

F.68(2)/PNS/NP/Tender/Vehicle/2019
OFFICE OF THE PANISAGAR NAGAR PANCHAYAT
PANISAGAR-799260, NORTH TRIPURA

1. PNIT NO : 07/2019-20 DATED-19/11/2019.
2. DNIT NO : 03/PNS/NP/TENDER/ VEHICLE/2019-20 DATED. 19/11/2019
3. Name of work : Hiring of following vehicle: 1 (one) Maruti Omni incl. fuel and driver for use by the Executive Officer, Panisagar Nagar Panchayat.
4. Earnest Money : Rs.5,000.00 (Rupees five thousand only).
5. Cost of tender Form : Rs. 100.00 (Non refundable) in the form of DD in favour of Excecutive Officer, Panisagar Nagar Panchayat
6. Tender form : No tender form will be sold. Tender form is to be downloaded from the website <http://tripura.gov.in> by eligible bidders.
7. Last date of dropping of tender : 3 PM of 05/12/2019.
8. Probable date of opening of tender: 3.30 PM of 05/12/2019 (if possible). Interested bidders or their representatives may remain present during opening of the tender.
9. Declaration of Informal and formal bid : During opening it will not be declared. After detailed scrutiny it will be declared.
10. Total no. of written pages Including this page : 13 (Thirteen) nos including this page.

03/PNS/NP/TENDER/VEHICLE/2019-20 DATED. 19/11/2019

LEGEND

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Full signature of the Bidder with seal

03/PNS/NP/TENDER VEHICLE/2019-20 DATED. 19/11/2019

SALIENT POINTS OF TENDER / INSTRUCTION TO BIDDER

1. Eligibility of bidder:- Resourceful, bonafied Indian citizen/agency /firm who is the owner of Maruti Omni. the bidder should be the owner of the vehicle /papers related with vehicles may be submitted along with power of attorney from vehicle owners. Year of manufacturing of the Maruti Omni should be 2015 or thereafter.
2. Enclosures (attested and valid) / complete tender :-
 - I. Tender form (without tender form, bid will be rejected).
 - II. PTCC of bidder.
 - III. PAN card.
 - IV. GST registration.
 - V. EMD.
 - VI. Cost of Tender form.
 - VII. Document in support of eligibility criteria.
 - VIII. Permit of vehicle.
 - IX. Registration certificate of vehicle.
 - X. Pollution clearance certificate.
 - XI. Insurance certificate.
 - XII. Road tax clearance certificate of vehicle.
 - XIII. Fitness certificate of vehicle.
3. Tender form: - To download tender form from the website <http://tripura.gov.in> by eligible bidders. No tender form will be sold. Any subsequent corrigendum will be available in the website.
4. To go through specification, terms and conditions of DNIT.
5. To sign each and every page of tender form.
6. EMD and cost of tender form are to be deposited separately.
7. Earnest money: - To deposit EMD (Rs. 5,000.00) in favour of the Executive Officer, Panisagar Nagar Panchayat on any nationalized/scheduled bank in the shape of fixed deposit, D-call along with tender. Without EMD in appropriate shape the tender will summarily be rejected.
8. Cost of tender form: - To deposit cost of tender form (Rs.100.00) in favour of the Executive Officer, Panisagar Nagar Panchayat on any nationalized/scheduled bank in the shape of bank draft along with tender.
9. To get ready attested copy of all required documents by Gazetted Officer.
10. To fill up each and every point of bidder's sheet.
11. To fill the rate quoting sheet.
12. To write DNIT number and date, name of item, bidder's name and address in the envelope containing complete tender and to seal the envelope by wax or self-adhesive tape (cello tape). The sealed envelope must be addressed to the Executive Officer, Panisagar Nagar Pachayat, Panisagar, North Tripura.
13. The full-fledged and sealed tender may be dropped in the tender box kept in the office of the Executive Officer, Panisagar Nagar Panchayat within 3 PM of 05/12/2019 or may be sent to the tendering authority by post (registered with A/D only) to reach within 3 PM of 05/12/2019.
14. The copy of the DNIT may be inspected from the office of undersigned up to 05/12/2019 (office date and hour only) by interested bidders.
15. At any stage of tender (scrutiny of tender, preparation of comparative statement etc.) if required bidders will have to produce original copy of the submitted documents for verification.

