

GOVERNMENT OF TRIPURA  
OFFICE OF THE CHIEF ELECTORAL OFFICER  
TRIPURA: AGARTALA

**NOTICE INVITING TENDER**

No. F.7 (1)-CEO/STORE/Vehicle/2016/1544

Dated, Agartala: 25/2/2020

**Subject: - Hiring of one Maruti Swift (Petrol) vehicle for O/o the Chief Electoral Officer, Tripura (Election Department) for official purpose.**

Double Packet Bid e-Tenders are hereby invited from the reputed Travel Agencies / individual owner having commercial permit with valid registration for hiring of one Maruti Swift (petrol) vehicle for O/o the Chief Electoral Officer, Tripura, Agartala (Election Department) for one year. The detail requirements are given below:

Sl. No.	Purpose of hiring	Category of vehicle	Number of vehicle requirement
1	To be used by Addl Chief Electoral Officer, in the office of CEO, Tripura (Election Dept.)	Maruti Swift, Petrol (Preferably white colour)	1(one)

**1. GENERAL INSTRUCTIONS**

- a) The Bidders are requested to examine the instructions, terms and conditions and specifications given in the Tender. Failure to furnish all required information in every respect will be at the Bidder's risk and may result in the rejection of bid.
- b) It will be imperative for each Bidder(s) to familiarize himself/ themselves with the prevailing legal situations for the execution of contract. The office of CEO, Tripura shall not entertain any request for clarification from the Bidder regarding such legal aspects for submission of the Bids.
- c) It will be the responsibility of the Bidder that all factors have been investigated and considered while submitting the Bids and no claim whatsoever including those of financial adjustments to the contract awarded under this tender will be entertained by the Office of the CEO, Tripura. Neither any time schedule nor financial adjustments arising thereof shall be permitted on account of failure by the Bidder to apprise himself.
- d) The Bidder shall be deemed to have satisfied himself fully before Bidding as to the correctness and sufficiency of its Bids for the contract and price quoted in the Bid to cover all obligations under this Tender.
- e) It must be clearly understood that the Terms and Conditions and specifications are intended to be strictly enforced. No escalation of cost in the Tender by the Bidder will be permitted throughout the period of Agreement or throughout the period of completion of contract whichever is later on account of any reasons whatsoever.

**2. CLARIFICATION REGARDING TENDER**

- a) A prospective Bidder requiring any clarification in the Tender may notify office of the CEO, Tripura by letter or by Fax or by E-mail or through website to ceo\_tripura@eci.gov.in. We encourage paper free e-mail communication.
- b) The responses to the clarifications will be notified in the websites by means of Corrigendum to the Tender Document. It would be advantageous to commence e-mail contact with ceo\_tripura@eci.gov.in to register the e-mail id.



### **3. AMMENDMENTS TO THE TENDER**

- a) Before closing of the Tender, clarifications and amendments if any will be notified in the websites mentioned in the Tender Schedule. The Bidders should periodically check for the amendments or corrigendum or information in the websites till the closing date of this Tender. The Office of the CEO, Tripura will not make any individual communication and will in no way be responsible for any ignorance pleaded by the Bidders.
- b) No clarifications will be offered by the Office of the CEO, Tripura within 48 hours prior to the due date and time for opening of the Tender.
- c) Before the closing of the Tender, the Office of the CEO, Tripura may amend the Tender document as per requirements or wherever the Office of the CEO, Tripura feels that such amendments are absolutely necessary.
- d) Amendments also may be given in response to the queries by the prospective Bidders.
- e) Such amendments will be notified in the website mentioned in the tender schedule.
- f) The Office of the CEO, Tripura at its discretion may or may not extend the due date and time for the submission of bids on account of amendments.
- g) The Office of the CEO, Tripura is not responsible for any misinterpretation of the provisions of this tender document on account of the Bidders failure to update the Bid documents on changes announced through the website.

### **4. LANGUAGE OF THE BID**

The bid prepared by the Bidder as well as all correspondence and documents relating to the bid shall be in English only. The supporting documents and printed literature furnished by the bidder may be in another language provided they are accompanied by an accurate translation in English duly notarized, in which case, for all purposes of the bid, the translation shall govern. Bids received without such translation copy are liable to be rejected.

### **5. BID CURRENCY**

Price should be quoted in Indian Rupees (INR) only and Payment shall be made in Indian Rupees only.

