

NOTICE INVITING TENDERS FOR HIRING OF VEHICLE FOR TRIPURA BIODIVERSITY BOARD, 3RD FLOOR, ARANYA BHAWAN, GURKHABASTI, AGARTALA, TRIPURA (W)

Tripura Biodiversity Board invites sealed offers from reputed parties engaged in the business of providing vehicle services for outsourcing the service of hiring of 1 (One) small size Car (Maruti Suzuki ECO CNG), for office use for the period of 1 (one) year from the date of execution of agreement as per the terms and conditions in the schedule. The details of vehicle requirement/ period covered are as under:

| Sl No | Category of Vehicles | No. Of Vehicles required | Remarks |
|--------------|--|---------------------------------|---|
| 1 | Small Size Car (Maruti Suzuki ECO CNG) | One (1) | To be used on monthly rental basis subject to maximum limit of 1000 KMS. (24 days a Month) |

Last date for submission of bid/ tenders is 31/07/2019 upto 5.00 PM Hrs.

Tender can be sent through post clearly mentioning on the envelope "Tender for Hiring of Vehicle on Monthly Basis" or can be submitted in the O/other Tripura Biodiversity Board, Aranya Bhawan, Gurkhabasti, Agartala.

Tender will be opened on 06/08/2019 at 11.00 AM hours in the aforesaid address by the tender committee in presence of tenderers, if available.

Sd/-
(Dr. D. K. Sharma, IFS)
Member Secretary
Tripura Biodiversity Board

TERMS AND CONDITIONS

1. Separate related Technical and Financial Bids in the different envelopes should be kept together in a single sealed envelope and super-scribed with "Tender for Hiring of Vehicle on Monthly Basis". The Separate technical and financial bids should be clearly marked "Technical Bid" and "Financial Bid", strictly in the enclosed proforma as the case may be.
2. Tender will be opened on 06/08/2019 at 11.00 AM hours in the office of Tripura Biodiversity Board by the tender committee in presence of tenderers, if available.
3. The contract shall be valid for an initial period one year starting from date of approval, subject to clause (22) of these terms and conditions and extendable for another one year at a time.
4. The maximum KM can be utilized in any manner on monthly basis by Tripura Biodiversity Board. No garage to office & back mileage will be allowed.
5. Tripura Biodiversity Board shall be liable to pay the hiring charges as per the agreement only. Contract charges include monthly charges of driver, repair and maintenance of vehicle, insurance, CNG, oil, road tax, RTO charges, Municipal tax, work contract tax, license fee, registration charges, etc (except GST) and any other incidental expenses.
6. Agreed Rate as per agreement will not revise during the agreement period.
7. The vehicle will be kept neat and clean and in perfect running condition with shining body and clean interior with good upholstery by the transport operator.
8. In case vehicle provided is not found satisfactory, the same shall be returned for immediate replacement. In case no replacement is provided in time, Tripura Biodiversity Board would have a right to hire a vehicle from the market and the additional cost incurred by this office will be borne by the Transport Operator.
9. Generally, Vehicle should be utilized during the period from 09:00 AM hours to 7:00 PM hours. However, the vehicle may be utilized for outside Agartala Duty or in case of urgency, continuously without any time limit. The vehicle must be available at any time on any day as

desired by the officer of Tripura Biodiversity Board. The vehicle and the driver should not be changed unless requested by the Tripura Biodiversity Board.

10. The Transport Operator would ensure that the drivers employed have valid driving license. The vehicle should be registered with the concerned authority of Central/ State Govt. The Transport operator shall provide a certificate to this effect. The driver of the vehicle provided must follow traffic rules and regulations prescribed by the Govt. from time to time.
11. The Transport Operator should have an adequate number of telephones or contact numbers round the clock. The driver shall be neatly dressed, shall observe all the etiquette and protocol while performing the duty and, should must carry a mobile phone in working condition for which, no separate payment shall be made.
12. The Vehicle should be kept with sufficient stock of fuel. However, in case of any emergency, if any officer pays for refuel, the same should be reimbursed by the Transport Operator on production of the bill.
13. As regards vehicle timings, the Transport Operator will not pass on the instructions directly to the driver concerned. All the instructions should be routed through the officer of the Tripura Biodiversity Board.
14. A daily record indicating time and mileage for each vehicle shall be maintained in a log book and log book shall be submitted to the Deputy Conservator of Forests, TBB for regularly scrutiny.
15. In case of breakdown of any vehicle during official duty, it shall be the responsibility of the Transport Operator to provide a substitute vehicle immediately. In case, the substitute vehicle does not report on time/ does not report at all, Tripura Biodiversity Board would have the right to hire a vehicle from the market and the additional cost incurred by the Tripura Biodiversity Board will be borne by the Transport Operator.
16. The Vehicle should not be of 'Make' prior to 2017 should be in good condition. Only good condition vehicles will be used by the TBB.
17. The contract shall not save with the previous consent in writing of the Department sublet/ sub-contract-transfer or assign the contract or any part thereof in any manner whatsoever. However,

