

# NOTICE INVITING TENDER

A sealed tenders is invited for hiring of "1 (One) No. Maruti Swift / Tata Indogo eCS or equivalent models" for official use of Directorate of Information Technology, Govt. of Tripura, ITI Road, Indranagar

## Format for quoting rate is given below:-

Sl. No	Name of work	Rate for detention per day in Rs (. In Figures & Words)	Rate per Km in Rs. (in Figures & Words)
1	2	3	4
	Hiring of "1 (One) No. Maruti Swift / Tata Indogo eCS or equivalent models" for Office use.		

## Terms & Conditions:-

- 1 The Hiring Charges of Maruti Swift / Tata Indogo eCS or equivalent models of vehicle will be guided by the Finance Department, Government of Tripura order
- 2 Vehicle owner should be shown valid commercial permit of the vehicle
- 3 The bidder must submit self attested Valid Insurance, Pollution Certificate, Registration Certificate, Tax Clearance Certificate & Driving Licence etc. along with the tender
- 4 Rate should be quoted only as per format mentioned above
- 5 Only the owner of the vehicle can participate in the tender
- 6 The vehicle should not be older than 01-01-13
- 7 EMD for ₹ 2,000/- in the form of DD drawn in favour of Directorate of Information Technology is to be submitted along with the tender
- 8 Last date of dropping of tender is 14-07-2017 up to 3.00 PM in the office of the Directorate of Information Technology, Govt of Tripura, ITI Road, Indranagar, Agartala, if required, Directorate of Information Technology may extend the last date
- 9 Date of Opening of tender is 14-07-2017 at 4.00 PM at Directorate of Information Technology, if required, Directorate of Information Technology may alter date for opening of the tender
- 10 Interested bidders, their representative 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 Tender should be dropped in the specific box provided in the office of the undersigned
- 13 Ceiling of overtime charges would be paid as per the Government approved rate
- 14 The vehicle should be in absolutely good running conditions.
- 15 The vehicle will be normally engaged in Government working days but if required, Directorate of Information Technology may engage the vehicle on holidays also.
- 16 The vehicle will have to run in all weather and on all kinds of roads in plain and hill areas.
- 17 The vehicles should be kept in the office of the Directorate of IT, Indranagar during off days/period also.
- 18 The vehicle must be fitted with kilometer reading meter in good condition.
- 19 The running maintenance and repairing of the vehicle should be done by the owner at his own cost and risk.
- 20 If the vehicle remains off on the road for more then two hours the owner of the vehicle have to arrange another vehicle at his own cost and risk failing which Directorate of Information Technology may have arrange another vehicle at the cost of the owner of the contracted vehicle.
- 21 In case of failure of placement of the vehicle on any day(s) by the owner, Directorate of Information Technology may hire another vehicle for the day(s) / period as the case may be. The cost involved in this case will be recovered from the owner of the contracted vehicle.
- 22 A log book in the Government prescribed form will have to be maintained with the vehicle in which the day to day journey will be recorded. A copy of the said log book should be submitted along with the bill for payment.
- 23 All expenditures of the driver including their pay etc. will have to borne by the owner of the vehicle.
- 24 The vehicle if required will have to halt any place/station for one or more days and no extra payment will be made for that.
- 25 Cost of fuel /lubricants etc. of the vehicle and payment of driver of the vehicle will have to be borne by the owner of the vehicle.
- 26 GST & Income Tax as per rate will be deducted from bill as applicable before payment.
- 27 The quoted rates shall remain valid for 1(one) year from the date of acceptance of the quotation.
- 28 Normalisation of commercial bid will be done considering average 1500 Km per month running for 24 days
- 29 The Directorate of Information Technology has the right to terminate the contract by giving 15 (fifteen) days notice

Director  
Directorate of Information Technology