### **6. CONTACTING TENDER INVITING AUTHORITY**

- a) Bidders shall not make attempts to establish unsolicited and unauthorized contact with the Tender Inviting Authority, Tender Scrutiny Committee, Tender Accepting Authority, after the opening of the Tender and prior to the notification of the Award and any attempt by any Bidder to bring in extraneous pressures on the Tender Accepting Authority shall be sufficient reasons to disqualify the Bidder.
- b) Notwithstanding anything mentioned above, the Tender Inviting Authority or the Tender Accepting Authority may seek bonafide clarifications from the Bidders relating to the tenders submitted by them during the evaluation of tenders.



**7. FORCE MAJEURE**

Neither the office of the CEO, Tripura nor the Successful Bidder shall be liable to the other for any delay or failure in the performance of their respective obligations due to causes or contingencies beyond their reasonable control such as :

- a) Natural phenomena including but not limited to earthquakes, floods and epidemics.
- b) Acts of any Government authority domestic or foreign including but not limited to war declared or undeclared, priorities and quarantine restrictions.
- c) Accidents or disruptions including, but not limited to fire, explosions, breakdown of essential machinery or equipment, power and water shortages.

**8. TERMS & CONDITIONS OF THE TENDER:**

- a) The Maruti Swift (Petrol) of white colour will be preferred and they must be in good running conditions and not have been purchased before 2018. Meter
- b) Kilometre reading meter should have been fitted in the vehicle in good working condition.
- c) A driver having valid driving license should be placed with the vehicle and all expenditure of the driver should be borne by the owner.
- d) Basis accessories, fuel, lubricants, dusters and the proper upkeep and maintenance of the vehicle should be the responsibility of the owner.
- e) The vehicle should be normally used from 9:30 AM to 7:00 PM during working days, but in case of requirement, the vehicle may be used beyond normal duty hours even during holidays for which no extra payment except the normal detention & running charges will be given.
- f) The vehicles would be used for journey to any place within the State of Tripura and no night halt / extra charges can be claimed for that, except normal detention & running charges.
- g) No additional claim except, the detention & running charges will be accepted for day to day journey, out station journey and halt (s).
- h) Any breakdown, accident, defects etc. will have to be attended quickly and to be repaired by the owner at his own cost, responsibility and risk. Alternative arrangement of similar quality vehicle is to be made by the owner within one hour in case the vehicle becomes unfit for journey, failing which, similar category of vehicle will be hired by the office, whose payment will be realized from the bill of the owner.
- i) Log book in prescribed format is to be maintained by the owner and day journeys etc. are to be entered with the signature of the controlling officer(s). Log books to be updated every day with signature.
- j) Bill in triplicate in favour of O/o the CEO, Tripura, Election Department, Agartala along with the log book is to be submitted to the undersigned for release of payment on monthly basis.
- k) Taxes etc. as admissible will be deducted from the bill at sources. TDS certificate will be issued on submission of requisition.
- l) If the condition of the vehicle and service of the driver are not found satisfactory, the vehicle will be discontinued at any time with short notice.
- m) The hiring of vehicle shall be valid for 1(one) year. However, the hiring may be discontinued by the undersigned at any time with a **short notice**.
- n) Parties shall be selected on the basis of lowest rate as per the provisions of DFPRT- 2019 shown in Annexure-1



**9. Tender Fee and Earnest Money Deposit (EMD) :**

- a) The participating bidders have to pay an amount of Rs.500/- (Rupees Five hundred) only as Tender Fee. The Tender Fee (TF) that will be paid is Non- Refundable.
- b) Earnest Money Deposit (EMD) should amount to Rs- 10,000/- (Rupees Ten thousand) only in the form of Demand Draft (DD) drawn from any Nationalized Bank should be deposited in favour of "Assistant Chief Electoral Officer (Computerization), O/o the CEO, Tripura, Agartala".
- c) Tender Fee and EMD are to be paid electronically using the online payment Facility provided in the portal. The EMD amount shall be refunded online to all the bidders including selected bidder including LI (Selected) bidder in the irrespective Bank Account, after the Award of Contract (AoC) event is completed in the Tripura e Procurement portal on receipt of Performance Bank Guarantee from the LI (selected) submitted.  
No interest will be paid to the bidders on EMD submitted.

EMD of the bidder may be forfeited, if in any case found to have made in false Declaration or Claims. Bidders exempted under specific Government order / rule from submitting EMD have to furnish Scan copy of the related Government order rules in English language, along with the tender in support of their claim exemption.

