

A sealed tenders is invited for hiring of Vehicle for official use of the Directorate of Information Technology

<b>Format for quoting rate is given below:-</b>			
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	4	5
	Hiring of TATA Indica eV2/ Mahindra Bolero/ Maruti Van (OMNI) or other equivalent for Office use.		

### **TERMS & CONDITIONS**

1. The vehicle should in absolutely good running conditions.
2. The bidder must submit Valid Insurance, Pollution Under Control, Commercial Registration & Driving License, copy of last 3(three) financial year IT return, copy of GST registration etc. along with the tender.
3. Permit of the vehicle commercial in nature or it is to be converted to commercial within 3 months of issue of hiring order.
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 01-01-17.
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 28-08-2019 up to (2.00 PM) in the office of the I T Bhavan, Directorate of Information Technology, Govt. of Tripura, ITI Road, Indranagar, Agartala, if required, DIT may extend last.
9. Date of Opening 28-08-2019 at 4.00 PM, if required, DIT may alter date of 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 chamber of the undersigned.
13. Overtime would be paid as per the Government approved rate
14. The vehicle will be normally engaged in Government working days but if required, office may engage the vehicle on holidays also.
15. The vehicle will have to run in all weather and on all kinds of roads in plain and hill areas.
16. The vehicles should be kept in the office of the Directorate of Information Technology Govt. of Tripura, IT BHAVAN, Indranagar during off days/period also.
17. The vehicle must be fitted with kilometer reading meter in good condition.
18. The running maintenance and repairing of the vehicle should be done by the owner at his own cost and risk.

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19. The vehicle should be duly registered with the competent authority and should have all necessary documents.
20. If the vehicle remains off on the road for more than 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. One driver possessing valid driving license should be placed with the vehicle.
23. In case if driver fails to do his duty due to illness or unavoidable issues or if driver resigns from his job, owner should made immediate replacement 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 owner 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 owner of the vehicle.
28. Bill in triplicate may be submitted to the Directorate of Information Technology in the next following month for processing release of payment.
29. GST & Income Tax as per rate will be deducted from monthly bill.
30. Directorate of Information Technology has the right to terminate the contract by giving 15 days notice.

(S. Das)  
Director, IT  
Govt. of Tripura