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GOVERNMENT OF TRIPURA
DIRECTORATE OF INFORMATION TECHNOLOGY
ITI Road, Indranagar, Agartala – 799 006

August, 2024

NOTICE INVITING TENDER

On behalf of the Governor of Tripura, **e-tender is invited from interested Bidders (vehicle owner/ interested agencies) for hiring of 3(three) nos. of Vehicles (Maruti Wagan R/ Maruti Eeco or equivalent model) with driver on monthly hire basis** for the period of 1 (one) year (which may be extended further, if services found satisfactory) for official use of the Directorate of Information Technology, Government of Tripura.

This Tender has been published in Tripura Tender Portal: <https://tripuratenders.gov.in>. Bidders have to submit tender response online in <https://tripuratenders.gov.in> only. Copy of tender can be downloaded from <https://tripuratenders.gov.in> and also from DIT website at <https://dit.tripura.gov.in>.

Last date on submission of e-tender response is 11 Sep 2024 at 02:00 PM. If required, DIT may extend last date of submission.

Bidder has to offer rates as per following table and in compliance to Terms & Conditions given bellow:

Financial Bid Format for offering rates: -			
Item Sl. No	Type of vehicle (Make and Model)	Rate for detention charge per day (in Rs.)(exclusive of taxes)	Rate per Kilometer (in Rs.) (exclusive of taxes)
(i)	(ii)	(iii)	(iv)
Vehicle 1			
Vehicle 2			
Vehicle 3			

Selection Criteria:

This tender will be evaluated in 2 bid system. At first, Eligibility or Technical bid evaluation and then financial bid evaluation. Bidders are requested to not submit any financial bid information in Technical Bid document, else their bid response would be rejected.

Financial bid document of Technically qualified bidders would only be opened and evaluated based on following financial bid evaluation criteria:

“Rate for detention charge per day x 24 + Rate per Kilometer x 1500.”

Financial bid evaluation will be done vehicle wise. Bidder(s) will be selected on least price for above formula basis.

TERMS & CONDITIONS

- 1. Interested vendor/ firm may submit tender response for 1(one) vehicle or for 2 (two) vehicles or for all the 3(three) vehicles.**
- 2. Bidder will be selected vehicle wise, least offered price basis, for each of the three vehicles. Means for vehicle 1, bidder who provide least price as per above said financial bid evaluation criteria, he/she will be considered as L1 bidder for Vehicle 1. Similarly, for vehicle 2, bidder who provide least price as per above said financial bid evaluation criteria, he/she will be considered as L1 bidder for Vehicle 2. And Similarly, for vehicle 3, bidder who provide least price as per above said financial bid evaluation criteria, he/she will be considered as L1 bidder for Vehicle 3.**
- 3. Offered rates should be in compliance to Delegation of Financial Power Rules Tripura, (DFPRT) 2019 for Type of Vehicle: Maruti Wagan R/ Maruti Eeco. Per Km charge for CNG should be Rs.5/- or less.**
4. The vehicle must have commercial registration & license issued from the competent authority of Transport Department, Govt. of Tripura.
5. In case of new/ private registered vehicle, a declaration must be submitted that the vehicle will be commercially registered within 1 (one) month from the date of issue of work order, otherwise authority will be free to cancel the work order.
6. The bidder must submit following documents of vehicle with the bid: - Valid Insurance, Pollution Under Control Certificate, vehicle Registration & FASTAG registration etc.
7. The bidder must submit Driving License of the proposed Driver, PAN card, GST registration of the bidder along with the bid.
8. One driver possessing valid driving license should be placed with each vehicle, if selected.
9. 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.
10. The bidder may submit IT return of 3(three) Financial Years along with the tender.
11. 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/ last year). No design or name should be there in glasses of the vehicle. It should be comprehensively insured from concerned authority.
12. The vehicle will be normally engaged in Government working days but if required, office may engage the vehicle on holidays also.
13. Overtime would be paid as per the Government approved rate
14. The vehicle will have to run in all weather and on all kinds of roads in plain and hill areas.

15. The vehicles should be kept at IT BHAVAN, Indranagar during off days/period also.
16. The vehicle must be fitted with kilometer reading meter in good condition.
17. The running maintenance and repairing of the vehicle should be done by the selected bidder at his own cost and risk.
18. 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.
19. 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.
20. 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
21. 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.
22. All expenditures of the driver including their pay etc. will have to borne by the selected bidder of the vehicle.
23. The selected vendor should provide all the items required for vehicle like towel, air freshener etc.
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 will have to be borne by the selected bidder of the vehicle. The vehicle should be refueled beyond office hours.
26. Bill in triplicate may be submitted to the Director, Directorate of Information Technology, Govt. of Tripura after completion of each month for processing release of payment.
27. Applicable taxes should be mentioned separately in the bill and taxes would be paid as per extent norms.
28. Either party have the right to terminate the contract by giving 30 days notice.
29. DIT reserves the right to accept or reject, in full or in part, any or all the offers without assigning any reason whatsoever. DIT does not bind itself to accept the lowest or any bid and reserves the right to reject all or any bid or cancel the NIT without assigning any reason whatsoever. DIT also has the right to re-issue the NIT without the vendor having the right to object to such re-issue.
30. Selected bidder should submit written request to extend the contract period before 45 days of expiring the contract period.

(Jeya Ragul Geshan B., IFS)
Director, IT
Govt. of Tripura