

**TRIPURA HUMAN RIGHTS COMMISSION  
KUNJABAN, AGARTALA  
PIN-799006.**

**E-mail: [thrc16agartala@gmail.com](mailto:thrc16agartala@gmail.com).**

No.F.1 (27)/THRC/Estt/2022(Part-I)/ 5962-64

Dated 07 /12/2024,

**NOTICE INVITING TENDER.**

On behalf of the Governor of Tripura, the undersigned invites Notice Inviting Tender in sealed cover from the interested and registered Vehicle Owner/ Provider/Agency for hiring of 1(one) Vehicle (Maruti Swift D'Zire, White) commercial in nature (Petrol) for official use of the Secretary, Tripura Human Rights Commission, Kunjaban, Agartala.

The interested bidder shall submit rate as per format given below, the tender will be received by the Office of Tripura Human Rights Commission, Kunjaban, Agartala (in Tender Box) from 11.00 AM to 4.00 PM in all working days w.e.f. 23-12-2024 to 06-01-2025 and the same will be opened on 07-01-2025 at 4.30 PM if possible, in presence of interested bidder who may like to remain present in person.

The details specifications for hiring of Vehicle (Maruti Swift D' Zire, White) commercial in nature (Petrol) and ceiling limits of rates of vehicle shall be within the rates specified in the Delegation of Financial Powers Rules of Tripura, 2019 (See Rule-9{3}).

**FORMAT FOR QUOTING RATE ETC.**

Sl. No.	Particulars of vehicle with Commercial Registration No.	Rate for detention charge, per day in Rs. ( both in figures & words)	Rate for running charge per KM in Rs. (both in figures & words).
1.	2.	3.	4.

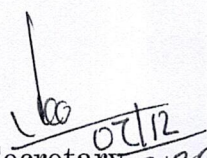
**Terms & Conditions**

1. The rate should be quoted for detention Charge @ per day and the running Charge @ per KM as per format as mentioned above.
2. The vehicle should be absolutely good and running condition.
3. The bidder must submit valid documents like Insurance Certificate of vehicle, Pollution Certificate, Commercial Registration Certificate of vehicle, Road Permit, Vehicle particulars (For Internal Use), 3<sup>rd</sup> Party Agreement Deed if applicable, self attested copies of NIT, Agency Registration Certificate if applicable, latest IT Returns and GST Registration along with tender/ bids.

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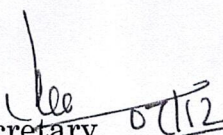
4. Permit of vehicle must be Commercial in nature.
5. **The vehicle should not older than the model, 2021.**
6. Providing fuel, lubricants, dusters and maintenance etc for the vehicle will be the responsibility of vehicle supplier/owner.
7. The vehicle should be placed to this Commission within 3 (three) days from the date of receipt of final order.
8. The Driver of vehicle should be given prescribed liveries by the supplier/owner of vehicle.
9. In case of need, driver of vehicle has to be changed within 24 hours on being informed to this Office and if vehicle is not available on any day, no payment (detention charge) would be made for the day and also for the next day.
10. In case of repair/maintenance, a similar vehicle shall have to be provided by the supplier/owner in replacement during repair/maintenance periods.
11. Payment of hiring charges will be on monthly basis against bills raised by the supplier/owner of vehicle supported by appropriate signature of Log Book from the users.
12. Necessary GST/Tax will be deducted from bills as per provision of rules.
13. The supplier/owner of vehicle concerned shall arrange Garage of the vehicle locally at his own cost & responsibility.
14. **An amount of Rs.10,000/- (Rupees ten thousand only )** in the shape of a Demand Draft from any Nationalized Bank/ Tripura Gramin Bank or Tripura State Co-Operative Bank, having Branch in Agartala City shall have to be deposited as Security Money, in favour of the Secretary, Tripura Human Rights Commission, Kunjaban, Agartala.
15. The undersigned reserves the full right to amend any of the terms & condition contained in the tender documents or reject any or all applications (offers) without giving any notice or assigning any reason thereof. The decision of competent authority in this regard will be final.
16. No Tender/Quotation will be received or accepted after the due date and time as mentioned above.
17. The vehicle normally be used in Government working days and if necessary the vehicle may be engaged on holidays also.
18. The vehicle must be fitted with kilometer Reading Meter in good condition.
19. The undersigned has the right to terminate the contract in any time by giving 7 (seven) days prior notice.
20. All disputes resulting from this Tender Notice & action thereon shall be under the jurisdiction of Agartala City only.
21. The bidders sending their sealed quotation/bid through Department of Post or Courier etc shall be accepted **till 3.00 PM up to 06. 01.2025.**
22. No Quotation shall be accepted by this office beyond the date as stated above.

23. The date of dropping and opening of Quotation if paralyzed due to any unforeseen reasons; **the next working day will be the last date of opening of the Tenders/bids.**
24. The sealed cover envelop shall be superscripted by the expression **“Providing of Vehicle on hired basis for official use of the Secretary, Tripura Human Rights Commission”.**
25. The bidder shall address his quotation/bid in favour of the Secretary, Tripura Human Rights Commission, Kunjaban, Agartala, Pin-799006.
26. The bidder shall be disqualified, if the documents as asked for are not enclosed with the bid/quotation deposited to this office.
27. The payment will be made through direct bank transfer (DBT) by the Agartala Treasury No.1, West Tripura.
28. **The hiring of vehicle should be initially for a period of 1(one) year.**
29. Self attested copy of PAN Card and Aadhar Card of owner/supplier of vehicle should be submitted.
30. The Security money of un-successful bidders shall be released on receipt of application from bidders, after completion of all tasks in this regards and the Security money of successful bidder will be released after expiry of contract period.

  
Secretary, 2029  
Tripura Human Rights Commission,  
Kunjaban, Agartala.

**Copy to:-**

1. The Dealing Assistant, looking after web portal of THRC, - for uploading the tender notice in the web portal of the Tripura Human Rights Commission (<https://thrc.tripura.gov.in>).
2. The Accountant, THRC, Agartala.
3. Notice Board, THRC for wide publication.

  
Secretary, 2026  
Tripura Human Rights Commission,  
Kunjaban, Agartala.