

**NO.F.26 (6)-DICA/WT/2025**  
**GOVERNMENT OF TRIPURA**  
**DISTRICT INFORMATION & CULTURAL AFFAIRS OFFICE**  
**WEST TRIPURA, AGARTALA**

Dated, Agartala the ...../07/2025

**TENDER NOTICE FOR HIRING OF VEHICLE**

A Sealed tender is invited for hiring 01(one) **Maruti Suzuki Eeco** vehicle for use of the District Information & Cultural Affairs Office, West Tripura for various transportation needs related to the said office from reputed traders/ organizations/ agencies to participate in the bidding as per following format: -

Sl. No	Purpose	Type of Vehicle	No. of Vehicles
1.	To be used for various transportation needs for District Information & Cultural Affairs Office, West Tripura	Maruti Eeco (White Colour)	1 (one) no.

The details of the terms and conditions may be collected from the office of the District Information & Cultural Affairs Office, Gandhighat, Agartala on any working day between 10.00 AM to 5.00 PM from 24/07/2025 to 12/08/2025 on free of cost and also available in [www.tripura.gov.in](http://www.tripura.gov.in) and [www.ica.tripura.gov.in](http://www.ica.tripura.gov.in).

**Signed by Manoj Debbarma**

**Date: 14-07-2025 16:25:06**

Assistant Director

District Information & Cultural Affairs Office  
West Tripura, Agartala

1. The Director, Information & Cultural Affairs for kind information.
2. The Head of Office, Directorate of ICA for kind information.
3. The Branch Officer, Advertisement Section, Directorate of ICA, with a request to issue advertisement on the materials as enclosed herewith in local leading dailies.
4. The Branch Officer, B & P Section, Directorate of ICA for kind information.
5. The Branch Officer, Cash Section, Directorate of ICA for kind information.
6. Office Notice Board.

### **TENDER NOTICE FOR HIRING OF VEHICLE**

A sealed tender No. F. 26(6)-DICA/WT/2025, dated ..... is invited for hiring of 01 (one) no's **Maruti Suzuki Eeco** vehicle to be used for District ICA Office, West Tripura throughout the state from the reputed traders/institutions/organizations to participate in the bidding as per following format:-

Sl. No.	Name of work	Detention charge per day in Rs. (in figures and words both)	Rate per KM in Rs. (in figures and words both)
1	To be used for various transportation needs of the District Information & Cultural Affairs Office, West Tripura		

#### **TERMS AND CONDITIONS:**

- The agency should produce the records of availability of **Maruti Suzuki Eeco** vehicle along with the Commercial Permit, Pollution, Insurance certificate and Road Tax and Fitness certificate.
- The hiring charges of vehicle should not exceed the ceiling limit guided by the DFPRT-2019 of the Finance Department, Govt. of Tripura.
- The rate to be quoted for the purpose should not exceed the Detention charge @ Rs.700/- per day and Rate per KM @ Rs. 08/- per day.
- EMD** for **Rs.10,000/-** in the form of DD/Cheque drawn in favour of the Assistant Director, District Information & Cultural Affairs Office, West Tripura, Govt. of Tripura is to be submitted along with the tender. If, '**MSME**' registered then the certificate must be produced.
- The envelope containing the quotation of 'Technical Bid & Financial Bid' should be properly sealed and subscribed in bold letters on the top as "**QUOTATION OF VEHICLE- Maruti Suzuki Eeco**" be dropped in the tender box which will be kept in the office premises from **24-07-2025** to **12-08-2025**. The last date of submission of quotation is **12-08-2025** up to **5 P.M.**
- The date of opening of the Tender Box is **14-08-2025** at **12 noon** at the District ICA Office, West Tripura, Agartala.
- Interested bidders or their authorized representatives may remain present during opening of the tender.
- No tender will be received or accepted after the due date and time as mentioned above.
- The vehicle should be provided with driver having self driving license of the driver.
- The vehicle should be provided with KM cable in operating condition always.
- The vehicle will have to run in all weather and on all kind of roads like plain and hilly areas.
- The vehicle should not be older from the date of manufacturing on 2023.
- A Log Book is to be maintained where journey, locations, KM run etc. will be recorded by the driver of the vehicle and to be signed by travelling person after completion of journey every day.
- Bills in triplicate along with copy of 'Log Book' and work order may be submitted for payment after completion of every 01(one) month of journey.
- Payment of all Govt. taxes, fitness certificate, road permit, insurance, etc. of the vehicle including purchase of fuel, lubricants, tire, tubes etc, shall be responsibility of the owner/firm/agency. The payment of monthly salary of the driver shall have to be borne by the owner/firm/agency.
- In case the vehicle needs any maintenance, the owner/firm/agency should place alternative vehicle of equal model/manufacture till it is not fit for journey.
- The driver should report to the office within 9:30 AM everyday with the vehicle except Sundays or Govt. Holidays and shall continue his duties with the vehicle until the days duty is over. In case of any emergency office works, the driver may be asked to report early in the morning as and when required.
- The vehicle may be released after giving 01(one) month notice without assigning any reason and vice-versa.
- The Detention charge and Rate per Kilometer Charge will be considered as per quotation submitted by the bidder and the lowest rate will be accepted subject to the aforesaid ceiling limits.
- The lowest bidder will be selected considering the gross value of 23 days (Max) detention charge and 1840 KM (Max) run in a month. However, it is clarified that the actual days of duty and coverage of KM/distance may vary as per requirement.

21. No correspondence shall be entertained with any applicants after opening of quotation, except with successful bidder.
22. If the vehicle remains off on the road for more than 2 hours, the concerned agency/owner have to arrange another vehicle at his/her own cost and risk failing which ICA Department may arrange another vehicle at the cost of the agency/owner of the contracted vehicle.
23. **Sundays, holidays and not performing the journey shall not be taken into consideration for payment unless engaged.**
24. **For duties beyond 8 hours, overtime @ Rs.10/-per hour will be allowed subject to maximum of Rs.40/- per day.**

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

**Signed by Manoj Debbarma**

**Date: 14-07-2025 16:21:52**

Assistant Director  
District Information & Cultural Affairs Office  
West Tripura, Agartala





NO.F.100 (151)-ICAT/09/V&AV/P-II  
GOVERNMENT OF TRIPURA  
DIRECTORATE OF INFORMATION & CULTURAL AFFAIRS  
AGARTALA

Dated, the 11<sup>th</sup> March, 2025

M E M O R A N D U M

In view of the letter No.F. 26(5)-DICA/WT/97/P-III dated 16-01-2025 and 05-03-2025 of the District ICA Officer, West Tripura and subsequent accorded concurrence of the Finance Department, Govt. of Tripura vide U.O.No.645 FIN(EXPDT-I)/2025, Dated:07-03-2025, proposal for hiring of 01(one) Maruti Eeco vehicle on full time basis for the official use of the DICA office, West Tripura is hereby approved.

Accordingly, Officer-In- Charge of the District ICA Officer, West Tripura is requested to requested to float the tender and select the agency following codal formalities.

Further, until the finalization of the said tender, for the interest of office works a vehicle may be utilized following the approved rate by Finance Department as a purely temporary measure.

Signed by Bimbisar  
Bhattacharya  
Date: 11-03-2025 09:03:55  
Director  
Information & Cultural Affairs

To : The Assistant Director, District ICA Office, West Tripura for kind information and necessary action.

Copy to: -

1. The H.O.O, Directorate of ICA, Agartala for kind information.
2. The Branch Officer, B&P Section, Directorate of ICA, Agartala for kind information.

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12/3/25-

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