

GOVERNMENT OF TRIPURA
GENERAL ADMINISTRATION (SA) DEPARTMENT
SECRETARIAT

No.F.16(23)-GA (SA)/Pool/22

Dated, Agartala, the

Oct, 2022

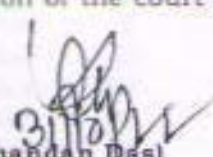
DETAILED NOTICE INVITING TENDER

The undersigned is directed to invite quotations from bona fide agencies/persons in car rental business for hiring of **02(Two)** nos. of **Maruti D'zire**, white colour, manufacturing year not before the Calendar year-2020, **in good condition** for **24 hours duty** on the following terms & conditions:-

- 1) The rate should be quoted within the hiring rates prescribed for **Maruti D'zire** in the DFPRT-2019 at **ANNEXURE-1**. The quoted rates by the bidders shall be inclusive of all applicable taxes and essential provisions. A format is enclosed herewith for submitting quotation.
- 2) Bids should be written both in figures and words. If there is a discrepancy between words and figures, the amount in words shall prevail.
- 3) The bids shall be valid for a period of 90 days from the date of opening of the tender.
- 4) Earnest money of **Rs.5,000/- (Rupees five thousand)** only in the form of Bank Draft in favour of **'Under Secretary, GA(SA) Department'** must be deposited by bidders along with quotations. The Tenders without Earnest Money or incorrectly addressed will be summarily rejected. Earnest money will be refunded to the unsuccessful bidders after completion of tender process without interest. Earnest money shall stand forfeited if the successful tenderer fails to provide the vehicle within the stipulated time.
- 5) The tender should be submitted in sealed cover duly superscripted as **"Tender for hiring of Maruti D'zire"** addressed to the **Under Secretary, GA (SA) Department, Agartala**. Tender should be dropped at **'Tender Box'** available at the office chamber of the Deputy Secretary, GA(SA) Deptt. (S.K. Debbarma) latest by **15/11/2022 up to 12.00 noon** & the tender will be opened on the same day at **4.00 p.m.**, if possible, otherwise on the next working day at **12.00 noon**. The tenderers or their representative may remain present if they desired so at the time of opening of tender.
- 6) The normalized bid value of each bidder will be calculated using the following formula:
$$\text{Normalized rate for each vehicle} = (\text{Detention charge/day} \times 23 \text{ days}) + (\text{per km charge} \times 1840 \text{ km})$$
- 7) The tenderer should have all valid documents as well as **Commercial license & Certificate of Insurance** (excluding showroom condition) of the car as per Motor vehicles Act. Showroom conditioned car should be converted into commercial vehicle within 01(one) month from the date of placement, failing which appropriate action may be taken as deem fit.
- 8) Following valid documents are required to be submitted at the time of submission of bids along with tender form:-
 - i) Self-Attested copy of Registration Certificate of vehicle.
 - ii) Self-Attested copy of Commercial license.
 - iii) Self-Attested copy of certificate of Insurance.
 - iv) Self-Attested copy of PUC certificate.
 - v) Self-Attested copies of PAN Card and GST Registration.
 - vi) EMD as stipulated vide SL.No.4 above.

Non-submission of the above documents will result in rejection/disqualification of the bids. SL.No.8(i) to 8(iv) is exempted in case of showroom conditioned car.

- 9) The car should be placed within **07 (Seven)** days from the date of receipt of final offer letter.
- 10) Providing fuel, lubricants, dusters, driver's salary, liveries etc. & maintenance, any defect, fire, accidents, theft, traffic rule violations or any other unlawful acts etc. of the car will be the responsibility of the supplier.
- 11) In case of need, the driver has to be changed within **24 hours** of being informed and if the car is not available on any day, no payment (Haltage charge) would be made for the day and also for the next day.
- 12) In case of repair of the hired vehicle, a similar car shall have to be provided by the supplier as replacement during repairing of the car.
- 13) The car shall be parked on in Government facilities for security reason.
- 14) Logbook in prescribed format is to be maintained properly by the owner & day to day journey etc. is to be entered in the logbook with duly signed by the user/competent authority.
- 15) The tempering of meter reading, vehicle usage timings, overwriting of logsheet, misconducts and other such acts shall be penalized heavily, including termination of the contract and forfeiting of the EMD.
- 16) The supplier shall submit bills with duly certified by the user/competent authority in the first week of following month in r/o previous month for necessary payment.
- 17) Payment of hiring charges will be made on monthly basis against bill raised by the supplier subject to availability of fund. No advance payment shall be made under any circumstances.
- 18) All applicable taxes will be deducted from the bills as per government rules.
- 19) The duration of the hiring of vehicle shall be a period of **1(one)-year** from the date of placement of vehicle which may be further extended subject to satisfactory service or requirement at the discretion of the GA(SA) deptt.. However, the hiring may be discontinued by the undersigned at any time with a **short notice** without assigning any reason thereof.
- 20) No enhancement of rate shall be entertained during the contract period.
- 21) The General Administration (SA) Department reserves the right to amend or withdraw any of the terms & conditions contained in the tender or to reject any or all the tenders including the lowest one without giving any notice or assigning any reason.
- 22) The Bidder is expected to examine all instructions, forms, specifications, terms and conditions in the tender. Incomplete quotation format, failure to furnish all information and documents required as per the tender notice shall result in rejection of the bid/tender.
- 23) Bidders may contact to the undersigned or vehicle section of this office for any clarification & bidders should take into account the corrigendum/addendum published, if any, before submitting the bids.
- 24) In case, any dispute arising will be subject to the jurisdiction of the court at Agartala only.


(Chandan Das)
Under Secretary to the
Government of Tripura