

**OFFICE OF THE
TRIPURA TRIBAL WELFARE RESIDENTIAL
EDUCATIONAL INSTITUTIONS SOCIETY.
GURKHABASTI :: AGARTALA :: WEST TRIPURA
E-mail : ttwreis@gmail.com :: Phone no. : 0381-2951603**

No.F.25-03(L-I)/TW/REIS/VEHICLE/2022-23/5670-73


Dated : 08 /06/2023

NOTICE INVITING TENDER (NIT) FOR HIRING VEHICLE

Sealed Notice Inviting Tender (NIT) are hereby invited for 01 (One) year on behalf of the Chairman, Tripura Tribal Welfare Residential Educational Institutions Society (TTWREIS) from the resourceful, experienced, reliable persons/ firm/agency for providing 1(one) no. M&M Bolero (Diesel) vehicle on hire basis. The interested vendor/firm may submit the Sealed Tender on or before **17/06/2023** up to **4.00 p.m** as per prescribed format (**Annexure-‘A’, ‘B’ & ‘C’**) and the tenders are likely to be opened on **19/06/2023** at **11:30 a.m**, if possible.

The tender will remain valid up to 1 (one) year from the date of issuing work order to the selected vendor. The validity may be extended with the same rate of contact if authority agreed and on mutual consent of both the parties. Details terms and conditions and list of items are available in the official website : <https://twd.tripura.gov.in>.

This is issued as per approval of the Chairman, TTWREIS (Secretary, Govt. of Tripura, T.W.Deptt.) vide U.O.No.982, Dated-06/06/2023.


(C. Reang, TCS, Gr-I) 8/6/2023
Member-Secretary
Tripura Tribal Welfare Residential
Educational Institutions Society

GENERAL TERMS AND CONDITIONS

1. Tenders will be received by Speed Post/Registered Post/Courier Services/Person in sealed covers addressed to Member Secretary, Tripura Tribal Welfare Residential Educational Institutions Society (TTWREIS), Tribal Welfare Directorate Building, P.N.Complex, Gurkhabasti, Agartala, West Tripura-799006 up to 4.00 pm on 17/06/2023. The TTWREIS will not be responsible for any postal delay. Tenderers are requested to provide detailed address along with Pin Code, Phone Numbers and e-mail id for easier communication.
2. On the top left side of the envelope sealed tender shall bear the words “**Tender for Hiring Vehicle under TTWREIS**” along with inquiry number and date, due date of receive and address of tender should be mentioned. The sealed quotations are likely to be opened on next working day at 11.30 A.M, if possible. Bidders or their authorized representatives may remain present at the time of opening of bids.
3. The Upper ceiling rate should not exceed the rate as fixed by Hiring Rates of vehicle (See Rule 2019, Finance Department, Govt. of Tripura).
4. The interested bidders shall submit the bids in 2 parts, namely “Technical Bid” and “Financial Bid”. The two bids should be put in two separate sealed envelopes including name of the bidder & title of the tender, indicating on the cover as to which one is the technical bid and which one is the financial bid. The two envelopes shall, thereafter, be placed inside a large sealed cover and the same may be submitted.
5. The “Technical Bid” shall contain all details regarding the tender offered by the bidder, compliance of terms and conditions, submission of documents etc. In other words, everything except the rate offered. The “Financial Bid” shall contain only the rate offered by the bidder.
6. While processing the bids, the technical bids will be opened first and eligible bidders meeting requirement will be short listed. Thereafter, financial bids of only shortlisted bidders will be opened for consideration.
7. The tender documents with terms & conditions also may be downloaded from website : <https://twd.tripura.gov.in>.
8. The manufacturing of the Vehicle (M&M Bolero-Diesel) should be at least **June-2022** or thereafter and comply **BS VI Norms**.
9. The rate should be written and quoted both in figure and word clearly in Indian Currency and no overwriting shall be entertained.
10. Income Tax/other Taxes shall be deducted from the bill as per guidelines of the Government, as may be applicable time to time.
11. Payment to the successful accepted bidder shall be made on monthly bill basis only after submitting of bill along with certified log books. No advance payment shall be made under any circumstances.
12. Lowest bid will be selected with total rate of {Detention charge X Monthly ceiling max. of working days in a month + Max. Distance covered by a vehicle in a Ceiling rate should not exceed the rate fixed by DFPRT-2019} [For Example {1200 (detention charge) x 23 days per month + 11 rupees per k.m. x 1840 k.m per month} = Rs. 47840 Monthly ceiling rate & Rs. 574080 Annual Ceiling rate.]
13. The financial bid is to be submitted as per format given in “**Annexure-B**”.

