

No.F.11 (1)/SA(KBN)/Tender/2018-19/2018-17

Dated, Kakraban, the 28-11-2018

**NOTICE INVITING QUOTATION FOR HIRING OF VEHICLE**

Sealed Quotation are invited, on behalf of the Governor of Tripura, from interested lawful owners of light vehicle **Maruti Omni (Petrol)** having manufacturing year not earlier than 31<sup>st</sup> December 2015 with valid registration issued by the Transport Authority of Tripura for **Hiring of Vehicle on rental basis** for a period of **8 months (w.e.f January 2019 to August 2019)**, which may also be extended for another four month, if required, for use by the supdt. of Agriculture, Kakraban Agri. Sub-Division, Kakraban, Udaipur Gomati Tripura for use within the state. Quotations will be received on **18<sup>th</sup> December 2019** from **11 A.M.** up to **3.00 pm** and will be opened on the same date in the office of undersigned at **4.00 pm**, if possible.

For details please contact to the office of the undersigned or visit [www.agri.tripura.gov.in](http://www.agri.tripura.gov.in)

**A) FORMAT:-**

The rate for hiring of vehicle should be quoted in the following format both in figures and in words duly signed by the Quotationer. No over writing or erasing will be allowed / accepted.

**FORMAT**

Particulars of vehicle with Registration number	Year of Manufacturing & date of purchase of the vehicle	Name & address of the owner of the vehicle	Rate offered in words & figure both (in Rupees)			Particulars of Earnest money
			Detention charge per day (Rs./day)	Charge per Km run (Rs./KM)	Over time beyond 8 hrs. of Duty (Rs/hour)	
1	2	3	4	5	6	7


**B) TERMS & CONDITIONS:-**

1. Quotations will be received on **18<sup>th</sup> December 2018** from **11 A.M.** up to **3.00 pm** and will be opened in the office of the undersigned on the same date at **4.00 pm**, if possible.
2. The rates should be quoted both in figures and words clearly for detention charge per day and for per Km run as asked in the above mentioned format.
3. The Quoted rate should not exceed the finance Department's upper ceiling of hiring as under.
  - a) Maximum detention Charge -Rs.600/-per day.
  - b) Maximum Rate per Kilometer (petrol) runs (inRs.)- 6.00/-
  - c) Duties beyond 8 hrs. Overtimes @ Rs. 10/- per hour subject to maximum of Rs. 40 per day.
4. The Quotations should be submitted in sealed cover duly superscripted as "**QUOTATION FOR HIRING OF VEHICLE**" to the Supdt. of Agriculture, Kakraban Agri. Sub-Division Udaipur Gomati District.
5. The vehicle should have valid **Commercial registration** along with all upto date required valid documents (road tax clearance, insurance papers, pollution certificate, driving license of the driver who will drive the vehicle etc.) as per Motor vehicle Act. , duly attested copies of which are to be attached along with the sealed quotation.
6. The vehicle should be in good running condition and befitting for attending smooth & proper journey.

