



**OFFICE OF THE REGISTRAR :: DIBRUGARH UNIVERSITY :: DIBRUGARH**

No. DU/RG/B.01.07/18/2731

Date: 28.05.2018

To

Mr. Saroj Chowdhury  
Jyoti Nagar  
Dibrugarh

**Sub : Regarding providing of vehicles on rent to Dibrugarh University.**

**Ref : Your quotation no. NIL dated 01.12.2017**

Dear Sir (s),

In reference to your quotation stated above, you are hereby informed that your Firm/Agency has been empanelled for providing vehicles as and when required as per the rates mentioned below. The empanelment shall be initially for 1 (one) year from the date of signing the agreement which is extendable on yearly basis up to 2 (two) years on satisfactory performance:

Sl. No.	Types of Vehicle (with AC)	Up to 60 km	Up to 120 km	More than 120 km	Fuel Charges
1	Innova	1800	2000	2200	10 km/ Ltr
2	Scorpio / Xylo	1500	1700	2000	10 km/ Ltr
3	Bolero / Sumu	1400	1600	1800	10 km/ Ltr
4	Toyota Etios/ Dzire	1300	1400	1600	14 km/ Ltr
5	Indigo	1100	1300	1500	15 km/ Ltr
6.	Indica	1000	1200	1400	16 km/ Ltr
Driver Allowance & others	<ul style="list-style-type: none"><li>➤ Rs. 50/Day, if the party (University/ Teacher/ Officer/ Employee/ Research scholar/ student) provides food and lodging for overnight stay.</li><li>➤ Rs. 700/Day, if the party (University/ Teacher/ Officer/ Employee/ Research scholar/ student) does not provide food and lodging for overnight stay.</li><li>➤ Rs. 150/Day, if the party (University/ Teacher/ Officer/ Employee/ Research scholar/ student) does not provide food for a local trip (<i>i.e.</i> if the party returns on the same day).</li><li>➤ Over time will be applicable after 10p.m. (overtime charge Rs.200/hour)</li><li>➤ The charges of the tour/journey undertaken outside the state of Assam will be on actual basis</li></ul>				

**GST: As admissible (Excluding fuel)**

**Terms & Conditions:**

1. The agency/vendor shall provide registered vehicles in good condition as per our requirement with well behaved /skilled drivers having valid driving licenses in proper uniform having knowledge of routes & minor repairs of vehicles.
2. The agency/vendor shall maintain the duty slips, for the vehicles hired on daily basis, as per Performa attached for every trip / requisition and a Log Book for the vehicle hired on monthly basis.
3. The vehicles sent to our office on our requisition must have all relevant documents like Registration Book/Driving license/Insurance/Road Tax Receipt/Permit for Passenger Taxi/Pollution certificate *etc.*
4. **Payment terms:** The agency shall submit bills, in triplicate for release of the payment addressing to the **Registrar, Dibrugarh University** complete in all respects along with duty slips.

5. Parking charges, Cruise charges, Toll Tax *etc.* (if applicable) wherever incurred shall be reimbursed as per actual by the University on certification by the user on submission of documentary proof (original receipt).
6. The base rate of fuel for the purpose of price variation shall be the rates prevalent in Dibrugarh 7 (seven) days before the date of agreement.
7. The prices as agreed shall remain firm throughout the currency of the contract except for variation in Fuel price.
8. The prices of fuel prevalent on 1<sup>st</sup> of every month will be valid for the whole of the month for calculation of price variation (on any change of fuel price).

You are, therefore, requested to sign an agreement stating the terms and conditions as laid down by Dibrugarh University.

Sd/-  
**Registrar**  
Dibrugarh University  
Dibrugarh

Copy to:-

1. The Hon'ble Vice-Chancellor, D.U. for his kind information
2. All Deans of Schools D.U. for information
3. All Head(s)/Chairperson(s)/Director(s) of the Department(s)/Centre(s)/Institute for information
4. All Officers of D.U. for information
5. The Programmer, D.U. with a request to upload the same on the website
6. Notice Board of the University
7. Office File

Sd/-  
**Registrar**  
Dibrugarh University  
Dibrugarh