

**No.F.12(3-1)-DEE/CASH/2018.  
Government of Tripura  
Directorate of Elementary Education  
Tripura,Agartala.**

**Dated,Agartala,the 23/08/2018.**


**NOTICE INVITING QUOTATION FOR HIRING OF VEHICLE.**

The undersigned on behalf of the Directorate of Elementary Education, Govt. of Tripura, Agartala invites quotation for hiring of 4(Four) Maruti Eco van and 2(Two) Bolero manufactured not earlier than 01-01-2016 along with drivers for day-to-day office use as well as field visit all over Tripura.

Quotation will be received upto 3.00 PM on 07-09-2018 and the same will be opened on 10-09-2018 at 4 PM in presence of participating firms/agencies/owner or their authorized representative.

The detailed terms and conditions for the quotation may be obtained from the Office of the undersigned on all working days upto 31-08-2018 between 10.00 AM to 3.00 PM.

Interested bidders/owners/firms agencies can view detailed terms and conditions for the Quotation may be obtained in the Notice Board of Directorate of Elementary Education in the front side of Cash Section of Elementary Education & website:elementaryeducation.tripura.gov.in.

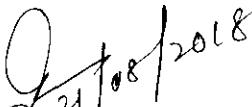
  
( PRANAY DEBBARMA )  
Head of Office & D.D.O.

Directorate of Elementary Education  
Agartala,Tripura(West).

## TERMS AND CONDITIONS FOR HIRING OF VEHICLE.

1. The rate should be quoted clearly both in figures and words inclusive of all Taxes and not exceeding approved rate of **Finance Department** i.e. for **Maruti Eeco and Bolero**.
2. The year of manufacture of vehicle should not be earlier than **01-01-2016**.
3. The vehicle should be provided with driver having valid driving licence.
4. Vehicle should have valid fitness certificate and commercial registration Certificate.
5. Attested (by a Gazetted Officer) photocopies of the following documents will have to be submitted by the bidder:-
  - i) **Driving Licence**, ii) **Commercial registration Certificate** iii) **Insurance paper** iv) **Route permit** v) **PAN Card** vi) **valid fitness certificate** and vii) **Pollution control Certificate**.
6. Salary of the driver and maintenance cost of the vehicle will have to be borne by the owner of the vehicle.
7. Area of journey will be anywhere within the State of Tripura as required for Official purpose.
8. The vehicle may have to run beyond Office hours for which no extra detention charge or over-time allowance will be allowed.
9. The quoted rate should be inclusive of fuels.
10. If the vehicle/driver found unfit for journey or the vehicle becomes out of order during any part of duty hours no payment i.e. neither detention charge nor per Km. charge will be paid for the particular day if substitute arrangement is not made.
11. Vehicle may be utilized anywhere in Tripura and may have to halt outside the Headquarter for which no extra payment will be made to the owner of the vehicle or to the driver.
12. The vehicle should be provided with Km. Cable in running condition.
13. The vehicle may be utilized on holidays if required for Official purpose.
14. Quoted rates will be valid for 1(One) year from the date of issue of work order.
15. A log Book will have to be maintained by the driver for recording details Journey like time of journey places of visit, Km. Run etc. Which will be authenticated everyday by the Officers/Officials using the vehicle.

16. The period of hiring of vehicle may be reduced or extended depending upon Official purpose.
17. Bill along with copy of authenticated log Book will have to be submitted by the owner/agency of the vehicle claiming payment. Normally payment will be made once in a month, if feasible.
18. Under unavoidable circumstances, the vehicle may be released by the Office with 24 hours' notice without showing any reason.
19. Income Tax will be deducted from each running bill as applicable.
20. If the vehicle needs any repairing and is to be withdrawn, a similar vehicle should have to be provided as replacement for the repair period.
21. If the driver is found unfit to drive the vehicle, a substitute driver will have to be provided for performing duties.
22. Log sheet of the vehicle should be maintained properly indicating clearly each place of journey and authenticated weekly by the Officers/Officials using the vehicle if not possible daily.
23. Monthly bill should be prepared properly without any manipulation and submitted within 7<sup>th</sup> working day of the following month.

  
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