The bid security may be forfeited :

- a) If a Bidder withdraws its bid during the period of bid validity specified by the Bidder in the Bid; or
- b) In the case of a successful Bidder, if the Bidder fails ;
  - i. to sign the Contract in accordance with the conditions mentioned in the documents,
  - ii to furnish performance security in accordance with the conditions mentioned in the document.

**10. Mode of Submission of Bid:**

1. The interested bidders may submit their online copy of the bid at <https://tripuratenders.gov.in> on or before last date of submission of Bid documents. The bidder(s) may note that ONLINE BIDS will ONLY be accepted. The Bides sent through FAX, E-mail, by hand and /or by post shall not be accepted/ processed, in any case.
2. The Bidder shall examine all instructions, forms terms and specifications in the Bid Documents. Failure to furnish all information required as per the Bid Documents or submission of bid not substantially responsive to the Bid Documents in every respect will be at the bidder's risk and may result in rejection of the bid.

Photo copy of Commercial Registration Document/Smart Card, GST/TIN, registration of owner, TAX token, Insurance, Pollution Control Certificate of the vehicle along with PAN Card , Bank A/c Number along with IFSC Code & Bank details of the owner etc. are to be submitted along with the Tender. No communication for non-submission of aforesaid documents from any bidder will be entertained under any circumstances at any stage of the tender process.

- a) Quoted rate for the vehicle should be both in words as well as in figure. The rate must be inclusive of all Taxes.
- b) EMD of all bidders other than that of the lowest bidder(s) would be released after placing of Supply Order if selected.
- c) Submission of EMD is applicable even for Co-operative Societies should they wish to bid. Any bid made without submission of EMD will be treated as informal bid and will be summarily rejected.
- d) The original EMD in the form of Demand Draft shall be submitted to this Office before closing date and time of bid submission.
- e) EMD of all bidders other than that of the lowest bidder(s) would be released after placing of Supply Order, if selected.
- f) After opening Financial Bid and placement of requisition of vehicle, if L1 bidder backs out and fails to place the vehicle, the matter will be taken up for blacklisting the concerned L1 bidder.
- g) In case the selected bidder fails to place the vehicle within the stipulated time, the EMD will be forfeited which is submitted by the bidder.
- h) Any incomplete tender would be treated as informal and will be summarily rejected.
- i) Detailed postal address along with PIN Code & Contact No. must be provided for easier communication.
- j) Office of the Chief Electoral Officer, Tripura reserves the right to reject all or any of the tender(s) received at any point of time/ in any stage of the tender process without assigning any reason.
- k) All tenders to be opened on 25<sup>th</sup> March, 2020 at 4:00 PM at <https://tripuratenders.gov.in> if possible.

  
(U. P. Misra)  
Addl. Chief Electoral Officer,  
Tripura.

**Detailed Notice Inviting Tender**  
**DNIT**



**LIST OF IMPORTANT DATES IN CONNECTION WITH THE BID FOR THE WORK.**

1.	Completion period for the work:	28 days
2.	Date of Publishing of Tender	27 <sup>th</sup> February, 2020 at 4:30 noon
3.	Document download Start Date	27 <sup>th</sup> February,2020 at 4:30 noon
4.	Bid submission Start Date	27 <sup>th</sup> February,2020 at 4:30 noon
5.	Document download End Date	25 <sup>th</sup> March,2020 at 3:00 PM
6.	Bid submission End Date	25 <sup>th</sup> March,2020 at 3:00 PM
7.	Online Bid Opening Date	25 <sup>th</sup> March,2020 at 4:00 PM
8.	Place of Opening Bids	Office of the Chief Electoral Officer, Old Civil Secretariat Complex, Akhaura Road, Agartala, West Tripura - 799001
9.	Officer inviting Bids:	Additional Chief Electoral Officer, Office of the Chief Electoral Officer, Tripura

**Notes:** All the above mentioned time are as per clock time of e-procurement website <https://tripuratenders.gov.in>.

## **TECHNICAL DOCUMENT**

To be submitted/ uploaded in <https://tripuratenders.gov.in>

- PAN card
- GST Registration Certificate
- Bank A/c No along with IFSC code & Bank details
- Copy of the EMD/ Tender Fee Demand Draft
- Undertaking of the Bidder
- Digitally Signed DNIT

## **FINANCIAL DOCUMENT**

To be submitted/ uploaded in <https://tripuratenders.gov.in>

- Bill Of Quantity (BOQ)

### **1. BID OPENING**

The bid will be opened online by the designated bid openers at the office of the CEO Tripura, on behalf of the Chief Electoral Officer, Tripura at the time, date and venue as specified in the bid documents. Bids shall be scrutinized in accordance with the conditions stipulated in the Bid document. In case of any discrepancy of non-adherence Conditions, the Bid accepting authority shall communicate the same which will be binding both on the bid Opening authority and the Bidder. In case of any ambiguity, the decision taken by the Bid Accepting Authority on bids shall be final.

