



Government of Tripura
Directorate of Kokborok & Other Minority Languages
Shiksha Bhaban
Agartala, Tripura (West).

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 Bhavan, Agartala in two bid system, i.e. Qualifying / Technical bid and Financial Bid for hiring of registered commercial vehicle (CNG/Petrol) on monthly payment basis **not older than December, 2023 model.**

Schedule of Tender		
Sl. No.	Activity Description	Schedule
1	Tender particulars	Hiring of 1(one) no. Maruti Suzuki ECO / Maruti Suzuki-Wagon R (Petrol/CNG) or any other vehicle manufactured by any Car Manufacturing company with an Engine Capacity up to 1197 c.c of white color.
2	Start date of submission of bid	11-11-2024
3	Time and last date of submitting bid	20-11-2024
4	Time and date of opening the Qualifying / technical bid	21-11-2024
5	Validity of tender offer	45 days from the date of opening
6	Cost of bid document	Rs.1000/- (Rupees One Thousand) only.
7	Amount of EMD to be deposited	Rs.5000/- (Rupees five thousand) only (Refundable)
8	Likely date for commencement of contract	Will be noticed subsequently

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/>.

Signed by Ananda Hari

Jamatia

Date: 08-11-2024 18:41:01

Director

Kokborok & OML

Education Deptt. (School)

Agartala, Tripura (W).

DATA SHEET

The details of the vehicle to be hired are as under:

Sl. No.	Item	Description
1	Name of the hirer	Directorate of Kokborok & Other Minority Languages, Agartala.
2	Tender Issuing Authority	Director, Directorate of Kokborok & Other Minority Languages, Agartala.
3	Tender name	Hiring of 1(one) no. Light Motor vehicle
4	Tender No.	1(17-4)-KBK-OML/2016(VOL-1)
5	Method of selection	Open tender
6	Availability of tender documents	Can be collected physically from the office on all working days from 11:00 am to 5:00 pm.
		Can also be downloaded from the department's website https://kokborokoml.tripura.gov.in
7	Date and time of tender Notice issuance	11/11/2024 at 11:00 am
8	Last date and time for Bid submission (on or before)	20/11/2024 up to 5:00 pm
9	Bid opening time, date & venue	21/11/2024 at 12 noon
10	Period of hiring	Initially, for 1 (one) year, that will be extended subsequently on yearly basis.
11	Bid Security	RS. 5,000/- (Refundable)
12	Tender Fee	Rs. 1,000 (non-refundable)

GENERAL TERMS & CONDITIONS OF THE TENDER NOTICE –

- The interested bidder should submit the bid for Maruti Suzuki ECO / Maruti Suzuki-Wagon R (Petrol/CNG) or any other vehicle (hatchback) manufactured by any Car Manufacturing company with an Engine Capacity up to 1197 c.c along with the Commercial Permit, Pollution Under Control Certificate (PuC), Updated Insurance, Road Tax and Fitness Certificate.
- The hiring charges for a vehicle should not exceed the ceiling limit notified by the Finance Department, Govt. of Tripura, as mentioned in the DFPRT-2019.
- The vehicle should not be **older than December, 2023.**
- TDS will be deducted as per Income Tax Rules.

5. The bidder must deposit **Rs.5000/-** as Bid Security in the form of Bank Guarantee / Demand Draft / Bankers Cheque in favour of the - **“DDO, Directorate of Kokborok & Other Minority Languages.”** The Bid Security should remain valid for a period of at least forty five (45) days beyond the date of bid validity.
6. The Tender Fee (Non-Refundable) Rs.1,000/- will be paid through an Account Payee Cheque issued in favour of the - **“DDO, Directorate of Kokborok & Other Minority Languages.”**
7. Rates to be quoted for Petrol/Diesel & CNG Vehicle separately based on the fuel type, since separate rates are applicable.
8. Under normal circumstances the contract shall be valid for the contracted period of 1(one) year from the date of issue of the work order. However, the contract may be extended for a further period of 1(one) year, if agreed by the owner on the same rate, terms and conditions.
9. Tenders without valid EMD and Tender fee shall be summarily rejected.
10. The envelope containing the quotation of 'Technical Bid & Financial Bid' should be prepared separately and properly sealed and must be subscribed in bold letters on the top **“QUOTATION OF VEHICLE”** and it should be dropped in the tender box which will be kept in the office from **28-10-2024 to 05-11-2024** on all working days from **11:00 am to 5:00 pm**. Bidders can submit their bids in sealed envelopes to this Directorate by **5:00 pm** on or before **05-11-2024**.
11. The quotation for **Technical & Financial Evaluation will be opened on 21-11-2024 at 12:00 noon**. Interested bidders or their authorized representatives may remain present during the opening of the tender.

