

APPLICATION FORM: S-1

APPLICATION FORM FOR ENLISTMENT OF <u>CAR HIRE AGENCIES</u> AT JADAVPUR UNIVERSITYFOR 2023-2024

1A. Name of the Firm / Business Name :

1B. Address:							
2A. Name to deal wi	of Proprietor / (th :	Owner / Partner					
2B. Name of the authorized person other than at (2A) :							
3. Contact Telephone No(s)							
Mobile No	D.:						
E-mail id.	:						
4. Trade License Details of 2022-23: (To enclose a Xerox copy)							
[To enclos	egistration detai e a xerox copy, s or verification la	submit the					
GSTR-1 fo	s of GST Return r Financial Year B for the month	2022-23 (upto F		e:			
6. Numbe	r of Cars in han	d of the firm (O	wned)				
SL. NO.	CAR NO.	YEAR OF REGISTRATI ON	BRAND	MODEL	AC / NON AC	REMARKS	

7.	Number of	f Cars in	hand of	f the	firm (On	Hire/	On Acc	uisition)

SL. NO.	CAR NO.	YEAR OF REGISTRA TION	BRAND	MODEL	AC / NON AC	REMARKS

8. Licensed Driver in Pay Roll:

SL. NO.	Name	Age	Driving Licence No.	No of Years Served	Remarks

9. Income Tax Return of FY 2021-22, Assessment Year 2022-23 of the Firm: [To enclose a xerox copy, submit the original later for verification]

10. Enlistment details at Jadavpur University In earlier Years.:

11. Credentials [Proof to Submit]:

SL. NO.	Name of the Company / Firm	Periods Engaged	No. of Cars Provided	AC/ Non-AC	Remarks

12. Rates to offer (Daily Basis):

SL. NO.	Car (State Brand/ Model etc.)	Rate per KM.	Rate per Hour	Minimum Charges	Any other Terms	Remarks

13. Rates to offer (Monthly Basis):

SL. NO.	Car (State Brand/ Model etc.)	Monthly Hire Charges	Fuel Mileage	Other Charges	Any other Terms	Remarks

14. Jadavpur University Money Receipt number and Date:

[for **Application fees** of Rs.1,000/- original to enclose]

I confirm that I will follow the **Rules & Regulation** already frame and to be framed for the purpose of enlistment including that of making "Security Deposit", as determined by the University.

I certify that the informatio	n furnished above	is true and correct.
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Date:	
Place:	Full Signature of the Applicant
	With Stamp of firm / Company

Instructions:

- 1. All column should be filled up properly and enclosures be furnished. **Incomplete** applications will be rejected.
- 2. Last date of submission of form in sealed envelope at the Office of the Accounts Officer is 10th March 2023. Existing enlisted parties need also to apply.
- 3. Use separate sheet (in letter head) of the firm/business where necessary.
- 4. Application money of Rs 1,000/= payable by Demand Draft/Bankers Cheque/Pay Order drawn on favour of "Jadavpur University" be submitted with the form is not refundable.
- 5. Decision of the authority is final and binding.
- 6. The University reserves the right to accept or reject any application.

For Use of Committee Members for Evaluation:

DETAILS OF THE CRITERION	OBSERVATIONS	POINTS	REMARKS