

Draft Copy

CENTRAL SANSKRIT UNIVERSITY
Ekalavya Campus, Lembucherra
Agartala

TENDER NOTICE FOR HIRING OF VEHICLE

A sealed rate quotation is hereby **invited up to 13 /11/2023 (up to 12.00 hrs.)** from the reputed traders /institutions/organizations/ firms for hiring of vehicle with Driver on monthly basis / requirement basis for Official use of the Central Sanskrit University, Ekalavya Campus, Lembucherra, Agartala.

Sl No.	Purpose	Types of Vehicles	No. of Vehicle
1.	To be used in Central Sanskrit University, Ekalavya Campus, Government of India	Maruti Suzuki Dzire -- 01 (One) no (preferably white colour on Monthly Basis)	To be used up to 30/31 days, subject to maximum of 2000 kms. in a month
2.		Auto Truck 4 wheeler (As per daily basis requirement)	Need based.
3.		Mini Bus 20 Plus Seater (As per daily basis requirement)	Need based
4.		Super Deluxe Bus 40 Plus Seater (As per daily basis requirement)	Need based

Further detail information regarding **process of the Tender and documents followed strictly and can be downloading** from the Institute website: <https://www.csu-agartala.edu.in/>

Interested bidders are requested to submit their rate quotation through prescribed format of **Technical Bid (Annexure – A)** and **Financial Bid (Annexure – B)** after duly filled in, **along with required documents and both undertakings within stipulated period.**

P. K. Mahanta
Sd/-
DIRECTOR

Q
02/11/23

o/camp

CENTRAL SANSKRIT UNIVERSITY
Ekalavya Campus, Agartala

02.11.2023

Tender Notice for Hiring of Vehicle

A sealed rate quotation is invited for hiring of 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: -

SI No.	Types of Vehicle	Hiring Charges per day within the state in rupees	Rate per KM with in the state in rupees
(1)	(2)	(3)	(4)
1.	Maruti Suzuki Dezire (preferably white color) (Monthly Basis)		
2.	Auto Truck 4 wheeler (As per Requirement)		
3.	Mini Bus 20 Plus Seater (As per Requirement)		
4.	Super Deluxe Bus 40 Plus Seater (As per Requirement)		

Terms and Conditions: -

1. The agency should produce the records of availability of all vehicle along with the commercial permit, upto date Pollution, Insurance, Road Tax and Fitness Certificates.
2. The vehicle mentioned in the serial number one i.e. **Maruti Suzuki Dezire is required monthly basis** for the official use of Director, Central Sanskrit University, Ekalavya Campus and other **remaining listed above vehicles are required as per need** of the campus on daily basis.
3. The hiring charge of vehicle should not exceed the ceiling limit guided by the DFRT-2019 of the Finance Department , Government of Tripura.
4. 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" 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 , 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 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.
5. 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" and shall be dropped in the tender box which will be kept available in the Accounts office premises from the date of issue of the tender notice and up to the last date of submission of tender i.e. 13/11/2023 up to 12.00hours.
6. 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 13.11.2023 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 indicating journey, location KM run etc. will be recorded & maintained by the driver of the vehicle and to be signed by the travelling person after completion of the journey on daily basis.
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 month.
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 every day 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 kilometer 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.


Sd/-
DIRECTOR

Annexure -A

TECHNICAL BID

Qualifying criteria for Quotation
(Documents to be attached marking page number to substantiate every information)

Sl.No	Particular	Details
1	Name of the Firm / Owner of the car	
2	Address of the Firm	
3	Contact information of the Firm / owner	
	Documents are to be enclosed (Self Attested)	Page Number
4	Valid GST Registration	
5	PAN Card	
6	Work Experience Proof	
7	Registered office	
8	All pages of the tender document must be signed by the bidders, in token of his/ their understanding/ acceptance.	
9	Technical Bid Undertaking (Enclosed with tender)	
	Details of Vehicle	
10	Model of the Vehicle	
11	Date of Purchase (DAY/MONTH/YEAR)	
12	Present Mileage of the car	

I have read the terms & conditions of the Tender Notice and it is to certify that the information furnished above is true & correct.

Date ,

Signature of the Bidder

Address detail

To,
The Director
Central Sanskrit University
Lembucherra, Agartala

Subject: -- Submission of TECHNICAL BID

Sir,

In reference to the tender notice, dated 05 NOV 23, I am submitting herewith my TECHNICAL
BID
along with undertaking as under :---

1. If the work of providing vehicles to your office on Monthly hiring basis is provided to me, then I Undertake that:
2. The vehicles provided by me to your office would be of latest model and would not be older than 2 Years.
3. I would ensure that the drivers provided by me to your office do not have any Police records/ Criminal cases (Previous or pending) against them nor they have been involved in more than two Punch or challan/s for negligent driving. I would make adequate enquiries about the antecedents of The drivers before deputing them for service to this office.
4. Your office shall not be responsible for any challan, loss, damage or any accident of the vehicle or To any other vehicles or for the injury to the driver or to any other third party. The loss or damage or Legal expenses on this account shall be borne by me.
5. The drivers deployed by me would have experience of minimum 2 years.
6. I undertake to indemnify the department against all damages/charges arising on account of or Connected with the negligence on my part or my staff or any person under my control whether in Respect of accident/injury to the person or damages to the public or any person or in executing the Work or otherwise and against all claims and demand thereof.

Date ,

Signature of the Bidder

Address detail

ANNEXURE-B**FINANCIAL BID**

SI No.	Types of Vehicle	Hiring Charges per day within the state in Rupees	Rate per Kilo Meter with in the state in Rupees
(1)	(2)	(3)	(4)
1.	Maruti Suzuki Dzire (preferably white colour) (Monthly Basis)		
2.	Auto Truck 4 wheeler (As per Requirement)		
3.	Mini Bus 20 Plus Seater (As per Requirement)		
4.	Super Deluxe Bus 40 Plus Seater (As per Requirement)		

At present, one Maruti Suzuki Dzire car under serial number 1 above will be hired on monthly basis based on quotation. Other competitive rates under serial number 2 to 4 are to be kept for hiring on various occasions as per requirement and need based of the Institute on daily basis.

Date

Signature of the Bidder

Address detail

P.M.

To,
The Director
Central Sanskrit University
Lembucherra, Agartala

Subject: -- Submission of FINANCIAL BID

Sir,

In reference to the tender notice, dated 05 NOV 23, I am submitting herewith my FINANCIAL BID along with undertaking as under: ---

1. I/We.....(Name)..... submit the Price Bid for (Tender name /no.).....and related activities envisaged in the Bid document.
2. I/We have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.
3. I/ We offer to work at the rates as indicated in the price Bid.
4. I we undertake that I we have carefully studied all terms, conditions of the tender, and shall abide by them. Further, it is certified that I/We have never been blacklisted by any Govt. /PSU Department.

Signature of the Bidder

Address detail

Date

