

F.1(55)-PTG/VEHICLE/2023/P.3/7762
GOVERNMENT OF TRIPURA
GA(PRINTING & STATIONERY) DEPARTMENT

Dated, Agartala, the 28th March, 2025.

NOTICE INVITING TENDER FOR HIRING OF VEHICLE

Sealed tender is hereby invited by the undersigned (Director, G.A.(Printing and Stationery) Department, Government of Tripura, Bordowali, Agartala, Tripura(West) from the owners of Indian National/Reputed Traders/ Institutions/Organizations for hiring of 01(one)no. white colour vehicle Maruti Suzuki Ertiga (Petrol) for a period of 07 (seven) month as per the following terms and conditions.

TERMS AND CONDITIONS :-

1. The last date for submission of the bid is 23rd April, 2025 upto 3.00PM.
2. The bidder should produce the record of availability of Maruti Suzuki Ertiga (Petrol) vehicle(White color) along with the Commercial permit, up to date Pollution Control Certificate , Insurance, Road Tax Clearance and Fitness certificates.
3. The quoted rate of bidders should not exceed the ceiling limit as laid down in the DFPR-2019 of the Finance Department, Govt. of Tripura, i.e. (i)Detention charge per day@ Rs.1000/-(Rupees one thousand) and (ii)Rate per Kilometer @ Rs.9/-(Rupees nine) only.
4. Maximum no. of working days in a month should not exceed 23(twenty three) days, Maximum distance covered by the Vehicle should not exceed 1840 km per month and the monthly fare in all respect should not exceed to Rs.39,560 (Rupees thirty nine thousand five hundred sixty)only. However, it is clarified that the actual days of duty and coverage of distance may vary as per requirement. In case the Vehicle runs excess the above limit the vehicle owner shall submit the bill separately for the excess amount for approval of the Department.
5. Each Tender should be submitted along with Earnest Money Deposit(EMD) of Rs.10,000/- (Rupees ten thousand) only in the form of Demand Draft(DD)/Cheque in favor of the Director, G.A (Printing and Stationery)Department, Government of Tripura. If the bidder/trader/organization is registered as "Micro,Small and Medium Enterprises(MSME)" then the certificate must be produced.
6. The bidder shall submit their bid in two parts - one is **Technical Bid** and another is **Financial Bid**. The Technical Bid should be sealed by the bidder in separate cover duly super scribed "**Technical Bid for hiring of Maruti Suzuki Ertiga Vehicle**" and the Financial bid should also be sealed in separate cover duly super scribed "**Financial Bid for hiring of Maruti Suzuki Ertiga Vehicle**". Both the sealed covers are to be put in a bigger cover which should also be sealed and duly super scribed "**TENDER FOR HIRING OF MARUTI SUZUKI ERTIGA VEHICLE DUE ON 23-04-2025**"

- (i) **TECHNICAL BID:-**In the envelop of "Technical Bid" the bidders should submit photo copy of upto date Certificates of the Pollution Control, Insurance, Road Tax Clearance and Fitness, Pan Card of the Firm/Agency/Bidder, IT return of last 3(three) financial years, copy of GST registration, original copy of the Earnest Money Deposit (EMD).
- (ii) **FINANCIAL BID:-** In the envelop of "Financial Bid" the bidders shall quote their rates both in figures and words as per table below.

Sl No.	Name of works	Rate of detention charge per day in Rs.(in figures and words both)	Rate per KM in Rs. .(in figures and words both)
(1)	(2)	(3)	(4)
1.	Hiring of 1(one)no. Maruti Suzuki Ertiga (Petrol),white color vehicle for office use.		

7. The Technical bids are to be opened at first on 23.04.2025 at **04:00 PM** if possible, in the office of the Director, G.A (Printing and Stationery) Department, Government of Tripura. In the second stage financial bid shall be opened only for the bidder(s) who will be found eligible/qualified in the technical bid for further evaluation and ranking before awarding the Contract.
8. Interested bidders or their authorized representatives not more than one of every bidders may remain present during the time of opening of the Tender.
9. No tender will be received or accepted after the date and time as mentioned above.
10. The vehicle should be provided with driver having valid driving license.
11. The vehicle should be provided with Kilometer display in operating condition always.
12. The vehicle will have to run in all weather and on all kind of road like plain and hilly areas.
13. The vehicle should not be older than the manufacturing date in the year of 2022.
14. A Log book is to be maintained wherein purpose of journey, location (to & fro), km run etc. will be recorded by the driver of the vehicle and to be signed by the officer/official who performed the journey after completion of journey.
15. Bill in triplicate along with copy of Log book and work order should be submitted for payment after completion of every 01 (one) month journey.
16. Payment of all govt. taxes, fitness certificate, road permit, insurance, etc of the vehicle including purchase of fuel, lubricants, tyres, tubes etc. shall be the responsibility of the owner/farm/agency. The payment of monthly salary/wages of the driver shall have to be borne by the owner/farm/agency.
17. In case the vehicle needs any maintenance, the owner/farm/agency should place alternative vehicle of equal model/manufacture till it gets fit for journey.
18. The Driver should report to the office within 9:30 A.M everyday with the vehicle except Sundays or Govt. Holidays and shall continue his duties with the vehicle until the day's duty is over. In case of any emergency of office work, the driver may be asked to report early in the morning as and when required. The driver may also be asked to perform duty with the vehicle on Sundays and other Govt. holidays on emergency as and when required.
19. The vehicle may be released after giving 7(seven) days notice without assigning any reason.
20. The Detention charge and Rate per Kilometer Charge will be considered as per quotation submitted by the bidders and the lowest rate will be accepted subject to the aforesaid ceiling limits.
21. The lowest bidder will be selected considering the gross value of 23 days (Max) detention charge and 1840KM (Max) run in a month, No correspondence shall be entertained with any applicant after opening of tender, except with the successful bidder.
22. If the vehicle remains off on the road for more than 2 hours, the concerned agency/owner have to arrange another vehicle by his/her own cost and risk failing which G.A (Printing and Stationery)Department may arrange another vehicle at the cost of the agency/owner of contracted vehicle.
23. Sundays, holidays and not performing the journey shall not be taken into consideration for payment unless engaged.
24. In case of any accident during the hiring period, the owner of the Vehicle shall take all responsibilities at his own cost and arrangement and the Department will not take any liability on it.
25. Any deviation in respect of any of above mentioned 'Terms and Conditions' may lead to cancellation of the order with holding of payment.

Signed by Ratan Biswas

Date: 27-03-2025 14:59:05

(Ratan Biswas, IAS)

Director

G.A (Printing & Stationery) Department

Government of Tripura.