- The self certificate/self attested documents as per "Annexure-C" should be submitted along with the Tender. All the papers submitted with the tender are to be self certified/self attested. It may be noted that documents that are not required should not be submitted along with the tender to avoid delay in processing the tenders.
15. Once the agency is selected by the TTWREIS for providing vehicle on hire, following terms and condition should strictly be applicable:
- i) The vehicle should have commercial registration/license.
 - ii) In case of any accident during duty period the entire responsibility shall lie with the owner of the vehicle.
 - iii) Insurance charge and any other charge including maintenance cost of the vehicle shall be borne by the owner.
 - iv) Copy of the up to date **Tax clearance, Registration, Permit and Fitness Certificate** of the vehicle, driving license of the attached driver must be kept in the vehicle at the time of the reporting of the duty, if necessary the office of the undersigned make enquiry at any time. If not found, it will be treated as violation of terms and condition and the undersigned reserved the right to cancel the contract, on spot and the security money will be forfeited and propose any other bidder for next course of action.
 - v) Fuel, Lubricant maintenance and duster for care will be supplied by the owner of the vehicle.
 - vi) The concerned driver should maintain a log book in prescribed format and bill to be submitted in the 1st week of every month.
 - vii) For duty beyond 8 hours, overtime @ Rs. 10/- per hour may be allowed subject to maximum of Rs. 40/- per day.
 - viii) Whenever the vehicle will be out of order/off road during duty hours of validity period, an alternative vehicle should be placed within 02 (two) hours in order to avoid interruption of services failing of which a penalty @ Rs. 30/- (Rupees thirty) only per hour shall be deducted.
 - ix) No claim for advance payment will be entertained. Payment will be made on submission of bill along with the relevant certified log book.
 - x) No enhancement of rate within the validity period of the contract shall be entertained.
 - xi) The concerned official availing the journey of hired vehicle should fill up all the columns of the log book and signed in full name with designation.
 - xii) In no circumstances vehicle and driver should be out of office premises for other than office work.
 - xiii) The Chairman, TTWREIS reserved the right to cancel the acceptance of the order at his discretion at any time without assigning any reason and the owner shall have no right to claim any compensation for such cancellation.
16. The Vehicle may move across the district even outside the district if necessary.
17. **The Bid should be submitted along with EMD for an amount of Rs. 5000/- (Rupees Five Thousand) only by bank draft or Banker's Cheque in favor of The Member-Secretary, TTWREIS, P.N. Complex, Gurkhabasti, Agartala, West Tripura. The EMD paid will be refunded in the case of unsuccessful bidders within 30 (thirty) days from the date of opening of the bids. Quotation without EMD of Rs. 5,000/- (Rupees Five Thousand) only shall be rejected.**
18. **The EMD paid will be kept as Security Money in case of the accepted bidder/selected vendor and the amount (without any interest) will be refunded after successful completion of the contract period.**

19. The Chairman, TTWREIS, Gurkhabasti, Agartala reserves the right to accept or reject any tender without assigning any reason thereof and tender may be accepted or rejected in part or in whole.
20. The Chairman, TTWREIS, Gurkhabasti, Agartala reserves the right to unilaterally terminate the contract or cancel the accepted rate and firm at any time without notice before expiry of the period for which rates are now invited.
21. All the documents submitted along with the tender should be duly signed by the authorized person.
22. On the date & time of opening the bids all the bidders or their representatives must be needed to be present at that stipulated period and needs to be shown all original documents to the Authority/appropriate committee (if Authority/ committee arises) whichever submitted.