Instructions for the Driver:

12. The vehicle should be provided with a driver having a 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 is 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 on all working days with the vehicle and shall continue to perform duties with the vehicle until the day's duty is over. In case of any emergency office work, the driver may be asked to report early in the morning according to the requirement. The vehicle should also be made available on holidays as required by the authority.
16. The driver(s) deputed on duty should carry a valid driving license. The bidder should also ensure that they have arrangements for establishing contact and round-the-clock service. For this purpose, they should have adequate numbers of telephones/mobiles. Undertaking in this regard would be required to be submitted by the tenderer along with a technical bid.
17. The drivers should always remain with the vehicle during the entire period of duty. In case of any need, they should seek permission from the concerned officers/officials.
18. During the period of operation, the driver should not ordinarily be changed unless desired/allowed by this office. If any vehicle does not report for duty on any day(s) the driver reports late or there is a violation of any other provision of the tender, then an amount calculated on a pro-rata basis per day shall be deducted from the monthly bill of that vehicle. The vendor shall also be liable for a penalty of Rs. 500/- per day per Small Size Vehicle and any such penalty would be deducted by this office from the monthly bill without giving any prior notice.
19. A daily record indicating time and mileage for the vehicle shall be maintained in a log - book which should be submitted to the concerned Accounts of this Office for scrutiny & payment of the bills. The vendor should ensure that the driver maintains the logbook as per the exact distance covered while on duty. Inflated figures of distance covered (in KM) must not be practised.
20. The 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.

Other Terms & Conditions related to the vehicle:-

21. The RC of the vehicle should be in the name of the person(s) who has submitted the bid.
22. The AC of the vehicle should be in working condition.
23. The Vehicle should be provided with KM cable in operating condition always.

24. The vehicle will have to run on all weather and on all kind of roads like plain and hilly areas.
25. 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.
26. The vehicle & driver shall be at the disposal of the concerned authority of the Directorate of Kokborok & OML during the period of engagement.
27. The Bills will be submitted in triplicate along with a copy of "**Log Book**" duly authenticated by the officer / official concerned for payment after the completion of every 01 (one) month of journey.
28. Payment of all Govt. taxes, fitness certificates, road permits, insurance, etc. of the vehicle including purchase of fuel, lubricants, tyres, tubes etc. shall be the responsibility of the owner /firm/ agency.
29. In case of a mechanical breakdown of the vehicle, same category of vehicle along with the same driver should be arranged. Any change of driver will be allowed only in exceptional circumstances and that too with the prior information/approval of the authority.
30. In case of mechanical breakdown of the vehicle, the owner should arrange a similar category of vehicle with the same driver. Failure to provide a vehicle will lead to the deduction of the hiring charge of the vehicle from the monthly bill of the owner.
31. If the Vehicle remains off on the road for more than 2 hours, the concerned agency/owner has to arrange an alternative vehicle of equal / model/manufacturer along with a driver.
32. 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 an act by the owner will be treated as a breach of contract and under such circumstances, the authority may take necessary legal action, as per the provision against the owner of the vehicle.
33. The Detention charge and Rate Per Kilometer Charge will be considered as per the quotation submitted by the bidder and the lowest rate will be accepted subject to the aforesaid ceiling limits.
34. 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.
35. During the period of the contract, no request for an increase in the tariff will be allowed on any account No correspondence will be made with any bidder after opening of the quotation.
36. No correspondence will be made with any bidder after the opening of the quotation.
37. In the event of any urgent official work, the vehicle will be required on holidays beyond office hours for which advance information shall be given.
38. Sundays, holidays and not performing any journey shall not be taken into consideration for payment unless engaged on duty.
39. **For duties beyond 9 hours, overtime @ Rs.15/-per hour will be allowed subject to a maximum of Rs.50/- per day.**
40. The hiring period of the vehicle will be for 1(one) year as approved by the Finance Department, Govt. of Tripura. Subsequently, the same will be extended subject to the fulfilling of certain terms and conditions.
41. **The Contract can be terminated by either party by giving advance notice of 45 days.**
42. All tenders in which any of the prescribed conditions are not fulfilled shall be summarily rejected.
43. 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.
44. 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 and binding.
45. This Office reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason. The decision of the Director, Directorate of Kokborok & OML in this regard shall be final and binding on all.
46. The bidder may have experience in supplying vehicles to Central/State Govt. organization / PSU for minimum of one year or above.

