

No.F.1(17-4)KBK-OML/2016/(Vol-I)/223  
Government of Tripura  
Directorate of Kokborok & Other Minority Languages  
Shiksha Bhaban  
Agartala, Tripura (West).

Dated, Agartala, the 24/05/2023

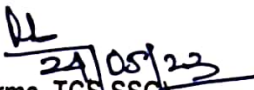
**SHORT NOTICE INVITING TENDER FOR HIRING OF VEHICLE**

Sealed tenders on behalf of the Governor of Tripura, are invited by the Directorate of Kokborok & Other Minority Languages, Shiksha Bhaban, Agartala in two bid system, i.e. Qualifying / Technical bid and Financial Bid for hiring of registered commercial vehicle (CNG) on monthly payment basis **not older than December, 2021 model.**

Schedule of Tender		
Sl. No.	Activity Description	Schedule
1	Tender particulars	Hiring of 1(one) no. Maruti Suzuki ECO (CNG)/ Maruti Suzuki-Wagon R (CNG) of white color.
2	Start date of submission of bid	26.05.2023 at 11:00 AM
3	Time and last date of submitting bid	07.06.2023 upto 3:00 PM
4	Time and date of opening the Qualifying / technical bid	08.06.2023 at 4:00 PM
5	Validity of tender offer	60 days from the date of opening
6	Cost of bid document	Rs.500/- (Rupees five hundred) only.
7	Amount of EMD to be deposited	Rs.10,000/- (Rupees ten thousand) only
8	Likely date for commencement of contract	15.06.2023

The contract will be initially for a period of 1(one) year. However, the contract may be extended subsequently, on mutual consent and on same terms & conditions for a period of not more than 1(one) year at a time, on review of performance, depending upon the requirement of the office.

The details of the quotation can be collected from the office of the undersigned or will also be availed at the Directorate's website <https://kokborokoml.tripura.gov.in/>.

  
(D. Debbarma, TCS, SSG)  
Director  
Kokborok & OML  
Education Deptt. (School)  
Agartala, Tripura (W).

**The details terms and conditions are as follows –**

1. The interested bidder should submit the bid for Maruti Suzuki Eco (CNG) / Maruti Suzuki Wagon R (CNG) along with the Commercial Permit, Pollution, Insurance Certificate and Road Tax and Fitness Certificate.
2. The hiring charges of vehicle should not exceed the ceiling limit notified by the Finance Department, Govt. of Tripura as mentioned in the DFPRT-2019.
3. The rate to be quoted for the purpose of hiring of the vehicle should not exceed the Detention charge @ Rs700/- per day and Rate per KM @ Rs.5/-.
4. TDS will be deducted as per Income Tax Rules.
5. The bidder must deposit **Rs.10,000/-** as Bid Security in the form of Bank Guarantee / Demand Draft / Bankers Cheque in favour of the - **“DDO, Directorate of Kokborok & Other Minority Languages.”**
6. The Tender Fee (Non-Refundable) Rs.500/- will be paid through an Account Payee Cheque issued in favour of the - **“DDO, Directorate of Kokborok & Other Minority Languages.”**
7. Under normal circumstances the contract shall be valid for contracted period of 1(one) year from the date of issue of work order. However, the contract may be extended for further period of 1(one) year, if agreed by the owner on the same rate, terms and conditions.
8. Tender without valid EMD and Tender fee shall summarily rejected.
9. The envelope containing the quotation of 'Technical Bid & Financial Bid' should be properly sealed and subscribed in bold letters on the top as **“QUOTATION OF VEHICLE”** be dropped in the tender box which will be kept in the office from **26-05-2023 to 07-06-2023** on all working days from **11:00 am to 3:00 pm**. Bidders can submit their Quotation in sealed envelopes to this Directorate by **3:00 pm** on or before **08-06-2023**.
10. The quotation for **Technical & Financial Evaluation will be opened on 08-06-2023** at 4:00 pm. interested bidders or their authorized representatives may remain present during opening of the tender.
11. No tender will be received or accepted after the due date and time as mentioned above.
12. The vehicle should be provided with driver having driving license issued in his name.
13. The driver must observe all the etiquette and protocol while performing the duty. He must be neatly dressed, should wear proper dress and must carry a mobile phone in working condition, for which no separate payment will be made by the department.
14. The owner of the vehicle should ensure that the driver must be in full control of his physical and mental abilities, while driving the vehicle.
15. The driver should report to the Office within 9.30 AM everyday with the vehicle except Sundays or Govt. Holidays and shall continue his duties with the vehicle until the days duty in over. In case of any emergency office works the driver may be asked to report early in the morning as and when required. The car may be asked to report on Holidays if so felt required by the competent authority.
16. The vehicle should not be **older than December, 2021**
17. The AC of the vehicle should be in working condition.
18. The Vehicle should be provided with KM cable in operating condition always.
19. The vehicle will have to run on all weather and on all kind of roads like plain and hilly areas.
20. The owner of the vehicle should send the vehicle for periodical servicing at his own cast. The deptt. will not pay any mileage run for such servicing. The cost of lubricant, repairs, maintenance, taxes insurance etc. will be the owner's liability.
21. The vehicle & driver shall be at the disposal of the concerned authority of the Directorate of Kokborok & OML during the period of engagement.
22. A log book is to be maintained where journey, locations, KM run etc. will be recorded by the driver of the vehicle and to be signed by travelling person after completion of Journey.
23. The Bills will be submitted in triplicate along with copy of **“Log Book”** duly authenticated by the officer / official concerned for payment after completion of every 01 (one) month of journey.
24. Payment of all Govt. taxes, fitness certificate, road permit, insurance, etc. of the vehicle including purchase of fuel, lubricants, tyre, tubes etc. shall be the responsibility of the owner /firm/ agency .



