

Annexure-I

**TERMS AND CONDITION FOR HIRING OF 02(TWO) NUMBER OF VEHICLE
MARUTI OMNI VAN & MARUTI EECO, FOR OFFICE OF THE COMMISSIONER OF EXCISE,
P.N.COMPLEX, GURKHABASTI, AGARTALA.**

1. Tender shall be furnished in sealed envelope addressed to the Commissioner of Excise, Government of Tripura, Agartala superscribed "**Tender for hiring of 02(two) nos. vehicles (Maruti Omni Van-01 no. & Maruti Eeco-01 no.) for the office of the Commissioner of Excise, P.N. Complex, Gurkhabasti, Agartala.**"
2. The hiring of 02(two) nos. vehicles (Maruti Omni-01 & Maruti Eeco-01) for the period of 01(one) year on contract basis. The owner of the vehicle should submit the commercial license and the year of manufacture of the vehicle should be noted.
3. The offered rate of the quotation shall remain valid for acceptance for a period of 1 (one) year from the date of opening of tender.
4. Non- fulfilment of any of the terms and condition as mentioned will make the quotation liable for rejection.

GUIDELINES FOR TECHNICAL & FINANCIAL BID:-

The bid to be submitted by the bidder shall consist of 02(Two) parts:-

Part-I: - : "Technical Bid" (1st Envelop) shall contain with the following:-

- (i) Professional Tax Clearance certificate with current validity of the agency.
- (ii) Copy of the PAN Card of the agency.
- (iii) Copy of the Fitness certificate of the vehicle.
- (iv) Copy of the Road Tax certificate of the vehicle.
- (v) Copy of the Insurance certificate of the vehicle.
- (vi) Copy of the private/commercial permit of the vehicle.
- (vii) Copy of Income Tax Return filed for the last financial year, if applicable.
- (viii) Copy of GST registration certificate, if applicable.
- (ix) Self- declaration mentioning that the firm is not blacklisted.
- (x) Self-attested copies of all relevant documents including License/Certificates issued by the Competent Authorities with current validity should be submitted in the technical bid by the bidder at the time of submission of tender.
- (xi) Rate shall be inclusive of GST.

- (xii) Tender in prescribed format in sealed cover should be submitted through registered post/ speed post/ courier service only addressed to the Commissioner of Excise, Government of Tripura, P.N. Complex, Gurkhabasti, Agartala.
- (xiii) The tenderer shall have to deposit Earnest Money alongwith quotation amounting to Rs. 5,000/- (Rupees five thousands) only in the shape of "Demand Draft" to be drawn in favour of "The Commissioner of Excise, Government of Tripura, Agartala.

Part-II:- "Financial Bid" (2nd Envelop) shall contain:-

The rate for 02 (two) nos. of hiring of vehicle should be quoted in prescribed format shown in the Annexure-"II" otherwise the said tender shall be disqualified/ rejected.

5. INSTRUCTION FOR SUBMISSION OF BIDS:-

The technical bid and financial bid shall be submitted in separate envelopes mentioning clearly for which it is submitted over the envelope at the time of submission of tender. These two envelope should be included in another envelop in which it shall be mentioned "**Tender for hiring of 02(two) nos. Vehicles (Maruti Omni-01 & Maruti Eeco-01) for the office of the Commissioner of Excise, P.N. Complex, Gurkhabasti, Agartala.**" with the name of the agency submitting.

6. Special instruction:-


If any bidder fails to fulfil the requirement in the technical bid, the financial bid shall not be opened and is liable for rejection.

7. Language of bids:-

The bids prepared by the bidder and all correspondence, documents, relating to the bids furnished by the bidder shall be written in English language.

8. The Department reserves the right to reject or cancel any/ all of the quotation(s) without assigning any reason thereof.
9. The rate quoted by the tenderer should not exceed the monthly/annual ceiling in respect of hiring of vehicle as specified by the Finance Department, Government of Tripura.
10. The monthly ceiling for such purpose should be on the basis on 1,500 KM run for 24 days (in a month).
11. For duties beyond 08(eight) hours overtime @ Rs.10/- per hour is allowed subject to maximum of Rs.40/- per day.
12. Supply of fuel, lubricants, duster and cost of maintenance of the vehicle will be the sole responsibility of the owner of the vehicle i.e. minimum basic accessories for the vehicle will have to provide by the owner of the vehicle.

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13. The successful bidder shall provide a driver for vehicle. The wages/ monthly salary of the driver shall bear by the vehicle owner.
14. The driver must have valid driving license. If any complain received against the driver, the owner of the vehicle shall remove him from the job immediately by providing another driver. No detention charge should be paid unless the hired vehicle is reported/approved by the authority.
15. If the vehicle needs repairs, a similar vehicle shall have to be provided/ replaced by the owner of the vehicle. Replacement during the period of repairing needed to avoid difficulty towards Government works.
16. The contract period shall initially be for 01(one) year, the date of execution of agreement which may be extended on mutual of both the parties.
17. If the service provided by the agency is not found to be satisfactory, then the contract can be terminated by the Commissioner of Excise, Government of Tripura by giving a notice of 30(thirty) days to the applicant.
18. The earnest money deposited by the unsuccessful tenderer(s) alongwith quotation will be released after finalisation of the quotations. Earnest money deposited by the successful quotationer will be returned after completion of tender process.
19. GST will be deducted at source as applicable.
20. The last date of receiving the Tender is 22/09/2019 upto 12.00 hours. The tender box and sealed envelopes will be opened on 23/09/2019 at 4.00 pm in the Chamber of the Head of Office (Addl. Commissioner of Taxes) in presence of the tenderer(s), if any. No tender would be entertained, if it is not reached this office within the stipulated date & time. If the tender box & sealed tender are not in a position to open on the said date and time the same will be done on the next working day at 12.00 hours.


(S. Karmakar, TCS, SSG)
Addl. Commissioner of Taxes
Government of Tripura.

Annexure-II

Format for Quoting Rate

Sl. No.	Types of Vehicles with Registration No. of the vehicle	Year of the manufacture	Quoted Rate		Owner name & address
			Detention charge per day (in Rs.)	Running charge per KM. (in Rs.)	

Handwritten signature and date: 22/1/17

Full Signature