In case of any violation in respect of any of the above-mentioned 'Terms & Conditions, it may lead to cancellation of the order and withholding of payment.

Enclo:-

Annexure A Technical Bid

Annexure B – Undertaking

Annexure C – Financial Bid

Signed by Ananda Hari

Jamatia

Date: 08-11-2024 18:11:07

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 the Motor Vehicle Act, 1988.
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	The Aadhaar Card of the owner of the Vehicle
8	The Fitness Certificate of the vehicle
9	GST Registration Certificate OR Temporary Reference No (TRN) generated from the GST portal.
10	EMD of Rs.5000/- (Refundable) and Tender Fee of Rs.500/- (Non-Refundable)
11	Previous experience in providing vehicles to any government department (Self-attested documents)

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

Authorised Signatory

ANNEXURE – B
TECHNICAL BID UNDERTAKING
(To be 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 **December, 2023**.
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 a Light Motor Vehicle

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 (As per Rule 9(3) of DFPRT, 2019)				Annual Expenditure Ceiling (As per Rule 9(3) of DFPRT, 2019)					
				Petrol		CNG		Petrol		CNG		Petrol **(not more than Rs. _____ per month		CNG **(not more than Rs. _____ per month		Petrol **(not more than Rs. _____ per year		CNG **(not more than Rs. _____ per year			
				Rs.	P.	Rs.	P.	Rs.	P.	Rs.	P.	Rs.	P.	Rs.	P.	Rs.	P.	Rs.	P.		
1.1	Maruti Suzuki-ECO / Maruti Suzuki-Wagon R (Petrol/CNG) or any other vehicle (hatchback) manufactured by any Car Manufacturing company with an Engine Capacity up to 1197 c.c (white colour)	1	NA																		
Quoted Rate (in words)																					
Signature & Stamp of the bidder																					

* NA – Not applicable

** Rate may be collected from the Directorate.

Authorised Signatory



Government of Tripura
Directorate of Kokborok & Other Minority Languages
Shiksha Bhaban, Agartala, Tripura (West).

Dated, the/...../.....

Tender Notice for hiring of vehicle

Tenders are invited from reputed parties/agencies supplying vehicles with drivers on a Monthly hire basis for hiring 01 (one) nos. Maruti Suzuki ECO / Maruti Suzuki-Wagon R (Petrol/CNG) or any other vehicle manufactured by any Car Manufacturing company with an Engine Capacity up to 1197 c.c. for the official use of the Directorate of Kokborok & OML, Government of Tripura,

Interested parties/agencies who are willing to comply with the terms and conditions annexed to this notice, may submit their bids.

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

Interested bidders are requested to submit their bids according to the guidelines prescribed in the Tender Document.

Scope of work in brief	Specification of the vehicle	Period of collecting bidding Document	Date of submission of tender
Tender for hiring 01(one) no. Light Motor vehicle	Maruti Suzuki-ECO / Maruti Suzuki-Wagon R (Petrol/CNG) or any other vehicle (hatchback) manufactured by any Car Manufacturing company with an Engine Capacity up to 1197 c.c (white colour)	From the office of the Directorate of Kokborok & OML, Shiksha Bhavan, Office Lane – Time: 11:00 am to 5:00 pm on all working days from 11/11/2024 to 20/11/2024	At the office of the Directorate of Kokborok & OML, Shiksha Bhavan, Office Lane- From 11/11/2024 to 20/11/2024 Time:11:00 am to 5:00 pm on all working days.

Signed by Ananda Hari

Jamatia

Date: 08-11-2024 18:06:47

Director
Directorate of Kokborok & OML
Education Department,
Shiksha Bhavan, Agartala
West Tripura.