



OFFICE OF THE REGISTRAR: SIBSAGAR UNIVERSITY

Ref. No. SU/F&AO/VC-VEHICLE/53/2025/5

dated 28/08/2025

Terms and conditions of Vehicle Hire

Requirements detailed below:

1. A Toyota Innova Crysta vehicle is required for hiring on monthly basis initially for 6(six) months only to be extended subject to requirement of the University.
2. The vehicle shall be in good conditions and must have valid Registration Certificate, Insurance Certificate, proof of up-to-date tax payment etc. which are mandatory for playing of vehicles.
3. Driver has to be facilitated by the owner.
4. The driver who will be engaged to drive the vehicle by the agency must have a valid driving license for driving light vehicles and should be sufficiently experienced in driving the vehicle. The driver must follow the traffic rules and other regulations prescribed by the Govt to this effect from time to time. The University has the right to ask the agency for removal of driver in case found incompetent, disorderedly or undisciplined.
5. The driver should be well behaved, gentle and obedient in nature. The driver must observe all the etiquette and protocol while performing the duty. He must be neatly dressed and carry a mobile phone for which no additional payment shall be made by the University.
6. **Substitute**: The party has to provide a similar type of vehicle only as an alternative arrangement during the breakdown of the above vehicle. Road tax, Insurance charges of the vehicle including Taxi permit and other incidental expenses will be borne by party.
7. The driver should be well behaved, gentle and obedient in nature. The driver must observe all the etiquette and protocol while performing the duty. He must be neatly dressed and carry a mobile phone for which no additional payment shall be made by the University.
8. All taxes, registration, insurance, pollution and other required fees related to the vehicle are to be borne by Lessor.
9. Fuel expenses shall be borne by the University.


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10. Maintenance and repair of the vehicle must be done by the Lessor.
11. All necessary accessories to be fitted with the vehicle.
12. Vehicle to be submitted within 1 week from the date of the Work Order.
13. Payment to be made through RTGS on submission of the bill by the Lessor after completion of every month.
14. **Payment:** The service provider must have the GST registration certificate. The payment towards hiring of vehicles shall be made on monthly basis. The party is required to submit the bills in triplicate along with the supporting documents within 10th of every month in the Office of CTF to process the bill for payment. The payment will be made inform RTGS within 10 days from the date of receipt of bill complete in all respect. The payment shall be subject to any deduction such as penalties, statutory deductions etc. No advance payment will be made in this regard.
15. The vehicle must be kept neat and clean and in perfect condition and should be provided with the basic neat and clean seat covers and curtains. Wahing should be done by the party whenever required.
16. The university authority reserves the right to accept any EOI or reject any or all of the EOIs without assigning any reason whatsoever. The decision of the University authority in this regard shall be final. The University authority reserves the right to modify any of the stipulated terms and conditions on merit or genuine and justifying ground if it in large interest of the University. The final acceptance of the EOI depends entirely upon the authority who doesn't bind himself to accept the lowest EOI.
17. The party should sign and seen each page of the EOI.
18. The party should accept the terms and conditions of EOI and to submit an undertaking duly signed.
19. The toll fee/entry fee/parking fee etc. will be reimbursed along with the monthly bill subject to production of slips/tickets.
20. Necessary taxes to be deducted at source.

Interested parties may forward their EOI along with all necessary documents within 7 days of the publication of the advertisement at the below address.

Address: Sibsagar University, Joysagar 785665 Sivasgar, Assam IN.


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