such consent shall not relieve the contract from any obligations, duty or responsibility under the contract and contractor shall be fully responsible for the services hereunder and for the executions and performance of the contract.

18. In case of failure of the contractor in providing/ making available of vehicle on account of any defect/ fault/ breakdown/ not reporting, liquidated damages/ compensations or alternative arrangement with prior permission shall be made, otherwise penalty shall be imposed and recovered from the contractor's bill without any notice as under.
19. The vehicle should be available/ may be used for running in all the districts of Tripura so desires.
20. The billing will be done on monthly basis. Bills preferably should be typed and in triplicate, and should be submitted to this office in the 1st week of the following month.
21. In case of any accident, all the claims arising out of it shall be met by the Transport Operator.
22. The Transport Operator should approach the Office of the Tripura Biodiversity Board in case of any assistance or difficulty.
23. In case of any dispute of any kind and in any respect whatsoever, the decision of the Tripura Biodiversity Board shall be final and binding on Transport Operator.
24. If any of the terms & conditions (1) to (22) above is not found fulfilled during the period of agreement, Tripura Biodiversity Board reserve the right to discontinue the contract without assigning any reasons thereof.
25. TDS and other Taxes shall be deducted as per statutory compliance.
26. No extra payment will be made if vehicle runs more than 1000 K.M in particular months and if the rate of CNG rises in between the agreement period.
27. Rate will be compared as = Monthly charges + (Per km charge x 1000) + (Rate of per hour overtime beyond 11 hours/ day x 20 hours) + (Night stay charge x 5 days)

(TECHNICAL BID)

To be submitted in a separate sealed envelope subscribing “Technical Bid”
Pre-qualification requirements for award of contract for “Hiring of Vehicles”

| | | |
|---|--|--|
| 1 | Name of the Organization/ Firms with full address with Pin code, Phone/ Mobile No | |
| 2 | Name of all the Proprietor / Partners / Directors | |
| 3 | PAN No of the Firm as allocated by the Income Tax Department | |
| 4 | List of Government Organizations where the Service Provider is currently providing services may also be indicated. (Please attach the job order/ service certificate from Govt. Office/ Public Sector) | |
| 5 | The Contractor should also submit Copies of Registration Certificate obtained from GST (Ministry of Finance) | |
| 6 | Total Nos of Cars/ Vehicles available with service provider together with make/ Model | |
| 7 | Vehicle to be provided by the contractor should have the comprehensive insurance to cover all risks as per the Motor Vehicle Act and relevant rules and regulations of the State Government and Central Government | |
| 8 | Any other information to be considered | |

UNDERTAKING

1. I/ We undertake that I/ We have carefully studied all the terms and conditions of contract as indicated in Annexure and understood the parameters of the proposed work and shall abide by them.
2. I/ We hereby certify that none of my relative (s) is/ are employed in the office of the Tripura Biodiversity Board
3. I/ We further undertake that the information given in this tender are true and correct in all respect.

Signature of Authorized person with date:

Name & full address with Telephone No:

Office:

Residence:

Mobile No:

Email:

(FINALCIAL BID)

PROFORMA FOR QUOTING RATES

To be submitted in a separate sealed envelope subscribing “FINANCIAL BID”

| Sl No | Vehicle Type AC/Non AC | Number of Vehicle | Job Description (Total KMS) | Details of Quoted Vehicle | Quoted bid per month |
|-------|------------------------------|----------------------|--|---------------------------------|--|
| | Maruti Suzuki ECO CNG | 1 | Hire for 24 days/ Month maximum 1000 KMS in a Month | | i. Monthly charges ii. Per km charge iii. Overtime charge (per hour) Beyond 11 hours/ day in Agartala iv. Night stay charges outside Agartala |

Signature _____ of _____ Authorized _____ person _____ with
date: _____

Name & Full address: _____

Telephone/ Mobile No: _____

Residence: _____

Email: _____

Seal _____