In case of mechanical breakdown of the vehicle, same category of vehicle along with the same driver should be sent. Any change of driver will be allowed only in exceptional circumstances and that too with the prior information / approval of the authority.

26. If the Vehicle remains off on the road for more than 2 hours, the concerned agency / owner have to arrange an alternative vehicle of equal / model / manufacturer
27. Under no circumstances the owner of the vehicle will discontinue without prior intimation as well as without taking due approval of the concerned authority. Such act by the owner will be treated as breach of contract and under such circumstances the authority may take necessary legal action, as per provision against the owner of the vehicle.
28. The Detention charge and Rate Per Kilometer Charge will be considered as per quotation submitted by the bidder and the lowest rate will be accepted subject to the aforesaid ceiling limits.
29. The lowest bidder will be selected. However, it is clarified that the actual days of duty and coverage of KM / distance may vary as per requirement.
30. During the period of contract, no request for increase in the tariff will be allowed on any account No correspondence will be made with any bidder after opening of the quotation.
31. No correspondence will be made with any bidder after opening of the quotation.
32. In the event of any urgent official work, the vehicle will be required on holidays for which advance information shall be given.
33. Sundays, holidays and not performing any journey shall not be taken into consideration for payment unless engaged.
34. For duties beyond 8 hours, overtime @ Rs.10/-per hour will be allowed subject to maximum of Rs.40/-per day.
35. The hiring period of the vehicle will be up to as approved by the Finance Department, Govt. of Tripura. Subsequently, the same will be extended subject to the fulfilling of certain terms and conditions.
36. Contract can be terminated by either party by giving advance notice of 45 days.
37. All tenders in which any of the prescribed condition are not fulfilled shall be summarily rejected.
38. The Director, Kokborok & Other Minority Languages on behalf of the Governor of Tripura does not bind himself to accept the lowest or other tender and reserves to himself the authority to reject any or all of the tenders received, without assigning any reason.
39. During the period of agreement any matter which has not been specifically covered by this agreement shall be decided by the Director, Deptt. of Kokborok & OML, whose decision shall be final.

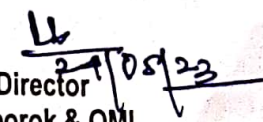
In case of any deviation in respect of any of the above mentioned 'terms & Conditions may lead to cancellation of the order, with holding of payment.

