

1/22476/2023

Annexure-ITENDER NOTICE FOR HIRING OF VEHICLE

Sealed quotation is hereby invited with respect to hiring of 1(one) Maruti Suzuki Ciaz vehicle for the use in office of the Secretary, Information & Cultural Affairs, Govt. of Tripura from the reputed traders/institutions/organizations to participate in the bidding as per following format: -

Sl. No.	Name of work	Detention charge per day in Rs. (in figures and words both)	Rate per KM in Rs. (in figures and words both)
1	To be used for the Secretary, Information & Cultural Affairs, Govt. of Tripura		

TERMS AND CONDITIONS:

1. The agency should produce the records of availability of Maruti Suzuki Ciaz vehicle along with the Commercial Permit, Pollution, Insurance certificate and Road Tax and Fitness certificate.
2. The hiring charges of vehicle should not exceed the ceiling limit guided by the DFPRT-2019 of the Finance Department, Govt. of Tripura.
3. The rate to be quoted for the purpose should not exceed the Detention charge @ Rs.1,000/- per day and Rate per KM @ Rs. 09/- per day.
4. **EMD for Rs.10, 000/-** in the form of DD/Cheque drawn in favour of the Director, Information & Cultural Affairs, Govt. of Tripura is to be submitted along with the tender. If, 'MSME' registered then the certificate must be produced.
5. The envelope containing the quotation of 'Technical Bid & Financial Bid' should be properly sealed and subscripted in bold letters on the top as "**QUOTATION OF VEHICLE- Maruti Suzuki Ciaz**" be dropped in the tender box which will be kept in the office premises from **20-11-2023** to **12-12-2023**. The last date of submission of quotation is **12-12-2023** up to **5 P.M.**
6. The date of opening of the Tender Box is **13-12-2023** at **12 noon** at the Office of the Directorate of ICA, Agartala.
7. Interested bidders or their authorized representatives may remain present during opening of the tender.
8. No tender will be received or accepted after the due date and time as mentioned above.
9. The vehicle should be provided with driver having self-driving license of the driver.
10. The vehicle should be provided with KM cable in operating condition always.
11. The vehicle will have to run in all weather and on all kind of roads like plain and hilly areas.
12. The vehicle should not be older from the date of manufacturing in 2021.
13. A Logbook 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.
14. Bills in triplicate along with copy of 'Logbook' and work order may be submitted for payment after completion of every 01(one) month of journey.
15. Payment of all Govt. taxes, fitness certificate, road permit, insurance, etc. of the vehicle including purchase of fuel, lubricants, tire, tubes etc. shall be responsibility of the owner/firm/agency. The payment of monthly salary of the driver shall have to be borne by the owner/firm/agency.
16. In case the vehicle needs any maintenance, the owner/firm/agency should place alternative vehicle of equal model/manufacturer till it is not fit for journey.
17. The driver should report to the office within 9:30 AM everyday with the vehicle except Sundays or Govt. Holidays and shall continue his duties with the vehicle until the day's duty is over. In case of any emergency office works, the driver may be asked to report early in the morning as and when required.
18. The vehicle may be released after giving 01(one) month notice without assigning any reason.
19. The Detention charge and Rate per Kilometer Charge will be considered as per quotation submitted by the bidder and the lowest rate will be accepted subject to the aforesaid ceiling limits.
20. The lowest bidder will be selected considering the gross value of 23 days (Max) detention charge and 1840 KM (Max) run in a month. However, it is clarified that the actual days of duty and coverage of KM/distance may vary as per requirement.
21. No correspondence shall be entertained with any applicants after opening of

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quotation, except with successful bidder.

22. If the vehicle remains off on the road for more than 2 hours, the concerned agency/owner have to arrange another vehicle at his/her own cost and risk failing which ICA Department may arrange another vehicle at the cost of the agency/owner of the contracted vehicle.

23. Sundays, holidays and not performing the journey shall not be taken into consideration for payment unless engaged.

24. For duties beyond 8 hours, overtime @ Rs.10/-per hour will be allowed subject to maximum of Rs.40/- per day.

In case of any deviation in respect of any of the above mentioned 'Terms & Conditions' may lead to cancellation of the order, with holding of payment.

**Signed by Bimbisar  
Bhattacharya**

**Date: 17-11-2023 13:58:40**

**Reason: Approved**

Director  
Information & Cultural Affairs  
Government of Tripura