

Government of Tripura
Office of the District Magistrate and Collector
West Tripura District

No.F.4(3)/DM/W/NAZ/MGNREGA/2014/ 3055-61

Date:- 07/12/2021

Notice Inviting e-tender for hiring of Mahindra & Mahindra Scorpio Vehicle inclusive fuel and driver for use of the office of the DM & Collector West Tripura District.

Tender is hereby invited by the undersigned from the bonafied Agencies / Firms / transporter/vehicle owner/co-operative society having experience for quoting the rates.

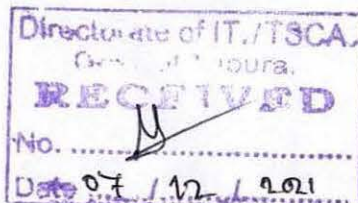
The above tender is invited for hiring of vehicles in connection with LA work for National Highway Road No. 108B from Lembucherra to Khowai.

The tender will be received through e-tendering from 9th December 2021 at 11.00 AM to 21th December 2021 at 03.00 PM from the bidders and will be opened on 21th December, 2021 at 3.30 PM, if possible.

Instruction to the bidder, general terms and conditions for hiring of Mahindra & Mahindra Scorpio vehicle in the office of the District Magistrate & Collector, West Tripura District.:-

1. Bid fee of Rs. 1,000/- (Rupees one thousand) only to be deposited by the bidder which is non-refundable.
2. An earnest money amounting to ₹ 10,000/- (Rupees Ten Thousand) only will have to be deposited. The said earnest money will be converted to security money for the successful bidder. For others, the earnest money would be refunded, after finalization of the work order.
3. Bid fee and Earnest Money are to be paid electronically over the online payment facility provided in the portal any time after start date of bid submission and before bid submission end date using Net Banking facility by the bidders. The Bid Fee, as said above, to be paid electronically over the Online Payment facility, which is Non-Refundable and to be deposited to the Government account automatically as revenue.
4. The Contract will be for 1(one) year from the date of agreement of the contract, which will be subsequently extended, if needed.
5. The vehicle should in absolutely good running conditions.
6. Each bidder should upload the following documents in specific folder of My document (language of all uploaded documents/certificates should be in English): The bidder must submit i) Registration certificate of vehicle, ii) Valid Insurance of vehicle, iii) Pollution Clearance certificate, iv) Road Tax Clearance Certificate, v) Commercial Registration vi) Driving License of the driver vii) vehicle permit, if any viii) GST registration Certificate and PAN card etc.
7. Permit of the vehicle commercial in nature or if not, then it is to be converted to commercial within 3(three) months of issuance of the requisition order.

Contd. P/2

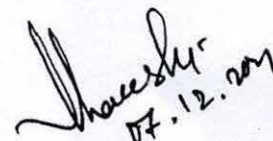


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Shreekrishna
07.12.2021

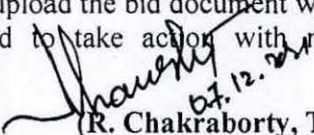
8. During submission of bid, bidder mind that maximum limit for detention charges @ Rs.1,200/- per day and @Rs. 11/- per Kilometer shall be quoted during quotation as per limit provided in the the Delegation of Financial Power Rules Tripura, (DFPRT) 2019.
9. During payment of bills etc. rule of DFPRT, 2019 should be strictly followed.
10. For the purpose of bid evaluation, total distance per day 50(fifty) kms and 1(one) day detention rate will be considered. However, payment will be made based on the actual travels distance and detention period based on log book certified by the officer accompanying the vehicles.
11. The vehicle's Air Conditioning system should be in ok condition and AC use by the office in all weather.
12. The vehicle must be on Top model.
13. **The vehicle should not be older than 01-01-2019.**
14. **Overtime would be paid as per the DFPRT, 2019 provided rate.**
15. The vehicle will be normally engaged in Government working days and time but if required, office may engage the vehicle on holidays and beyond office hours.
16. The vehicle will have to run in all weather and on all kinds of roads in plain and hill areas.
17. The vehicle must be fitted with kilometer reading meter in good condition.
18. The running maintenance and repairing of the vehicle should be done by the owner at his own cost and risk.
19. The vehicle should be duly registered with the competent authority and should have all necessary documents.
20. If the vehicle remains off on the road for more than two hours the owner of the vehicle have to arrange another vehicle at his own cost .
21. In case of failure of placement of the vehicle on any day(s) by the owner, the office may hire another vehicle for the day(s) / period as the case may be. The cost involved in this case will be recovered from the owner of the contracted vehicle.
22. One driver possessing valid driving license should be placed with the vehicle.
23. In case if driver fails to do his duty due to illness or unavoidable issues or if driver resigns from his job, owner should made immediate replacement with a new driver having valid license with intimation to this office.
24. A log book in the Government prescribed form will have to be maintained with the vehicle in which the day to day journey will be recorded. A copy of the said log book should be submitted along with the bill for payment.
25. All expenditures of the driver including their pay etc. will have to borne by the owner of the vehicle.
26. The vehicle if required will have to halt any place/station for one or more days and no extra payment will be made for that.
27. **Cost of fuel /Lubricants/maintenance etc. of the vehicle will have to be done by the owner of the vehicle.**
28. Bill in triplicate may be submitted to the Sr. Deputy Magistrate of this office in-the next following month for processing release of payment.
29. GST & Income Tax as per rate will be deducted from monthly bill at source.
30. The office has the right to terminate the contract by giving 15 days notice.