O/c



7. Hiring of vehicle shall be for a period of **8 months (w.e.f. January 2019 to August 2019)**, which may also be extended for another four month, if required.
8. Hiring of vehicle may be discontinued at any time with a short notice without assigning any sort of reason.
9. Vehicle owner will be responsible for making provision of POL etc. and necessary repairing/ maintenance, as and when required.
10. Vehicle owner shall have to provide minimum accessories & dusters and liveries for the driver(s).
11. Vehicle should be placed within 5(five) days from the date of issue of final order.
12. Original copies of all the relevant documents have to be produced after getting the final order, failing which, the final order may be called off and the next lowest Quotationer may be called on, if found formal.
13. In case of repair, a similar vehicle shall have to be provided by the owner as replacement during the days of repairing.
14. No charges will be paid for any holiday/Sunday or off-day, if the vehicle is not used.
15. If the vehicle is required for any holiday/ Sunday, the driver concerned will be informed well in advance.
16. The owner/driver shall have to place the vehicle on demand during holiday/Sunday.
17. Quotations should be supported by the relevant valid documents of the vehicle.
18. Quotationers shall have to deposit an earnest money to an amount of Rs. 1000/- per vehicle in the shape of **D-call** in favour of Supdt. of Agriculture, Kakraban, Agri. Sub-Division, Udaipur, Gomati District, form any Nationalized Bank/Tripura Gramin Bank/Tripura State Co-Operative Bank and shall be submitted along with the sealed quotation. The said earnest money will be converted to Security money for successful bidder who would be offered the work. For others, the earnest money would be refunded. Earnest money will be forfeited if the owner fails to provide the vehicle within stipulated period.
19. No Quotation will be entertained without earnest money.
20. Quotationers or their representatives may remain present at the time of opening of tenders.
21. A driver having valid license should be placed with the vehicle and all expenditure of the driver should be borne by the owner. Photo copy of driving license of the driver should be furnished to the undersigned before reporting for the duty & also in subsequent cases, if the driver is changed/replaced.
22. If the condition of the vehicle & service of the driver are not found satisfactory, the vehicle will be discontinued accordingly.
23. The rate Quoted shall remain valid within the agreement period. No claim for enhancement of rate on any ground during the period shall be entertained.
24. Log book in the prescribed format is to be maintained by the owner & day to day journeys etc. are to be entered with the signature of controlling officer.
25. Bill in triplicate in favour of the Supdt. of Agriculture, Kakraban, Agri. Sub-Division, Udaipur, Gomati District, along with the log book is to be submitted to the undersigned for releasing payment on monthly basis. Payment will be made as per availability of fund subject to release by the Govt.
26. Taxes etc. as admissible will be deducted from the bill at source. TDS certificate will be issued on submission of requisition.
27. The undersigned reserves the right to accept or reject any quotation including any lowest rate without assigning any sort of reason.
28. The undersigned reserves the right to cancel the tender process without assigning any sort of reason.

  
28.11.18  
(Raju Majumdar)  
Supdt. of Agriculture,  
Kakraban Agri. Sub-Division,  
Udaipur, Gomati Tripura.



**Copy to:-**

1. The Director, I. C. A. T., Govt. of Tripura along with 5(five) copies of **PRESS NOTICE INVITING QUOTATION FOR HIRING OF VEHICLE**, for the Supdt. of Agriculture, Kakraban Agri. Sub-Division, Udaipur, Gomati District, with a request to kindly arrange for publication of the same at least in 3 local Leading Dailies in one insertion as per rules.
2. The Director of Agriculture, Govt. of Tripura, for favour of kind information.
3. The Director of Horticulture & Soil Conservation. Govt. of Tripura, for favour of kind information.
4. The Chief Engineer, Agriculture, Tripura, for favour of kind information.

**Copy also forwarded with a request to kindly arrange to display the NOTICE INVITING QUOTATION FOR HIRING OF VEHICLE for Supdt of Agriculture, Kakraban, Agri. Sub-Division, Udaipur, Gomati District, in their Notice Board for wide circulation:-**

1. The Deputy Director of Agriculture, Gomati Tripura, Udaipur, for favour of kind information.
2. The Deputy Director of Horticulture, Gomati Tripura, Udaipur, for favour of kind information.
3. The Executive Engineer (Agri.), South Tripura District, Udaipur, for favour of kind information.
4. The Superintendent of Agriculture, Matabari, Killa, Amarpur, Ompi, Agri. Sub-Division.
5. The Superintendent of Fisheries, Udaipur Sub-Division .
6. The Nodal Officer, Department of Agriculture, Agartala, with a request to upload the NIQ in the website [www.agri.tripura.gov.in](http://www.agri.tripura.gov.in) within 3(three) days, 1(One) soft copy in enclosed herewith for necessary action.
7. Notice Board, office of the Supdt. of Agriculture, Kakraban Agri. Sub-Division, Udaipur Gomati District.

*R. J.*  
28.11.18

(Raju Majumdar)  
Supdt. of Agriculture,  
Kakraban Agri. Sub-Division,  
Udaipur, Gomati Tripura.