

**GOVERNMENT OF TRIPURA
DIRECTORATE OF INFORMATION TECHNOLOGY
ITI ROAD, INDRANAGAR
AGARTALA-799006**

F.No. 13(3) DIT/Vehicle/2022/ 9343

26th September, 2023

NOTICE INVITING TENDER

On behalf of the Governor of Tripura, a sealed tender is invited from interested vehicle owner/ interested agencies for hiring of Vehicle with driver on monthly hire basis for the period 1 (One) year (which may be extended for another period, if services found satisfactory) for official use of the Directorate of Information Technology.

Format for quoting rate is given below:-			
Sl. No	Name of vehicle	Rate for detention per day in Rs.(In Figures & Words)	Rate per Km in Rs. in Figures & Words
(i)	(ii)	(iii)	(iv)
1	Mahindra Bolero		
2	Other equivalent Models		

TERMS & CONDITIONS

1. The vehicle must have commercial registration & license issued from the competent authority of Transport Department, Govt. of Tripura.
2. The bidder must submit following documents of vehicle with the bid: - Valid Insurance, Pollution Under Control Certificate, vehicle Registration & FASTTAG registration etc.
3. The bidder must submit Driving License of the proposed Driver, PAN card of the bidder along with the bid.
4. One driver possessing valid driving license should be placed with the vehicle, if selected.
5. Offered rates should be in compliance to Delegation of Financial Power Rules Tripura, (DFPRT) 2019. @ per Km charge for CNG should be Rs.5/- or less.
6. This office shall not be responsible for any challan, loss, damage or any accident of the vehicle or to any other vehicles 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 the bidder.
7. Rate should be quoted only as per format mentioned above.
8. The bidder may submit IT return of 3(three) Financial Years, copy of GST registration along with the tender.
9. The vehicle for this office should have white colour with good running condition and proposed should be latest Model (manufacturing in the current calendar year). It should be comprehensively insured from concerned authority.
10. Earnest Money Deposit (EMD) of Rs.5,000/- (Rupees Five Thousand) only in the form of Account Payee Demand Draft (DD), Banker's Cheque from any of the Nationalized Bank of India drawn in favour of Directorate of Information Technology is to be submitted along with the tender.

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11. **Last date of submission of tender is 07-10-2023 up to (2.00 PM) in the office room of the Directorate of Information Technology (DIT), Govt. of Tripura, IT Bhavan, ITI Road, Indranagar, Agartala.** If required, DIT may extend last date of submission.
12. Date of Opening **07/10/2023 at 4.00 PM.** if required. DIT may alter date of opening of the tender.
13. Interested bidders or their representative may remain present during opening of the tender.
14. No tender will be received or accepted after the due date and time as mentioned above.
15. The vehicle will be normally engaged in Government working days but if required, office may engage the vehicle on holidays also.
16. Overtime would be paid as per the Government approved rate
17. The vehicle will have to run in all weather and on all kinds of roads in plain and hill areas.
18. The vehicles should be kept in the office of the Directorate of Information Technology, IT BHAVAN, Indranagar during off days/period also.
19. The vehicle must be fitted with kilometer reading meter in good condition.
20. The running maintenance and repairing of the vehicle should be done by the selected bidder at his own cost and risk.
21. If the vehicle remains off on the road for more than two hours the selected bidder will have to arrange another vehicle at his/ her own cost and risk failing which Directorate of Information Technology may have to arrange another vehicle at the cost of the selected bidder.
22. In case of failure of placement of the vehicle on any day(s) by the selected bidder, DIT 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 selected bidder.
23. In case if driver fails to do his duty due to illness or unavoidable issues or if driver resigns from his job, selected bidder should made immediate replacement with a new driver having valid license with intimation to this office
24. 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.
25. All expenditures of the driver including their pay etc. will have to borne by the selected bidder of the vehicle.
26. 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.
27. Cost of fuel /lubricants etc. of the vehicle will have to be borne by the selected bidder of the vehicle. The vehicle should be refueled beyond office hours.
28. Bill in triplicate may be submitted to the Directorate of Information Technology after completion of each month for processing release of payment.
29. All statutory deduction i.e, GST & Income Tax etc. will be deducted at source as applicable..
30. Either party have the right to terminate the contract by giving 30 days notice.
31. Selected bidder should submit written request to extend the contract period before 45 days of expiring the contract period.

(Dr. Naresh Babu N, IFS)
Director, IT
Govt. of Tripura