Full signature of the Bidder with seal

03/PNS/NP/TENDER/VEHICLE/2019-20 DATED. 19/11/2019
DECLARATION

I do hereby declare that I have personally gone through the relevant Draft Notice Inviting Tender and understood all the clauses, specifications of tendered items, instruction of the DNIT and having been fully satisfied , I have quoted the rate of item. This is further to certify that I have suppressed no facts in the tender which could debar me to participate into the tender. If it is revealed after opening of the tender that any fact is suppressed by me, tendering authority shall have the right to reject my tender along with other stern action against me as per term condition of the tender. I do affirm that all the term conditions of DNIT are unconditionally accepted by me. I have no objection if any extra term condition, mutually accepted by me and purchaser is incorporated into the agreement and I do hereby also declare that I am not blacklisted by any department / agency of central or state regarding quality compromise or any other reason in connection with similar work and there is no ongoing litigation with any department / agency of central / state Government as on closing date of tender. If subsequently it is revealed after opening of the tender that my declaration is false, my tender /concerned agreement will be cancelled, deposited earnest / security money will be forfeited and other penalty to be decided by the tendering authority will be imposed.

(Signature of bidder Full name & Seal)

Full signature of the Bidder with seal

**OFFICE OF THE PANISAGAR NAGAR PANCHAYAT
PANISAGAR-799260, NORTH TRIPURA**

NOTICE INVITING TENDER NO. 07/2019-20 DATED-19/11/2019.

On behalf of the Panisagar Nagar Panchayat, the Executive Officer, Panisagar Nagar Panchayat invites item wise sealed tender for following work from the eligible bidders Up to 3 PM of 05/12/2019 (office date and hour only) as per following terms condition as well as DNIT. Cost of tender form is Rs. 100.00, to be submitted along with tender in the form of Demand Draft (non-refundable).

DNIT No, Item, earnest money, cost of tender form, eligibility:-

SI No	DNIT No.	Name of item	Earnest money	Eligibility of bidder
1	03/PNS/NP/TENDER /VEHICLE/2019-20 DATED. 19/11/2019	Hiring of following vehicles: 1 (one) no Maruti Omni incl. fuel and driver for use by the Executive Officer, Panisagar Nagar Panchayat.	Rs.5,000.00 (Rupees five thousand) only (in the form of D call /FDR only not in the form of DD)	Resourceful, bonafied Indian citizen/agency /firm who is the owner of Maruti Omni van. In case of Maruti Omni/papers related with vehicles may be submitted along with power of attorney from other vehicle owners. Year of manufacturing of the Maruti Omni should be 2015 or thereafter.

- The copy of the DNIT may be inspected from the office of undersigned up to **03/12/2019.(office date and hour only)**.
- No tender form will be sold. Tender form is to be downloaded from the website <http://tripura.gov.in> and eligible bidders. Subsequent corrigendum/Addendum etc, if any, will be available in the website. The bidders are required to check the websites regularly for this purpose, to take them into account before submission of tender.
- The sealed envelope containing complete tender, EMD, cost of tender form (EMD and cost of tender form are to be deposited separately) must be addressed to the Executive officer, Panisagar Nagar Panchayat, Panisagar, North Tripura, indicating the DNIT NUMBER, NAME OF ITEM, BIDDER'S NAME and BIDDER'S ADDRESS on the envelope.
- Time schedule of tender activities:
 - Last Date & Time of Dropping of Tenders: Up to 3 PM of 05/12/2019.**
 - Probable Date & Time of Opening of Tenders: At 3.30 PM of 05/12/2019.**
- The full-fledged and sealed tender may be dropped in the tender box kept in the office of the undersigned or may be sent to the tendering authority by post (registered with A/D only) to reach within **3 PM of 05/12/2019**. The tender received after closing of bid shall not be considered and the tender will be rejected. Tendering authority will not be liable for any postal delay (if sent through post / courier).
- Earnest money and cost of tender form are to be deposited on any nationalized/scheduled bank in favour of the Executive Officer, Panisagar Nagar Panchayat.
- The tentative date & time of opening of tender is on **05/12/2019 at 3.30 PM**. interested bidders or their representatives may remain present during opening of the tender.
- If last date of dropping of tender happens to be a holiday or office work is affected due to any unforeseen circumstances, last date of dropping will automatically be extended up to next working day at respective time and accordingly opening date and time will be deferred. Opening date and time will be displayed in the office notice board if changed.
- This notice is only to provide most preliminary information to the interested bidders. For any clarification contact at Panisagar Nagar Panchayat during office date and hour only.

Full signature of the Bidder with seal

10. The tendering authority reserves the right to reject any submitted tender not in conformity with relevant DNIT.

Executive Officer
Panisagar Nagar Panchayat
Panisagar, North Tripura

Copy to the:

1. The Chairperson/Vice Chairperson, Panisagar Nagar Panchayat, for your kind information.
2. The Sub-Divisional Magistrate, Panisagar Sub-Division North Tripura, for your kind information.
3. The B.D.O, Panisagar R.D Block, Panisagar, North Tripura for information and request to display on their office notice board.
4. Cash/Account Section of this office for your information and doing needful.
5. Office notice board for display.