**Enclo:-**

**Annexure A Technical Bid**

**Annexure B – Undertaking**

**Annexure C – Financial Bid**

  
Director  
Kokborok & OML  
Education Deptt. (School)  
Agartala, Tripura (W).

**ANNEXURE – 'A'**  
**TECHNICAL BID**

Sl. No.	Item Description
1	Name, Address and Telephone No. of the Service provider
2	Commercial permit
3	Up to date Certificate of Insurance as per Motor Vehicle Act
4	Up to date Pollution Under Control Certificate
5	Up to date Road Tax Clearance Certificate
6	PAN Card of the owner of the Vehicle
7	Aadhaar Card of the owner of the Vehicle
8	Fitness Certificate of the vehicle
9	GST Registration Certificate OR Temporary Reference No (TRN) generated from the GST portal.
10	EMD of Rs.10,000/- and Tender Fee of Rs.500/- (Non-Refundable)

I have read the terms & conditions of the Tender Notice and it is to certify that the information furnished above is true and correct.

**Authorised Signatory**



## ANNEXURE – B

### TECHNICAL BID UNDERTAKING

Notarized Self declaration of the owner of the vehicle stating his / her consent on the following terms & Conditions –

From: (Full name and address of the Bidder) \_\_\_\_\_

To,  
Dear Sir,

If the work of providing vehicles to your office on Monthly hiring basis is provided to me, then I undertake that:

1. The vehicle provided by me to your office would be of latest model and would not be older than 2 years.
2. I do hereby undertake that, I will place the vehicle on all working days and holidays as per necessary and requirement of the office.
3. I would ensure that the drivers provided by me to your office do not have any police records / criminal cases (previous or pending) against them nor they have been involved in ore that challans for negligent driving. I would make adequate enquires about the antecedents of the drivers before deputing them for service to this office.
4. Your office shall not be responsible for any challan, loss, damage or any accident of the vehicle or to any other vehicle or for the injury to the driver or to any other third party. The loss or damage or legal expenses on this account shall be borne by me.
5. The drivers deployed by me would have experience of minimum 5 years.
6. I undertake to indemnify the department against all damages / charges arising on account of or connected with the negligence on my part or my staff or any person under my control whether in respect of accident / injury to the person or damages to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demand thereof.
7. I will not abruptly discontinue providing the vehicle without prior intimation as well as without taking formal approval of the concerned authority. Such act by the owner will be treated the breach of contract and under such circumstances the authority may take necessary legal action, as per provision, against the owner of the vehicle.
8. I undertake that in case the driver of the vehicle remains absent due to ill health or other exigent situation, the owner will either arrange another vehicle of the same category or higher category or arrange another driver capable of driving the said vehicle having a valid driving License.
9. I shall be responsible for repairing / maintenance of the vehicle or for any other loss, penalty owing to violation of any traffic rules, accident or any other eventuality arising out of the hiring of such vehicle. Under any circumstances, such responsibilities / claims cannot be transferred to the Directorate of Kokborok & OML

SIGNATURE  
NAME OF AUTHORIZED SIGNATORY

## ANNEXURE – C

### FINANCIAL BID

Tender Inviting Authority: Directorate of Kokborok & Other Minority Languages	
Name of the Work: Notice Inviting Quotation for Hiring of Vehicles	
No.F.1 (17-4)KBK-OML/2016/(V&I-I) /104	Dated, the 24/05. /2023.

Name of the Bidder / Bidding Firm / Company											
Bidders should Bid in the Following Format only											
Sl. No.	Item Description	Quantity	Unit	Detention Charge ** both in figure and in words**		Rate per Kilometer ** both in figure & in words **		Monthly Expenditure Ceiling **(not more than Rs.25,300/- per month		Annual Expenditure Ceiling **(not more than Rs.3,03,600/- per year	
				Rs.	P.	Rs.	P.	Rs.	P.	Rs.	P.
1.1	Hiring of Light Motor vehicle for the Directorate of Kokborok & OML	1	NA								
Quoted Rate (in words)											
Sign & Stamp of the bidder											

\* NA – Not applicable

\*\* - Not exceeding Rs.700/- per day

\*\* - Not exceeding Rs.5/- per KM for CNG vehicle

Authorised Signatory