


NOTICE INVITING TENDER (NIT)

F.16(16)-GA(SA)/POOL/2021

Dated, the 12th Sept 2023


On behalf of the Governor of Tripura, Deputy Secretary, GA(SA) Department, Secretariat, New Capital Complex, Agartala invites sealed quotations from the resourceful and bona fide vehicle owners/agencies for hiring of 2(Two) Maruti Eeco (CNG), white colour, manufacturing year not before the Calendar Year-2021, having commercial registration numbers and all valid documents of the vehicles for official duty. The detailed notice inviting tender (DNIT), format etc. are available in the Vehicle Section, GA(SA) department. The quotations should be dropped latest by **21-09-2023 (up to 05.00 p.m.)** during office hours positively & the tender will be opened on **22-09-2023 at 3.30 p.m.** in the office chamber of the Under Secretary (D.D.O.), GA(SA) Department, Secretariat, Agartala.


(A. Saha)

Deputy Secretary to the
Government of Tripura

Copy to:-

1. The Director, Directorate of Information Technology, Govt. of Tripura, Agartala with the request to display the detailed notice inviting tender(DNIT) (enclosed herewith) in the state website "tripuratenders.gov.in" & other statutory portals with an intimation to the undersigned.
2. The Director, ICA Department, Govt. of Tripura, Agartala with the request to publish the above notice in 03 (three) prominent local dailies on 03(three) consecutive days with an intimation to the undersigned.
3. The Under Secretary (D.D.O.), GA(SA) Department for information.
4. Concerned File/Guard File.


Deputy Secretary to the
Government of Tripura



GOVERNMENT OF TRIPURA
GENERAL ADMINISTRATION (SA) DEPARTMENT
SECRETARIAT

No.F.16(16)-GA(SA)/Pool/2021

Dated, Agartala, the 12th Sept 2023

DETAILED NOTICE INVITING TENDER (DNIT)


On behalf of the Governor of Tripura, the undersigned is directed to invite sealed tenders/quotations from bona fide persons/agencies in car rental business for **hiring of 2(Two) Maruti Eeco (CNG)**, white colour, manufacturing year not before the Calendar year-2021, **in good condition** for **official duty** as per terms & conditions mentioned below:-

- 1) The rates should be quoted within the hiring rates prescribed for **Maruti Eeco (CNG)** in the DFPRT-2019 at **ANNEXURE-1**. The quoted rates by the bidders shall be inclusive of all applicable taxes and essential provisions. A format is enclosed herewith for submitting quotation.
- 2) Bids should be written both in figures and words. If there is a discrepancy between words and figures, the amount in words shall prevail.
- 3) The bids shall be valid for a period of 90 days from the date of opening of the tender.
- 4) Earnest money of **Rs.10,000/- (Rupees Ten thousand) only** in the form of Demand Draft in favour of **'Under Secretary, GA(SA) Department'** must be deposited by the bidders along with quotations. The Tenders without Earnest Money or incorrectly addressed will be summarily rejected. Earnest money will be refunded to the unsuccessful bidders after completion of tender process without interest. Earnest money shall stand forfeited if the successful tenderer fails to provide vehicles within the stipulated time. The successful supplier's EMD shall be adjusted against the Security Deposit.
- 5) The quotation should be submitted in sealed cover duly superscripted as **"Tender for hiring of Maruti Eeco (CNG)"** addressed to the **Under Secretary, GA (SA) Department, Agartala**. Quotations should be dropped in **'Tender Box'** kept in the office chamber of the Under Secretary (D.D.O.), GA(SA) Department (Sri Chandan Das) latest by **21-09-2023 (up to 5.00 p.m.)** during office hours positively & the tender will be opened on **22-09-2023 at 3.30 p.m.** in the office chamber of the Under Secretary (D.D.O.), GA(SA) Department. The tenderers or their representative may remain present if they desired so at the time of opening of tender.
- 6) The normalized bid value of each bidder will be calculated using the following formula (as per DFPRT-2019):-
Normalized rate for each vehicle= (Detention charge/day x 23 days) + (per km charge x 1840 km)
- 7) The tenderer should have all valid documents as well as **Commercial license & Certificate of Insurance** of the car as per Motor vehicles Act. Showroom conditioned car/private registration numbered car should be converted into commercial vehicle within 01(one) month from the date of placement, failing which appropriate action may be taken as deem fit.
- 8) Following valid documents are required to be submitted at the time of submission of bids along with tender form:-
 - i) Self-Attested copy of Registration Certificate of vehicle.
 - ii) Self-Attested copy of Commercial permit.
 - iii) Self-Attested copy of certificate of Insurance.
 - iv) Self-Attested copy of PUC certificate.
 - v) Self-Attested copies of PAN Card and GST Registration.
 - vi) EMD as stipulated vide at SL.No.4 above.

Non-submission of the above documents may result in rejection/disqualification of the bids.



- 9) The car should be placed to this department within **03 (Three)** days from the date of receipt of final offer letter.
- 10) Providing fuel, lubricants, dusters, driver's salary, liveries etc. & maintenance, any defect, fire, accidents, theft, traffic rule violations or any other unlawful acts etc. of the car will be the responsibility of the supplier.
- 11) In case of need, the driver has to be changed within **24 hours** of being informed and if the car is not available on any day, no payment (Halatage charge) would be made for the day and also for the next day.
- 12) In case of repair of vehicle, a similar car shall have to be provided by the supplier as replacement during repairing of the car.
- 13) The car shall be parked on in Government facilities for security reason.
- 14) Logbook in prescribed format is to be maintained properly by the owner & day to day journey etc. is to be entered in the logbook with duly signed by the user/competent authority.
- 15) The tempering of meter reading, vehicle usage timings, overwriting of logsheets, misconducts and other such acts shall be penalized heavily, including termination of the contract and forfeiting of the EMD.
- 16) The supplier shall submit bills with duly certified by the user/competent authority in the first week of following month in r/o previous month for necessary payment.
- 17) Payment of hiring charges will be made on monthly basis against bill raised by the supplier supported by appropriate certificate from the user/competent authority subject to availability of fund. No advance payment shall be made under any circumstances.
- 18) The monthly hiring charges bill should not exceed the monthly ceiling of the DFPRT-2019.
- 19) All applicable taxes will be deducted from the bills as per government rules.
- 20) The duration of the hiring of vehicle shall be a period of **1(one) year** from the date of placement of vehicle which may be further extended subject to satisfactory service or requirement at the discretion of the GA(SA) department. However, the hiring may be discontinued by the undersigned at any time with a **short notice** without assigning any reason thereof.
- 21) No enhancement of rates shall be entertained during the contract period.
- 22) The General Administration (SA) Department reserves the right to amend or withdraw any of the terms & conditions contained in the tender or to reject any or all the tenders including the lowest one or the entire tender process without giving any notice or assigning any reason.
- 23) The Bidder is expected to examine all instructions, forms, specifications, terms and conditions in the tender. Incomplete quotation format, failure to furnish all information and documents required as per the tender notice shall result in rejection of the bid/tender.
- 24) Bidders may contact to the undersigned or vehicle section of this office for any clarification & bidders should take into account the corrigendum/addendum published, if any, before submitting the bids.
- 25) In case, any dispute arising will be subject to the jurisdiction of the court at Agartala only.


12.09.2023
(A. Saha)
Deputy Secretary to the
Government of Tripura