Executive Officer
Panisagar Nagar Panchayat
Panisagar, North Tripura

Full signature of the Bidder with seal

03/PNS/NP/TENDER/VEHICLE/2019-20 DATED. 19/11/2019

BIDDER'S SHEET

1. Name and detailed mailing address of the Bidder (Firm / agency / individual) who has participated in the tender along with phone, mobile no ,fax number with STD code & email.

1. PAN number of bidder:-

2. Name of person (proprietor) who have signed the tender paper:-

Mobile, Phone, Fax No:-

email address:-

3. Details of Earnest money deposit (amount, bank name, branch name, form of deposit, instrument no and date):-

5. Details of cost of tender form (amount, bank name, branch name, form of deposit, instrument no and date):-

6. Average consumption (in KM / litre) :-

Sl No	Brand Name / Model	Average consumption (in KM/ litre)

Full signature of the Bidder with seal

7. Experience of bidder (if any):-

8. List of enclosures :-

9. Details of vehicles along with registration number etc :-

SI No	Brand Name /Model	Registration number

11. Type and Rate of fuel:-

SI No	Brand Name / Model	Type of Fuel	Present rate / ltr

12. Other information if any :-

Full signature of the Bidder with seal

03/PNS/NP/TENDER/VEHICLE/2019-20 DATED. 19/11/2019
GENERAL TERMS CONDITIONS OF TENDER

- 1) **Eligibility of bidder:** - As stated under instruction to bidder.
- 2) **Enclosures with tender:** - Bidder shall have to submit valid attested photo copies (whichever is/are applicable to the bidder) as stated under instruction of bidder. If any of the above applicable paper is not enclosed with any tender, tendering authority reserves the right to declare the incomplete tender as informal or may ask the bidder to submit wanted documents after opening of tender provided the document/s, submitted after opening of tender, must be valid up to the date of dropping of tender. In that way if the received document is not found to be valid up to the date of dropping of tender, the concerned tender/s will then be rejected. Besides this, the department reserves the right to seek any additional information/document in any stage from the bidder after opening of the tender. Tender without earnest money and cost of tender form will be rejected on the opening table
- 3) **Tender form:** - As stated in 1st page of DNIT.
- 4) **Mode of tender submission:** - Tender may be dropped in the tender box, kept in the office chamber of tendering authority or sent by post (Registered with A/D). In both the case tender has to reach the tendering authority positively within the last date of dropping (as mentioned in 1st page of DNIT). Tender received by post within permitted period will be dropped in the tender box by tendering authority. Tender box will be sealed at fixed time (As per clock of tendering authority). In no way tender, after closing of tender box will be entertained. Tendering authority will not be liable for any postal delay (if sent through post).
- 5) **Tender preparation:-** Each and every page (including blank pages if any) of tender form should be signed by the bidder. All documents as mentioned under instruction to bidder will be inserted into an envelope and sealed properly. No unwanted paper should be enclosed along with tender. Sealed envelope shall invariably have following inscriptions- Name of item, DNIT number and date, name and address of the bidder. The sealed envelope must be addressed to the Executive Officer, Panisagar Nagar Panchayat, Panisagar, North Tripura. Bidder may consult with the office of the tendering authority if necessary.
- 6) **EMD and cost of tender form:** - Bidder must deposit the same as stated under instruction to bidder. No transfer of earnest money (earnest money or security deposit in connection with other work) will be allowed.
- 7) **Validity of rate:** - Rate should remain valid up to 28th May 2020 without any price variation of clause for placement of work order as well as execution of contract.
- 8) **Price variation clause:** Price should be fixed and firm in all respect. No price variation will be allowed in case of variation in raw materials cost, transportation cost and revision in duties and all other taxes / charges. The deduction of applicable taxes at source shall be at the rate as notified by the Government from time to time.
- 9) Any clarification/explanation if any regarding the tender should be sought from the undersigned before dropping of tender.
- 10) **Clarification :** After opening of the tender lowest bidder will be asked to appear before a team of officers headed by the tendering authority for clarification, justification, analysis of the quoted rates along with all original documents as wanted in the tender and additional documents wanted subsequently if any. Bidder may be asked more than once for clarification. If they fail to attend the meeting as per programme or fail to produce any original document their bid will be rejected forfeiting entire EMD and blacklisted for two years. After opening of tender if the rate of any item(s) found same as quoted by two or more bidders in that case all the eligible lowest bidders will be called for clarification and in the table separate sealed rate will be collected from all the 1 st lowest bidders and lowest rate to be processed for finalization of rates. However the purchaser has full power to split the job among the initially lowest bidders if necessary subject to the condition that they agreed to do the work as per the approved rate of department.

