

QUOTATION CALL NOTICE

Date: 30/11/2026.

[illegible]

3. Details and documents to be furnished

Name of firm/agency: _____
Registered address: _____
Contact person / mobile / email: _____
PAN: _____ GSTIN (if applicable): _____
Bank details: _____
Fleet details and vehicle registration/permit particulars: _____
Quotation validity (minimum 90 days): _____

4. Terms and conditions

1. Submit the quotation in a sealed envelope superscribed "Quotation for Hiring of Vehicles – Inter-Campus Youth Fest-2026 (East Zone)", bearing the bidder's name and contact details.
2. Last date/time of Submission : 04/11/2026 up to 05.00 PM.: Office of the Director, Central Sanskrit University, Ekalavya Campus, Lembucherra, Tripura (West). Opening date/time: 05/11/2026 at 11.00 AM, subject to administrative convenience.
3. The quotation shall remain valid for at least 90 days from the last date of submission. Late, unsigned, incomplete or conditional quotations may be rejected.
4. Enclose self-attested copies of firm registration/constitution, PAN, GST registration (where applicable), vehicle registration certificates, valid commercial permits, fitness certificates, insurance, pollution-under-control certificates and driver licences, as applicable.
5. Quote a separate rate for each vehicle category and clearly state duty hours/km limit, overtime and extra-kilometre rates, GST, and all inclusions/exclusions. No undisclosed charges shall be payable.
6. State clearly whether rates include fuel, driver wages/allowance, maintenance, parking, tolls, night halt and other operational expenses. Such costs shall be evaluated as part of the total financial implication.
7. Procurement shall be governed by the General Financial Rules, 2017, applicable Government of India instructions, CSU rules and the approved procurement procedure.
9. The agency shall ensure punctual reporting, courteous conduct, safe driving and compliance with traffic rules. Drivers shall not operate vehicles while under the influence of alcohol or any intoxicating substance.
10. Overtime shall be payable only when authorised in advance or certified by the designated University officer and recorded on the duty slip. Duty hours shall be calculated according to the accepted quotation and actual certified duty record.
11. The agency shall be responsible for vehicle roadworthiness, statutory compliance, driver conduct and liabilities arising from its failure to comply with applicable law. It shall provide a replacement vehicle promptly in case of breakdown or unsuitability, without additional cost to the University.
12. Payment shall ordinarily be made after completion of assigned duties, verification of signed duty slips/log sheets and submission of proper invoice and supporting documents, subject to applicable rules and statutory deductions. No advance shall ordinarily be admissible.
13. Failure to provide vehicles as ordered may result in non-payment for affected duty, cancellation of deployment or other action permissible under applicable rules.
14. The University may vary the number/category of vehicles according to actual requirement and reserves the right to seek clarifications, accept or reject any or all quotations, or cancel/modify the process in accordance with applicable rules.
15. Accommodation shall not be provided for the drivers by the campus whereas food shall be provided during duty hours.
16. The agency shall not subcontract the assignment without prior written approval. Disputes shall be dealt with under applicable law, subject to jurisdiction of the competent courts in Tripura.

5. Declaration by bidder

I/We certify that the particulars furnished are true and correct, that the quoted rates are valid for the stated period, and that I/we have read and accepted the terms and conditions of this notice. I/We understand that submission of this quotation does not confer any right to award of work.

Name of authorised signatory: _____

Designation: _____ Signature with seal: _____

Date: _____ Place: _____


30.10.2026

Director
Central Sanskrit University
Ekalavya Campus

निदेशक / Director
केन्द्रीय संस्कृत विश्वविद्यालय / Central Sanskrit University
एकलव्य परिसर, अगरतला / Ekalavya Campus, Agartala