



Office of the State Project Director
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Dated, Agartala, the 20/03/2018

NOTICE INVITING QUOTATION FOR HIRING OF VEHICLE

The undersigned on behalf of the State Office of SSA Rajya Mission, Tripura invites quotation for hiring of “2(two) Maruti Van (Omni) and 2 Maruti Eeco” (White Colour) manufactured not earlier than 01.01.2016 along with drivers for day-to-day office use as well as field visit all over Tripura.

Quotations will be received upto 2.30 pm on 29.03.2018 and the same will be opened on 31.03.2018 at 4 pm, in presence of participating firms/agencies/owners or their authorized representatives.

The detailed terms and conditions for the quotation may be obtained from the Office of the undersigned on all working days upto 28.03.2018 between 10.00 am to 3.00 pm.

Interested bidders/owners/firms/agencies can view detailed terms and conditions of the bid in the official website of SSA Rajya Mission, Tripura www.ssatripura.com


(S. Mallik)

Officer on Special Duty

- 13) In case the vehicle needs any maintenance the owner of the vehicle should place a similar alternative vehicle till the maintenance process is over.
- 14) The vehicle may be utilized on holidays if required for official purpose.
- 15) Quoted rates will be valid for 1(one) year from the date of issue of work order.
- 16) A log book will have to be maintained by the driver for recording details of journey like time of journey, places of visit, KM run etc. which will be authenticated every day by the officers/officials using the vehicle.
- 17) The period of hiring of vehicle may be reduced or extended depending upon official purpose.
- 18) Bill along with copy of authenticated logbook 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.
- 19) Under unavoidable circumstances, the vehicle may be released by the office with 24 hours' notice without showing any reason.
- 20) Income Tax will be deducted from each running bill as applicable.
- 21) If the vehicle needs any repairing and is to be withdrawn, a similar vehicle should have to be provided as replacement for the repair period.
- 22) If the driver is found unfit to drive the vehicle, a substitute driver will have to be provided for performing duties.
- 23) 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.
- 24) Monthly bill should be prepared properly without any manipulation and submitted with in 7th working day of the following month.


(S. Mallik)
Officer on Special Duty

TERMS & CONDITIONS FOR HIRING OF VEHICLE

- 1) The rates 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 Omni Van**- Detention Charge per day Rs.600/-, per km run Rs.6/- and monthly expenditure ceiling Rs.23,400/-: for **Maruti Eeco**- Detention Charge per day Rs.600/-, per km run Rs.6.50/- and monthly expenditure ceiling Rs.24,150/-.
- 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 - Driving Licence, Commercial Registration Certificate, Insurance Paper, route permit, PAN Card and valid fitness 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 State office of SSA and 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 cost of fuels.
- 10) If the vehicle/driver found unfit for journey or the vehicle becomes out of order during any part of the duty hours no payment i.e. neither detention charges nor per K.M. 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 K.M. cable in running condition.

