

**STATE HIGHER EDUCATION COUNCIL
RASHTRIYA UCHCHATAR SHIKSHA ABHIYAN
UNDER EDUCATION (HIGHER) DEPARTMENT
OFFICE LANE, AGARTALA.**

No.F.1(26)-SPD/RUSA/2015(L)

Dated, Agartala, the **12** th November, 2019

NOTICE INVITING SHORT QUOTATION

Sealed quotations are invited from resourceful and bonafide vehicle owners for hiring of 1 (one) Maruti Suzuki Dzire with commercial registration for official use.

The following terms and conditions should strictly be followed during submission of quotation.

1. The car should have all valid documents as well as Commercial registration and certificates of Insurance, Tax & other documents as per Motor Vehicles Act and GST TIN with vendor registration etc.
2. Hiring charges i.e. detention charge per day (in Rs.____) and @ Per Kilometer (in Rs.____) to be executed should not exceed the upper ceiling limits laid down as per Rule 9(3) of the Delegation of Financial Powers Rules, 2017.

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 **25 / 11 /2019 at 5-00 P.M.** during office hours positively.


(Saju Vaheed A.)

Member Secretary (SHEC) & SPD
Rashtriya Uchchatar Shiksha Abhiyan,
Shiksha Bhawan, 1st Floor (Room No.15),
Office Lane, Agartala-799001.

Copy to:-

1. The Editor, Dainik Sambad, Jagannath Bari Road, Agartala with a request to publish the advertisement in your local daily on **13 /11/2019** and send the bill in duplicate for arranging payment.
2. The Cashier, State Project Directorate (RUSA) for information and necessary action.

STATE PROJECT DIRECTORATE
Rashtriya Uchchatar Shiksha Abhiyan, (RUSA)
(A Constituent Organization under, Directorate of Higher Education),
Government of Tripura

No.F.1(26)/SPD/RUSA/2015(L)

Date. 12/11/2019

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) for Tripura State Higher Education Council, RUSA under Education (Higher) Deptt.** 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 [Preferably white colour]	No of vehicle requirement
1.	To be used at State Higher Education Council, RUSA, Under Directorate of Higher Education, RUSA, 799001.	Maruti Suzuki Dzire (Petrol/Diesel)	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 **25/11/2019 at 05:00 PM** and it will be opened in the presence of the bidder or their authorized representative (having valid authorization letter) who may like to be present. In case the day happens to be a holiday, the Tender will be received and opened on the next working day within the specified time.
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 memorandum of Finance Dept. vide F.9(2)-Fin(G)/07 dated 8/02/2017.
6. **Eligibility Criteria :-**
 - a. Vehicles with Commercial Registration 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)* of white colour will be preferred and they must be in good running conditions and not have been purchased before 2017.
- b. 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.
- c. Kilometre reading meter should have been fitted in the vehicle in good working condition.
- d. A driver having valid driving license should be placed with the vehicle and all expenditures of the driver should be borne by the owner.
- e. Basic accessories, fuel, lubricants, dusters and the proper upkeep and maintenance of the vehicle should be the responsibility of the owner.
- f. 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.
- g. 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.
- h. No additional claim except, the detention & running charges will be accepted for day to day journey, out station journey and halt (s).
- i. 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.
- j. 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.
- k. Bill in triplicate in favour of the State Project Director, RUSA, under Education (Higher) Department, Agartala along with the logbook is

to be submitted to the undersigned for release of payment on monthly basis.

- l. Taxes etc., as admissible, will be deducted from the bill at sources. TDS certificate will be issued on submission of requisition.
- m. If the condition of the vehicle and service of the driver are not found satisfactory, the vehicle will be discontinued at any time.
- n. In normal case, the vehicle may be discontinued by giving 1 (one) month's notice from the office of the undersigned.
- o. The rate scheduled has been prescribed at clause no.8. The bidder may quote rate for running charge per Km as Petrol/Diesel mode.

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 Number of vehicle	Detention Charge per day (in Rs.)	Running charge per Km (in Rs.)
Name:- Address :- Mobile No :-	1. Maruti Suzuki Dzire (Petrol/Diesel)	1)	1)	1) In Petrol/Diesel Mode:-

(Saju Vaheed A)
Member Secretary, SPD (RUSA) &
Director
Higher Education Department
Tripura

Copy to :

The Nodal officer, IT of the Directorate to upload the notification in the Web Portal of Higher Education Directorate.