Full signature of the Bidder with seal

- 11) **Work order:-** work order for **Maruti Omni** will be placed by the Executive Officer ,Panisagar Nagar Panchayat, Panisagar, North Tripura.
- 12) **Security money and agreement:-** After issue of work order, the successful bidder shall have to sign formal agreement with the respective authority who will issue work order, failing which the deposited earnest money of the bidder will be forfeited to the full extent & bidder will be declared black listed for next two years. Earnest money will automatically be converted to security money after issuance of work order. The security money will be released after successful execution of agreement.
- 13) **Payment:-** No advance payment will be made. Payment will only be made on monthly bill basis based on availability of fund in the respective head of account. Statutory deduction of applicable taxes and charges will be deducted at source. The deduction of taxes and charges at source shall be at the rate as notified by the Government from time to time. Payment for Maruti Omni will be made from the Office of the Executive Officer, Panisagar Nagar Panchayat. Bill should be submitted by the vehicle owner in proper shape supported by authenticated log book.
- 14) **Penalty clause:-**

SI No	Ground	Penalty
1	Revision of rate or withdrawal of bid after closing of tender but before the opening of tender.	25% EMD will be forfeited and bidder will be black listed for next two years to participate in any tender of tendering authority.
2	If became 1st lowest tenderer but not the owner of any vehicle/s and papers of vehicles not submitted along with the tender	25% EMD will be forfeited and bidder will be black listed for next two years to participate in any tender of tendering authority
3	Revision of rate or withdrawal of bid after opening of tender.	50% EMD will be forfeited and bidder will be black listed for next two year to participate in any tender of tendering authority
4	Fails to attend negotiation/clarification meeting as per call of tendering authority/fails to justify their quoted rates on the basis of analysis.	75% EMD will be forfeited and bidder will be black listed for next two year to participate in any tender of tendering authority.
5	Revision of rate or withdrawal of bid after negotiation/ approval of rate but before issuance of supply order.	100% EMD will be forfeited and bidder will be black listed for next two year to participate in any tender of tendering authority.
6	Fails to submit commercial license as and when asked by the concerned Office.	100% EMD will be forfeited and bidder will be black listed for next two year to participate in any tender of tendering authority.
7	Fails/surrender to execute work after issue of work order or after approval of rate.	100% security deposit will be forfeited and bidder will be black listed for next two years to participate in any tender of tendering authority.

- 15) **Conditional discount:** - Tenders with any condition including conditional discount will not be entertained and may be rejected.
- 16) **Dispute & litigation :-** In case of any dispute arising out of the contract, the court at Dharmanagar in Tripura will have Jurisdiction to deal will the same and decide any legal matter or dispute whatsoever arising out of the contract/purchase order or tender.

Full signature of the Bidder with seal

- 17) Any clause not included in the DNIT but subsequently mutually accepted will be part and parcel of the terms and condition. Further any specification not in conformity of our requirement but subsequently mutually accepted may also be part and parcel of the terms and conditions.
- 18) If any bidder suppress any fact in the tender and subsequently it is unearthed, their tender will be rejected and necessary positive action including total forfeiture of EMD/ Security money/ Rescind of agreement/ Cancellation of supply order/Barring from participation of future tender for next two years will be taken against them.
- 19) Bidder must himself to attend - during negotiation/collection of payment/any meeting/ collection of EMD/collection of security deposit/as and when asked by the tendering authority along with photo/address proof identity submitted with the tender. No authorized person will be allowed to act on behalf of the original bidder. If bidder fails to maintain direct contact with the tendering authority then bidder will be blacklisted and EMD / SD will be forfeited.
- 20) Any tender not complying with the requirement / fulfill the terms and conditions may be declared as informal.
- 21) If last date of dropping of tender happens to be a holiday or office work is affected due to any unforeseen circumstances, last date of dropping will automatically be extended up to next working day at respective time and accordingly opening date and time may also be deferred .Opening date and time will be displayed in the office notice board if changed.
- 22) **Right to Accept/ Reject the Bid:** Tendering authority reserves the right to accept or reject any Bid and to annul the tender process and reject all such bids at any time prior to award of contract, without thereby incurring any liability to the affected applicant(s) or any obligation to inform the affected applicant(s) of the grounds for such decision.