### **2. TECHNICAL BID EVALUATION & COMPARISON OF BIDS**

All the statement, documents, certificates, demand draft/bank guarantee, etc., shall be submitted/uploaded by the bidder will be verified, for evaluation of bids. The clarifications, particulars, if any, required from the bidders, will be obtained by addressing the bidders. The Bidders who qualify our requirement as per the specification mentioned in the Tender Document shall be entertained for the Financial Bid.

Bids will be evaluated against the specified parameters / criteria mention in the specification and the qualified bidders will be identified. The result of bids evaluation can be seen in the e-procurement application <https://tripuratenders.gov.in> by all the bidders who participated in the Bid.

### **3. Discrepancy in Bid percentage quoted**

Bids shall be scrutinized in accordance with the conditions stipulated in the Bid document. Bidder shall quote rate in figures only. In case of any ambiguity, the decision taken by the Bid Accepting Authority on Bidders shall be final.



#### 4. Process to be Confidential

- a) Information relating to the examination, clarification, evaluation and comparison of Bids and recommendations for the award of a contract shall not be disclosed to the Bidders or any other persons not officially concerned with such process until the award to the successful Bidder has been announced by the bid accepting authority. Any effort by a Bidder to influence the processing of Bids or award decisions may result in the rejection of his Bid.
- b) No Bidder shall contact any authority concerned with finalization of bids on any matter relating to the Bid from the time of the Bid opening to the time the Contract is awarded. If the Bidder wishes to bring additional information to the notice of the Additional Chief Electoral Officer, should do so in writing.
- c) Before recommending / accepting the bid, the bid recommending / accepting authority shall verify the correctness of certificates submitted.

#### 5. CORRUPT OR FRAUDULENT PRACTICES

The CEO, Election Department Agartala requires that the bidders under all contracts observe the highest standard of ethics during the execution of such contract. In pursuance of this policy, Election Department, Agartala:-

- (a) Define for the purposes of the provision, the terms set forth below as follows:
  - (i) "Corrupt practices" means the offering, giving, receiving or soliciting of anything of value to influence the action of a official in procurement process or in contract execution: and
  - (ii) "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Government and includes collusive practice among Bidders (prior to or after Bid submission) designed to establish in Bid prices at artificial non-competitive levels and to deprive the Government of the benefits of free and open competition.
- (b) Will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.
- (c) Will blacklist / or debar a firm, either indefinitely or for a stated period of time, if at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing a Government Contract.
- (d) Furthermore, Bidders shall be aware of the provisions stated in the General Conditions of Contract.
- (e) In the event of tender being rejected the earnest money forwarded with such unaccepted tender shall thereupon be returned to the bidder making the same.

## **APPENDIX-1 (Declaration)**

I/We do hereby agree that the offer shall remain open for acceptance for a minimum period of 60 days stipulated in the Tender or such other period prescribed by CEO, Tripura from the date of opening of the tender and thereafter until it is withdrawn by us by notice in writing duly addressed to the authority of opening the tender and sent by registered post with acknowledgement due or otherwise delivered at the office of the authority.

The EMD amount shall not bear any interest and shall be liable to be forfeited to CEO, Tripura should I/We fail to abide by the stipulations to keep the offer open for a period mentioned above or fail to sign and complete the contract document as required by CEO, Tripura and furnish the Security Deposit as specified in the terms and conditions of the contract. The EMD amount may be adjusted towards SD or refunded to me/us unless the same or any part thereof has been forfeited as aforesaid.

I/We agree to adhere with the instructions of the hiring of vehicle as specified in the tender.

I/We declare that the Price bid has been submitted without any conditions and strictly as per the Terms and Conditions of the tender document and I/We am/are aware that the Price bid is liable to be rejected if it contains any other conditions.

I/We declare that the information furnished in the tender is true to the best of my/our knowledge. If any false/fictitious information is found I/We agree to the rejection of the bids and consequence action.

Seal & signature of Bidder