

**Central Sanskrit University
Ekalavya Campus
Agartala, Tripura**

File No- CSU-ELC/C-1/2023-24/518

Dated- 11-08-2023

Tender Notice for Hiring of Vehicle

A sealed rate quotation is hereby invited up to 23/08/2023 (up to 12.00 hrs.) from the reputed traders/institutions/ organizations for hiring of 01(one) no vehicle with Driver on monthly basis for Official use of the Central Sanskrit University, Ekalavya Campus, Agartala.

SI No.	Purpose	Types of Vehicles	No. of Vehicle
1.	To be used in Central Sanskrit University, Ekalavya Campus, Government of India	Maruti Suzuki Dzire (white color) with Driver	01 (One) no.

The further details and Tender documents can be download from the <http://www.csu-agartala.edu.in/>

S.K. Senapati
Director

No.F.1
Central Sanskrit University
Ekalavya Campus
Agartala, Tripura

Dated, Agartala, the 11th August, 2023

Tender Notice for Hiring of Vehicle

A sealed rate quotation is invited for hiring of 01(one) no vehicle for Official use of the Director, Central Sanskrit University, Ekalavya Campus, Agartala from the reputed traders/institutions/ organizations to participate in the bidding as per following format: -

Sl No.	Name of Works	Detention of charge per day in Rs. (in figures and word both)	Rate per KM in Rs. (in figures and words both)
(1)	(2)	(3)	(4)
1.	Placement of 1(one) Maruti Suzuki Dezire (White Color) on hiring basis for use in the Central Sanskrit University, Ekalavya Campus, Agartala, Tripura.		

Terms and Conditions: -

1. The agency should produce the records of availability of Maruti Suzuki Dezire (White Color) along with the commercial permit, upto date Pollution, Insurance, Road Tax and Fitness Certificates.
2. The hiring charge of vehicle should not exceed the ceiling limit guided by the DFRT-2019 of the Finance Department.
3. The rate to be quoted for the purpose should not exceed the Detention charge @Rs 12,000/- (Twelve Thousand) per month and rate per KM @Rs 12/- (Rupees Twelve).
4. EMD for Rs. 10,000/- (Rupees Ten Thousand) in the form of DD/Cheque drawable in favour of the Director, Central Sanskrit University, Ekalavya Campus is to be submitted along with the tender. In case of 'MSME' registered organization concerned certificate must be produced along with quotation..
5. The bidder shall be submit their bid in two sealed envelopes one is Technical bid and other is Financial bid as per instruction as under.
 - i. **Technical Bid :-** The envelope of "Technical Bid" should be properly sealed and subscripted in bold letters on the top as "TECHNICAL BID OF VEHICLE- MARUTI SUZUKI DZIRE(WHITE COLOR)" and in the said envelop the bidder must submit xerox copies of upto date certificates in respect of Pollution, Insurance, Road Tax and Fitness Certificates, PAN Card, of the firm/agency/bidder, IT return of Last 3(Three) Financial years, Copy of GST Registration, Original Copy of the Earnest Money Deposit.
 - ii. **Financial Bid:-** The envelop of the "Financial Bid" should also be properly sealed and subscripted in bold letters on the top as "FINANCIAL BID OF TENDER OF VEHICLE- MARUTI SUZUKI DZIRE(WHITE COLOR)" in which the bidders shall quote their rates both in figures and words for the items as mentioned in col.no. 3 and 4 of the above table.
6. Both the envelopes(Technical and Financial bids) should be put in one sealed big envelop which should be properly sealed and subscribed in bold letter on the top as "TENDER OF VEHICLE-

MARUTI SUZUKI DZIRE (WHITE COLOR)" and shall be dropped in the tender box which will be kept available in the office premises from the date of issue of the tender notice and upto the last date of submission of tender i.e ~~23~~08.2023 upto 12.00PM. The tender box will be kept available for dropping the tender during office hours (10.00AM to 5.00PM) on working day only.

7. The technical bid will be opened at first on ~~25~~08.2023 at 12.00 noon if possible in the office of the Director, Central Sanskrit University, Ekalavya Campus. The Financial bid will be opened only for the bidder(s) who will be found eligible/qualified in the Technical Bid.
8. Interested bidders or their authorized representatives may remain present during opening the Tender.
9. No tender will be received or accepted after the date and time as mentioned above.
10. The vehicle should be provided with driver having self driving license.
11. The vehicle should be provided with KM cable in operating condition always.
12. The vehicle will have to run in all weather and on all kind of road like plain and hilly area.
13. The vehicle should not be older than the date of manufacture on 2021.
14. A log book is to be maintained where journey, location KM run etc. will be recorded by the driver of the vehicle and to be signed by the travelling person after completion of the journey.
15. Bill in the triplicate along with the copy of Log Book and work order should be submitted for payment after the completion of every 01 (one) month journey.
16. Payment of all Govt. taxes, fitness certificate, road permit, insurance, etc of the vehicle including purchase of fuel, lubricants, tires, tubes, and time to time repairing etc shall be responsibility of the owner/ firm/agency. The payment of monthly salary/wages of the driver shall have to be borne by the owner/firm/agency.
17. In case the vehicle needs any maintenance, the owner /firm/ agency should place alternative vehicle of equal model/manufacture until it gets fit for journey.
18. The driver should report to the office within 9.15AM everyday and shall continue his duties with the vehicle until the day's duty is over. In case of any emergency of office work, the driver may be asked to report early in the mornings as and when required. The driver may also be asked to perform duty with the vehicle on Sundays and other Govt. Holidays on emergency as and when required.
19. The vehicle may be released after giving 01(one) month notice without assigning any reason.
20. The detention charge and rate per kilometre charge will be considered as per the quotation submitted by the bidders and the lowest rate will be accepted subjects to the aforesaid ceiling limits.
21. No correspondence shall be entertained with any applicant after opening of tender, except with the successful bidder.
22. If the vehicle remains off on the road for more than 2 hours, the concerned agency/owner have to arrange another alternative vehicle by his/her own cost and failing which Director, Central Sanskrit University, Ekalavya Campus may arrange another vehicle at the cost of the agency/owner of contracted vehicle.
23. Sundays, holidays and not performing the journey shall not be taken into consideration for payment unless it is engaged as per official requirements.

In case of any deviation in respect of any of above mentioned 'Terms and Conditions' may lead cancellation of the order with holding payment.

G.K. Senapati
Director