

Tel.: 0381 – 235 5751

e-mail : itdept-tr.nic.in

**GOVERNMENT OF TRIPURA**  
**DIRECTORATE OF INFORMATION TECHNOLOGY**  
**ITI Road, Indranagar, Agartala – 799 006**

August, 2025

**NOTICE INVITING TENDER**

On behalf of the Governor of Tripura, e-tender is invited from interested Bidders (vehicle owner/ interested agencies) for hiring of 1(one) no. of Vehicles (Maruti SWIFT Dzire or equivalent model) with driver on monthly hire basis for the period of 1 (one) year (which may be extended further, if services found satisfactory) for official use at Directorate of Information Technology, Govt. of Tripura

This Tender has been published in Tripura Tender Portal: <https://tripuratenders.gov.in>. Bidders have to submit tender response online in <https://tripuratenders.gov.in> only. Copy of tender can be downloaded from <https://tripuratenders.gov.in> and also from DIT website at <https://dit.tripura.gov.in>. Last date on submission of e-tender response is 15<sup>th</sup> September, 2025 at 01:00 PM. If required, DIT may extend last date of submission. Bidder has to offer rates as per following table and in compliance to Terms & Conditions given below:

<b>Financial Bid Format for offering rates: -</b>			
<b>Sl. No.</b>	<b>Type of vehicle (Make &amp; Model)</b>	<b>Rate for detention charge per day (in Rs.) (inclusive of taxes)</b>	<b>Rate per Kilometer (in Rs.) (inclusive of taxes)</b>

**Selection Criteria:**

This tender will be evaluated in 2 bid system. At first, Eligibility or Technical bid evaluation and then financial bid evaluation. Bidders are requested to not submit any financial bid information in Technical Bid document, else their bid response would be rejected. Financial bid document of Technically qualified bidders would only be opened and evaluated based on following financial bid evaluation criteria: (Monthly-basis wise) “Rate for detention charge per day x 24 + Rate per Kilometer x 1840.” Financial bid evaluation will be done vehicle wise. Bidder(s) will be selected on least price for above formula basis.

## TERMS & CONDITIONS

1. Bidder will be selected on the basis of least offered price basis.
2. The Bidder needs to fill up their name and rates for the vehicle in the designated Cells of the downloaded BOQ for the related work and upload the same in the designated location of Financial Bid. Document to be submitted in the Financial Bid is: BoQ in .xls format.

Note: -

- a. Bill of Quantity (BoQ) i.e. Price schedule, which is the Rate quoting sheet in MS-Excel shall be downloaded, filled up properly and uploaded in the financial bid after digital signing. The Bidder shall always open the BoQ sheet with Macros Enabled.
  - b. Bidders are hereby requested not to tamper the Excel Sheet, make copies and work in a copied Sheet or break through the default Work-Sheet Security. Such BoQs with stated violations will be treated as Tampered BoQs and Bids uploaded with Tampered BoQs will be summarily rejected.
  - c. Offered rates should be in compliance to Delegation of Financial Power Rules Tripura, (DFPRT) 2019 for Type of Vehicle: Maruti Swift Dzire. Per Km charge for CNG should be Rs.5/- or less.
3. The vehicle must have commercial registration & license issued from the competent authority of Transport Department, Govt. of Tripura.
  4. The bidder must submit following documents of vehicle with the bid: - Valid Insurance, Pollution Under Control Certificate, vehicle Registration etc.
  5. The bidder must submit Driving License of the proposed Driver, PAN card, GST registration of the bidder along with the bid.
  6. One driver possessing valid driving license should be placed with the vehicle, if selected. All identifications of the driver should be submitted to the office. Driver of the vehicle should not be changed without prior intimation/ approval of the office.
  7. This 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 the bidder.
  8. The bidder should submit IT return of 3(three) Financial Years along with the tender.
  9. The vehicle for this office should have white colour with good running condition and proposed should be latest Model (Vehicle should not be older than 01-01-2024). No

design or name should be there in glasses of the vehicle. It should be comprehensively insured from concerned authority.

10. The vehicle will be normally engaged in Government working days but if required, office may engage the vehicle on holidays also.
11. Overtime would be paid as per the Government approved rate
12. The vehicle will have to run in all weather and on all kinds of roads in plain and hill areas.
13. The vehicles should be kept at IT BHAVAN, Indranagar during off days/period also.
14. The vehicle must be fitted with kilometer reading meter in good condition.
15. The running maintenance and repairing of the vehicle should be done by the selected bidder at his own cost and risk.
16. If the vehicle remains off on the road for more than two hours the selected bidder will have to arrange another vehicle at his/ her own cost and risk failing which Directorate of Information Technology may have to arrange another vehicle at the cost of the selected bidder.
17. In case of failure of placement of the vehicle on any day(s) by the selected bidder, DIT may hire another vehicle for the day(s) / period as the case may be. The cost involved in this case will be recovered from the selected bidder.
18. The Interested bidder should have minimum 3(three) years of experience with Govt. departments/PSUs.
19. The interested bidder must have provided vehicles to atleast 1 nos Govt. institutions/PSUs in Tripura during the last three years upto 30.11.2024.
20. In case if driver fails to do his duty due to illness or unavoidable issues or if driver resigns from his job, selected bidder should made immediate replacement with a new driver having valid license with intimation to this office.
21. The interest bidder/agency must have atleast 1 no. of similar type of commercial light vehicle. (Self-attested copies of RC books, insurance certificates, FC, permits, Tax payment proofs etc should be submitted)
22. A log book in the Government prescribed form will have to be maintained with the vehicle in which the day-to-day journey will be recorded. A copy of the said log book should be submitted along with the bill for payment.
23. All expenditures of the driver including their pay etc. will have to borne by the selected bidder of the vehicle.

24. The selected vendor should provide all the items required for vehicle like towel, air freshener etc.
25. The vehicle if required will have to halt any place/station for one or more days and no extra payment will be made for that.
26. Cost of fuel /lubricants etc. of the vehicle will have to be borne by the selected bidder of the vehicle. The vehicle should be refueled beyond office hours.
27. Bill in triplicate may be submitted to the Director, Directorate of Information Technology, Govt. of Tripura after completion of each month for processing release of payment.
28. All statutory deduction i.e, GST & Income Tax etc. will be deducted at source as applicable.
29. DIT have the right to terminate the contract by giving 7 days' notice and the Selected vendor should give prior 30 days' notice in case of termination of his/her contract.
30. DIT reserves the right to accept or reject, in full or in part, any or all the offers without assigning any reason whatsoever. DIT does not bind itself to accept the lowest or any bid and reserves the right to reject all or any bid or cancel the NIT without assigning any reason whatsoever. DIT also has the right to re-issue the NIT without the vendor having the right to object to such re-issue.
31. Selected bidder should submit written request to extend the contract period before 45 days of expiring the contract period.
32. Selected bidder should submit copy of quarterly GST clearance certificate with bills of every month.

(Jeya Ragul Geshan. B., IFS)  
Director, IT,  
Govt. of Tripura