Contd. P/3


07.12.2017

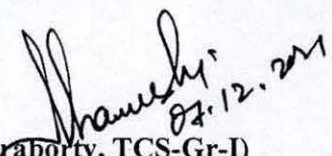
31. **Fooding and lodging cost of the driver shall borne by the bidder.**
32. In case of more than one bidder quoting the same rate, the decision of the Purchase Committee shall be final.
33. The undersigned reserve the right to reject any/ all quotation including the lowest quotation without assigning any reason as well as without prejudice to the Court of Law.
34. **No advance will be given to the bidder in this regard.**
35. No interest can be claimed in case of delay of making payment beyond the stipulated period of payment.
36. The rate should be quoted as per specific unit which has mentioned in the items list.
37. Interested eligible bidders should register in the website <https://tripuratenders.gov.in> for participation in the said e-bid.
38. To participate in e-bid, the bidder should have a valid Class 2 Digital Signature certificate (DSC).
39. Bidder should take print out from the e-bid portal, details of all folders, where documents to be uploaded.
40. Bidder shall download and carefully read all terms conditions and other contents of the Tender. Downloaded DNIT has to be uploaded back and digitally signed as a proof of acceptance of all terms condition in the DNIT.
41. Attested copies of all relevant documents as mentioned above has to be digitally signed and uploaded.
42. **Rate quoting sheet (BOQ) shall be downloaded, filled up properly and uploaded in the bid after digital signature. Name of bidder must be written in the appropriate field of rate quoting sheet by each bidder. Any comments like 'Not quoted', 'Not applicable' etc. should not be written as these will not be accepted by the system.**
43. **To view the details of the BOQ bidder should have to enable Macros/contents.**
44. After scrutiny of bid/preparation of comparative statement/during signing of agreement, if required eligible bidders will have to produce original copy of the uploaded document for verification.
45. After opening of bid and before issuance of supply order, successful bidder will be asked to show all original documents which were uploaded against relevant DNIT.
46. This is for the information of all bidders that, all documents uploaded in the bid will be a part & parcel of the agreement, to be signed with the successful bidders.
47. **Requirement of documents etc. are mentioned in ANNEXURE-I and specimen of BOQ mentioned in ANNEXURE-II.**

Bidding authority reserves the right to cancel the uploaded bid at any time before closing date of bid and to re-upload the bid document without assigning any reason. Bidders are instructed to take action with newly uploaded document if any.


(R. Chakraborty, TCS-Gr-I)
Senior Deputy Magistrate,
O/o, the DM and Collector,
West Tripura District.

Copy to:

1. The Director, DIT, Indranagar, Agartala for information with a request to upload in the State portal.
2. The LA Collector (ADM and Collector-II), West Tripura for information.
3. The Senior Deputy Magistrate (HOO/DDO), office of the District Magistrate & Collector, West Tripura District for information.
4. The Sub Divisional Magister, Sadar/ Mohanpur/ Jirania for information and 02 (two) nos. copies of notification are enclosed herewith for displaying in their office Notice Board.
5. The Officer-in-charge, LA Section/Accounts Section of this office for information.
6. The DIO, NIC for information and request to upload the said Bid in the <https://westtripura.nic.in>.
7. The Notice board of the office of the undersigned.


(R. Chakraborty, TCS-Gr-I)
Senior Deputy Magistrate,
O/o, the DM and Collector,
West Tripura District.

ANNEXURE-I

Following valid and self attested documents to be uploaded only in the specific folder of My document (language of all uploaded documents/certificates should be in English)

Sl No of my documents list	Category name	Sub category name / Documents to be uploaded	Remark
A	Documents in support of eligibility	i) Registration certificate of vehicle, ii) Valid Insurance of vehicle, iii) Pollution Clearance certificate, iv) Road Tax Clearance Certificate, v) Commercial Registration vi) Driving License of the driver, vii) vehicle permit, if any, viii) GST registration Certificate and PAN card etc.	Required documents to be uploaded in the specific folders only.

ANNEXURE-II

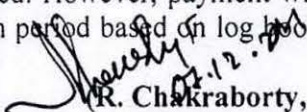
BOQ FORMAT

Name of Item: Hiring of 1 (one) no Mahindra Scorpio incl. fuel and driver for use by the O/o, District Magistrate and Collector, West Tripura.

DNIT No: No.F.4(3)/DM/W/NAZ/MGNREGA/2014/ dated 07.12.2021

Name of the Bidder/ Bidding Firm / Company :				
PRICE SCHEDULE (This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)				
NUMBER #	TEXT #	TEXT #	NUMBER #	NUMBER
Sl. No.	Name of item & other particulars	Unit	Detention charge per day per vehicle incl. all taxes & charges (₹)	Per KM running charges per vehicle incl. all taxes & charges (₹)
1	Hiring of Mahindra Scorpio incl. fuel and driver for use by the by the O/o, District Magistrate and Collector, West Tripura.	1 (one) no of vehicle		

**** For the purpose of bid evaluation, total distance per day **50(fifty) kms** and **1(one) day** detention rate will be considered. However, payment will be made based on the actual travels distance and detention period based on log book certified by the officer accompanying the vehicles.


R. Chakraborty, TCS-Gr-I
Senior Deputy Magistrate,
O/o, the DM and Collector,
West Tripura District.