

**NO.F.100 (170)-ICA/2021/V**  
GOVERNMENT OF TRIPURA  
DIRECTORATE OF INFORMATION & CULTURAL AFFAIRS  
AGARTALA

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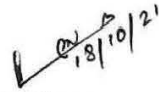
Dated, Agartala, the 18/10/ 2021

**TENDER NOTICE FOR HIRING OF VEHICLE**

A sealed tender is invited for hiring of 1(one) vehicle for official use at the Directorate of Information & Cultural Affairs, Gandhighat, Agartala from reputed traders/organizations/agencies to participate in the bidding as per following format:-

Sl. No.	Purpose	Types of vehicle	No. of vehicle
1	To be used at the Directorate of Information & Cultural Affairs, Gandhighat, Agartala	M&M Bolero (White colour)	01 (one) no.

The details of the terms & conditions may be collected from the office of the Directorate of Information & Cultural Affairs, Gandhighat, Agartala on any working day between 10:00 AM to 5:00 PM from 21-10-2021 to 09-11-2021 on free of cost and also available in [www.tripura.gov.in](http://www.tripura.gov.in) and [www.ica.tripura.gov.in](http://www.ica.tripura.gov.in)



Director  
Information & Cultural Affairs  
Government of Tripura

Copy to:

1. The Branch Officer, Advertisement Section, Directorate of ICA, Government of Tripura with a request to issue advertisement on the materials as enclosed herewith in local leading dailies.
2. Office notice board.

## TENDER NOTICE FOR HIRING OF VEHICLE

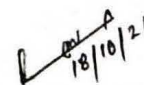
A sealed tender is invited for hiring of 1(one) M&M Bolero (Top Model- ZLX or B6) vehicle for official use at the Directorate of Information & Cultural Affairs, Gandhighat, Agartala from the reputed traders/institutions/organizations to participate in the bidding as per following format:-

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 in the Directorate of Information & Cultural Affairs, Govt. of Tripura		

### TERMS AND CONDITIONS:

1. The agency should produce the records of availability of M&M Bolero (Top Model- ZLX or B6) vehicle along with the Commercial Permit, Pollution, Insurance certificate and Road Tax, Fitness certificate.
2. The hiring charges of vehicle should not exceed the ceiling limit guided by the DFPR-2019 of the Finance Department, Govt. of Tripura.
3. The rate to be quoted for the purpose should not exceed the Detention charge @ Rs.1,200/- per day and Rate per KM @ Rs. 11/- 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 subscribed in bold letters on the top as "**QUOTATION OF VEHICLE- M&M Bolero (Top Model- ZLX or B6)**" be dropped in the tender box which will be kept in the office premises from **21-10-2021 to 10-11-2021**. The last date of submission of quotation is **10-11-2021 up to 5 P.M.**
6. The date of opening of the Tender Box is **11-11-2021 at 12 noon** at the Office of the Directorate of ICA, Agartala.
7. Interested bidders or their authorized representatives may remain present during the 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 on 2020.
13. A Log Book 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 'Log Book' 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, tyre, tubes etc. shall be responsibility of the owner. 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 agency/trader 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 the days 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 tender 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 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.

  
18/10/21

Director  
Information & Cultural Affairs  
Government of Tripura