular category. All agencies shall provide services at the lowest rate fixed by the Consulate based on rates quoted by the agencies.
- h) The empanelment will be for two (03) years from the date of communication confirming the empanelment. There should not be any change in rate during the contract period. The period of empanelment may be extended at the discretion of the University with the same rates, terms and conditions subject to satisfactory performance by the empanelled agencies.
- i) The payment will be made preferably through Bank transfer, for which bidders are requested to submit their Bank Details.

Please note that this Expression of Interest (EOI) does not constitute a commitment by the University to award the contract for car hire services. It only invites interested parties to demonstrate their capabilities and interest in providing the required services.

For any queries or clarifications, interested parties may contact:

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Officer - in - Charge
Kolkata Camp Office
University of North Bengal

Contact Number: (033) 23344563

Email ID: nbukolkata@nbu.ac.in

The University reserves the right to accept or reject any or all Expressions of Interest without assigning any reason whatsoever.

Manas L. Saha
Officer - in - Charge
Kolkata Camp Office
University of North Bengal

TECHNICAL BID

DESCRIPTION: Expression of Interest for Empanelment of Car Rental Agencies for Hiring Vehicles for NBU Kolkata Camp Office.

Sr No	PARTICULARS	
1.	Name of Agency	
2.	Postal address	
3.	Name of the Contact person	
4.	Mobile No	
5.	E-Mail ID	
6.	Registration Certificate/ Trade License (copy enclosed)	
7.	PAN (Permanent Account Number) (copy enclosed)	
8.	GST Registration No. (copy enclosed)	
9.	Work Experience Certificate(If any)	

Place:

Signature of Proprietor/Partner/Director

Date:

Office Seal

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Annexure: B**FINANCIAL / PRICE BID****[To be submitted in a separate sealed cover on Letter Head]**

To,

Date:

Officer-in Charge
NBU Kolkata Camp office
DD-27/C, Sector-I, Salt Lake, District-Kolkata, Pin-700064, West Bengal, India

Dear Sir,

Subject: Financial Bid for EOI for Empanelment of Car Rental Agencies For Hiring Of Vehicles for NBU Kolkata Camp Office, NBU

In response to EOI No. **67/KO/12/23-2** Cited above, we are pleased to enclose the following as our financial bid for your kind consideration:

Sl. No	Name of Vehicle	Minimum 10 H.rs. including 100K.M	Full Day (24 Hrs.)	Extra a KM	Extra a Hrs.	Holt Night Charges	Outstation Per KM Charges	Airport Pickup Drop(Fix Cost)	Railway Station Pickup Drop(Fix Cost)	Driver Allowance per Day(Out of City)
01	Swift Dzire/Etios/Tigor or Similar									
02	Innova / Crysta or Similar									
03	Sedan/ SUV or Similar									
04	Fortuner or Similar									

Place:**Sign. Of Bidder with Stamp**

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