C. Reang F. 8/6/2023

(C. Reang, TCS, Gr-I)
Member-Secretary
Tripura Tribal Welfare Residential
Educational Institutions Society

Copy to:-

1. The P.S. to the Chairman, TTWREIS (Secretary, Govt. of Tripura, T.W. Department) for kind information of the Chairman.
2. The P.S. to the Director, T.W. for kind information of the Director.
3. The Branch Officer Media / IT Cell of Directorate of Tribal Welfare, Gurkhabasti, Agartala for information with a request to publish the 'NIT' in Departmental website.

C. Reang F. 8/6/2023

Member-Secretary
Tripura Tribal Welfare Residential
Educational Institutions Society

Undertaking to be submitted by the tenderer

Tender No.

For supply of

Sir,

I/We Shri/Smt., on behalf of M/S
..... having registered office at
..... do hereby declare that I / we have gone through
the terms and conditions mentioned for the above and undertaken to comply with all tender terms and
conditions. The rates quoted by me / us are valid and binding on me / us for acceptance for a period of 01
(one) year from the date of award of contract to me / us.

2. I / We undersigned hereby bind myself / ourselves to the Office of to supply The rate quoted by me / us for the items tendered for are specified against each.
3. I / We hereby undertake to pay the penalty as per the terms and conditions of the contract for delayed supply of the ordered items.
4. I / We agree to accept the amount of the bill to be paid by the purchaser after completion of all formalities and should any amount of the bill found by the purchaser/auditors to have been over-paid; the amount so found shall be refunded by me / us.
5. The tender inviting authority has the right to accept or reject any or all the tenders without assigning any reason.
6. I / We understand all the terms and conditions of the contract and bind myself/ourselves to abide by them.

SIGNATURE :

NAME & DESIGNATION :

DATE :

NAME & ADDRESS OF THE FIRM :

Financial Bid

The financial bid is to be submitted by bidders as per below format.

Sl. No.	Type of Vehicle	Detention Charge Per day (in Rs.)	Rate Per Kilometre runs (in Rs.)
1.	M & M Bolero (Diesel)	In figure:	In figure:
		In words:	In words:

The interested bidders shall submit the bids in 2 parts, namely "Technical Bid" and "Financial Bid". The two bids should be put in two separate sealed envelopes including name of the bidder & let the tender, indicating on the cover as to which one is the technical bid and which one is the financial bid. The two envelopes shall, thereafter, be placed inside a large sealed cover and the same may be submitted. The "Technical Bid" shall contain all details regarding the tender offered by the bidder, compliance of terms and conditions, submission of documents etc. In other words, everything except the rate offered. The "Financial Bid" shall contain only the rate offered by the bidder. While processing the bids, the technical bids will be opened first and eligible bidders meeting requirement will be short listed. Thereafter, financial bids of only shortlisted bidders will be opened for consideration.

SIGNATURE :

NAME & DESIGNATION :

DATE :

NAME & ADDRESS OF THE FIRM :

Technical Bid

(Document to be submitted by bidders)

List of documents submitted enclosed as per following list:

Sl. No.	List of documents	Page no
01	Up to date Tax Clearance Certificate (for tenderers of Tripura) & Tax Payment documents with certificate of TIN for others	
02	PAN Card.	
03	Commercial Registration Certificate	
04	Proof of Manufacturing of the vehicle (at least June-2020 or thereafter).	
05	Up to date Pollution Certificate, Vehicle Permit	
06	Up to date Fitness Certificate	
07	Up to date Insurance Certificate.	
08	Bank Account Details,	
09	An undertaking for acceptance of Terms and condition of the NIT as per Annexure- A.	

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SIGNATURE :

NAME & DESIGNATION :

DATE :

NAME & ADDRESS OF THE FIRM :