

**GOVERNMENT OF TRIPURA
DIRECTORATE OF HIGHER EDUCATION**

No.F.3(128-2A)/DHE/Cash/(L) 2023/3272

Date. 12/11/2024

TENDER FOR HIRING OF VEHICLE

A Sealed Tender in plain paper is invited from the reputed traders/individual lawful owner having **Commercial permit or applied for Commercial permit with valid registration for hiring of 1 (one) Maruti Dzire (Petrol/Diesel) (white) under Education (Higher) Deptt.** As per the following breakup initially for 5 (five) months which may be extended further, if required. The detail requirements are given below:-

Sl no.	Category	Type of vehicle [Preferably white colour]	No of vehicle requirement
1.	To be used at the Directorate of Higher Education, Shiksha Bhawan, Agartala-799001.	Maruti Dzire (Petrol/Diesel) (White)	1 (one)

2. The sealed Tender superscripted with **“Hiring of 1 (one) Maruti Dzire (Petrol/Diesel), Reference Number of Tender Notice, contact details of participating agency, due date of dropping etc”** *should be addressed to the Tendering Authority.*
3. The last date of submission of Tender along with all relevant documents is on **16/11/2024 at 05:00 PM** and it will be opened at a later date in the presence of the bidder or their authorized representative (having valid authorization letter) who may like to be present.
4. The undersigned reserves the right to accept/reject any or all the Tender Notice (s) or part thereof without assigning any reason.
5. The quoted rates must not exceed ‘the monthly expenditure ceiling’ and ‘rate per km’ as given under the DFPRT 2019.
6. **Eligibility Criteria:-**
 - a. Vehicles with Commercial Registration, applied or arrange Commercial permit with valid registration within two months of getting order will only be allowed to participate in the tender, failure to provide registration details will result in the rejection of tender.
 - b. If, any bidder offers for only Private vehicle, it will not be considered and the tender will be rejected.
7. **Terms & Conditions: -**
 - a. The **Maruti Dzire (Petrol/Diesel) (white)** colour and they must be in good running conditions and not have been purchased before 2019.
 - b. The bidders having experience of providing vehicles in the Govt. organization shall be given preference.



- c. Photo copy of Commercial Registration Document/Smart Card, GST TIN registration of owner, Tax token, Insurance, Pollution under Control Certificate of the vehicle along with PAN Card of the Owner, etc. are to be submitted along with the Tender. The firm/company/agency who has been blacklisted/recorded bad reputation in such agreement need not apply.
 - d. Kilometre reading meter should have been fitted in the vehicle in good working condition.
 - e. A driver having valid driving license should be placed with the vehicle and all expenditures of the driver should be borne by the owner.
 - f. Basic accessories, fuel, lubricants, dusters and the proper upkeep and maintenance of the vehicle should be the responsibility of the owner.
 - g. The vehicle should be normally used from 9:30 AM to 7:00 PM during working days, but in case of requirement, the vehicle may be used beyond normal duty hours even during holidays for which no extra payment except the normal detention & running charges will be given.
 - h. The vehicles would be used for journey to any place within the State of Tripura and no night halt /extra charges can be claimed for that, except normal detention & running charges.
 - i. No additional claim except, the detention & running charges will be accepted for day to day journey, out station journey and halt (s).
 - j. Any breakdown, accident, defects etc. will have to be attended quickly and to be repaired by the owner at his own cost, responsibility and risk. Alternative arrangement of similar quality vehicle is to be made by the owner within one hour in case the vehicle becomes unfit for journey, failing which; similar category of vehicle will be hired by the officials, whose payment will be realized from the bill of the owner. But, ordinarily the vehicle tendered out should not be permanently replaced without approval of Director of Higher Education (DHE).
 - k. The vehicle driver cannot be replaced without approval of DHE.
 - l. The vehicle should be properly cleaned, maintained and upkeep every day before starting duty.
 - m. Log book in prescribed format is to be maintained by the owner and day to day journeys etc. are to be entered with the signature of the controlling officer/s. Log books to be updated every day with signature.
 - n. Bill in triplicate in favour of the Director of Higher Education, Agartala along with the logbook is to be submitted to the undersigned for release of payment on monthly basis.
 - o. Taxes etc., as admissible, will be deducted from the bill at sources. TDS certificate will be issued on submission of requisition.
 - p. If the condition of the vehicle and service of the driver/vehicle are not found satisfactory, the vehicle will be discontinued at any time.
 - q. The rate scheduled has been prescribed at clause no.8. The bidder may quote rate for running charge per Km as CNG mode.
 - r. The tender may be cancelled at any time, if the authority so desires, without assigning any reason whatsoever.
 - s. Driver should strictly follow the office hours. He should be loyal and sincere in duties.
 - t. The driver cannot be changed without any prior information to the officials of DHE.
- 8. Rate Schedule :-** The rate should be quoted in the following schedule and this Tender document should be signed & stamped by the Bidder:-

Name of the Owner & full address along with Contact	Type of vehicle	Registration Number of vehicle	Detention Charge per day (in Rs.)	Running charge per Km (in Rs.)
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details				
Name:- Address :- Mobile No :-	Maruti Dzire (Petrol/Diesel) (White)			In Petrol/Diesel Mode:-


(A. Debbarma)

Director

Higher Education Department,
Shiksha Bhawan, 1st Floor (Room No.15),
Office Lane, Agartala-799001.

Copy to:-

The Nodal Officer IT of the Directorate to upload the notification in the Web Portal of Higher Education Department.