

GOVERNMENT OF TRIPURA
DIRECTORATE OF HIGHER EDUCATION
AGARTALA, TRIPURA WEST

No.F.3(128-2A)/DHE/Cash/(L) 2023/3039


Dated.11/08/....2025

NOTICE INVITING SHORT TENDER

Sealed Tender in plain paper is invited from reputed owners (3rd party not allowed) having Commercial permit or applied for Commercial permit with valid registration for hiring of 1(one) Maruti D-zire, Petrol/CNG (white) under Higher Education Department. As per the following breakup initially for 6(month), at the office of The Minister of Higher Education Department, Government of Tripura, New civil secretariat complex, Agartala.

The detailed terms & conditions are available in the web-site of Higher Education Department <https://highereducation.tripura.gov.in>. The quotations should reach to the undersigned on or before 18/08/2025 at 5.00 P.M. during office hours positively.

Sd/-
Animesh Debbarma
Director
Higher Education Department
Shiksha Bhawan
Office Lane, Agartala-799001


Animesh Debbarma
Additional Secretary & Director
Education (Higher) Department
Government of Tripura

Copy to:-

1. The Head of Office, Directorate of Higher Education, for information
2. The DDO, Directorate of Higher Education, for information.

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No.F.3(128-2A)/DHE/Cash/(L) 2023/3039

Dated...11/08/2025

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 Suzuki D-Zire, Petrol/CNG (White), under Higher Education Department . As per the following breakup initially for 6 (six) months, which may be extended further, if required. The detail requirements are given below:-

Sl no	Category	Type of vehicle	No. of vehicle requirement
1.	To be used at the O/o the minister of Higher Education Department, Government of Tripura, New civil secretariat complex, Agartala.	Maruti Suzuki D-Zire, Petrol/CNG (White)	1(one)

2. The sealed tender superscripted with "hiring of 1 (one) Maruti D-Zire, Petrol/CNG (White) 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 18/08/2025 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 Suzuki D-Zire, Petrol/CNG (White) colour and they must be in good running conditions and not have been purchased before 2022.

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 vehicle 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 the Director of Higher Education.

k. The vehicle driver cannot be replaced without approval of the Director of Higher Education

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 duplicate 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.

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 the department.

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 details	Type of vehicle	Registration No. of vehicle	Detention charge per day (in Rs.)	Running charge per Km (in Rs.)
Name: Address: Mobile No:	Maruti Suzuki D-Zire, Petrol/CNG (White)			



Animesh Debbarma
Director
Higher Education Department
Agartala, Tripura West