Full signature of the Bidder with seal

03/PNS/NP/TENDER/VEHICLE/2019-20 DATED. 19/11/2019

SPECIAL TERMS AND CONDITIONS

1. If the vehicles have private registration, Commercial registration certificate and all other related documents of vehicles from the Transport Department, Government of Tripura must be submitted within 30 days from the date of rate acceptance but before release of payment.
2. Total number of Maruti Omni to be hired is 1 (One). If required, based on papers submitted, 1st lowest bidder may be asked to submit all related documents of vehicles and power of attorney from vehicle owner. If 1st lowest bidder fails to submit relevant documents within the stipulated period to be given by the tendering authority, 100% EMD will be forfeited and bidder will be black listed for next two year to participate in any tender of tendering authority.
3. After opening of tender, successful bidder must submit driving license/s of driver.
4. The vehicle will be well conditioned always. It may be required in holidays also.
5. Vehicle's reporting time should be 6 AM to 10 AM, to be informed by concern officers.
6. KM reading meter should have to be fitted in the car in good condition.
7. Reporting place for duties may be anywhere within the radius of 8 KM from the office of the tendering authority to be informed by concern officers /officials. Duty hour may be 6 AM to 11 PM without night halt.
8. Number of vehicles may be increased or decreased as per actual need.
9. All repairing and maintenance etc. will be the responsibility of the owner of the vehicle at his own cost & risk. During repairing/maintenance, any break down, accident, defects etc. substitute vehicle of similar/better quality must be provided by the owner without any delay.
10. All documents of the vehicle should be kept with driver during movement. "On Government Duty" board has to be displayed in the vehicle. But misuse of this board by driver will be the onus of owner of vehicle. Accident if any during office duty will be the onus of owner of vehicle. If any papers/document of the vehicle is lacking and due to this police/tax/vehicle officials strand the vehicle on duty, it will be the onus of contractor and no payment for that day, whatever may be the performed journey, will be allowed. Rather it will be the onus of contractor to arrange alternative arrangement for the officers/ officials who occupies the vehicle.
11. Periodical repairing /maintenance of the vehicle should be done without delay. For any delay in this regard, punitive action as decided by office will be imposed on the owner.
12. Any malfunctioning/ inequalities in vehicle operation if detected during the hiring period will be attributed to the owner and owner will have to replace the vehicle as per instruction of the office.
13. The parking place during hiring period will be ascertained by the owner and office jointly. If vehicle is stolen from the parking place/meet accident during hiring period, office will not be responsible.
14. Driver, fuel & lubricant should be provided by the owner along with hired vehicle and related expenditure should be borne by the owner of the vehicle.
15. The vehicle should report for duty with driver, along with sufficient fuel.
16. Driver should be obedient, punctual & must maintain the office decorum & traffic rules as per norms. Any misconduct of driver with the office staffs who availed the vehicle will be the onus of owner and as per instruction of authority driver should be changed within 24 hours otherwise agreement will be terminated.
17. Log book will be issued by the office and it is the responsibility of the owner of the vehicle to maintain the log book and get it signed by the officers on duty every day.
18. Vehicle's towel and other required accessories will have to be borne by the owner.
19. For wear & tear/decay of the vehicle during hiring period, office will not take any responsibility. Owner has to inspect the condition of the vehicle periodically.
20. Tire/tube replacement at the cost/risk of owner has to be done as per instruction of the office.
21. Rate should be quoted in the Annexure (Rate quoting sheet). In order to decide lowest bidder, total journey per day will be considered as 300 KM (say). Following example is excerpted below-
 - Detention charge per day incl. all taxes & charges-Rs. X.00
 - Per KM running charges incl. all taxes & charges- Rs. Y.00
 - Total amount for 300 KM running per day-Rs. (X + 300Y), this value will be considered at the time of preparation of comparison statement.

Full signature of the Bidder with seal

ANNEXURE (RATE QUOTING SHEET)

Subject:- Hiring of following vehicles: **1 (one) no Maruti Omni** incl. fuel and driver for use by Executive Officer, Panisagar Nagar Panchayat, Panisagar, North Tripura

03/PNS/NP/TENDER/VEHICLE/2019-20 DATED. 19/11/2019

Item No	Name of item	Unit	Detention charge per day incl. all taxes & charges.	Per KM running charges incl. all taxes & charges.
1	Hiring of Maruti Omni incl. fuel and driver for use by the Executive Officer, Panisagar Nagar Panchayat, Panisagar, North Tripura.	1 (one) no of vehicle		

Full signature of the Bidder with seal