

Government of Tripura
Office of the Inspector General of Prisons
Tripura, Agartala.

SHORT NOTICE INVITING QUOTATION

The Inspector General of Prisons, Tripura invites 'quotations' on behalf of the "Government of Tripura" from the bonafide resourceful Central & State public sector undertaking/enterprises and eligible Contractors/Firms/Agencies for hiring of 01(one) No. vehicle for office usage of the Inspector General of Prisons, Agartala, Tripura.

Details of which are given below: -

Sl. No.	Name of the work	Annual Ceiling	Earnest money	Time for completion	Last date and time for receipt of application	Date & time of issue of tender form	Date & time of opening of quotations	Place of issue of quotation documents
I.	Hiring of 01(one) No. vehicle Model named -Maruti (E.ECO) Commercial (Petrol/CNG) as per DFPR, 2019	369840 (Petrol) 303600 (CNG)	Rs.10,000/-	01(one) year.	up to 3.00 PM on 23-09-2024	From 09-09-2024 (Timing- 11.00 AM to 03.30 PM) and end on 23-09-2024 (Timing- 11.00 AM to 03.00 PM) (On all Working Days)	At 2.30 PM on 24-09-2024	Prisons Directorate, Agartala.

Rate should be quoted as per the Given Format: -

Sl. NO.	Name of the Agency	Detention charge (per vehicle)	Fuel/CNG consumption charges per km.

Sealed tenders are invited for hiring of 01(one) No. Maruti EECO(Petrol/CNG) or equivalent models for official use at Prisons Directorate, Agartala, Government of Tripura, Dhaleswar.

Sl. No.	Name of work	Rate for detention per day in Rs (in figures & word)	Rate per KM in Rs... (in Figures & word)

Documents to be Submitted: -

Following valid & attested documents to be submitted along with the quotation (Language of all the submitted documents should be in English)

SL No.	Documents Category	Documents to be Submitted
1	Manufacturing Licence (s)	a. Vehicle Commercial Licence. b. Vehicle Road Permit. c. Vehicle Registration Certificate. d. Pollution Clearance Certificate. e. 1 st Class Insurance Certificate. f. Road Tax Clearance Certificate of Vehicle. g. Fitness Certificate of Vehicle.
2	Tax related Document (s)	a. Pan Card. b. GST registration Certificate. c. Professional Tax Clearance Certificate.

All documents must be submitted (as mentioned above), otherwise it will be summarily rejected.

Instructions for Tender Participants: -

1. The period of tender submission will start from **09-09-2024** (Timing- 11.00 AM to 03.30 PM) and end on **23-09-2024** (Timing- 11.00 AM to 03.00 PM), on all Working Days.
2. The Participants shall have to submit their quotations by 03.00 pm on **23-09-2024** at the Office of the Inspector General of Prisons, Agartala.
3. The Participants must submit the above-mentioned documents along the quotation submitted by him.
4. The Participants needs to submit the following Annexure: -
(I) ANNEXURE-A: - PARTICIPANTS INFORMATION SHEET.
5. An earnest money amounting to Rs.10,000/- (Rupees Ten Thousand) Only in the form of Deposit at Call or Draft Drawn in favour of "Inspector General of Prison, Agartala" payable at Agartala from any Nationalized Bank shall be submitted along with the Sealed Quotations. The said EMD will be converted to security money for the successful bidder who would be offered the work and shall be released after the contract period. For others the EMD would be refunded back.
6. Quotations not accompanied with an EMD will not be considered.

7. Any further information can be obtained at the address below during office hours i.e 10.00 to 17.30 hours Indian Standard Time (IST) on any working day-
- Prisons Directorate,
[Under Home (Jail) Department]
Dhaleswar, Agartala- 799007.

Terms & Conditions: -

1. The Commercial light vehicle will be used by the Prisons Directorate for daily official work and carrying officials to various Govt. Offices/Departments and other offices at different places within Tripura.
2. The year of manufacture of the vehicle should not be earlier than 2022-23.
3. The vehicle should be provided with a driver having self-license along with at least 3 years of Driving Experience and should be well versed with the roads in Tripura.
4. All documents of the vehicle should be kept with the driver during movement.
5. Xerox copies of vehicle licence, Fitness Certificate and Driver's Licence duly attested by a Gazetted Officer should be submitted along with all Vehicle Tax Documents, Registration certificate, first class insurance of the vehicles as well as PTCC and ITC etc. shall be submitted by the bidder along with the tender.
6. The bidder must ensure that the Driver reports daily on time and submit his contact no. to the Store-keeper of this Directorate for communication as and when needed.
7. All cost towards salary of driver along with maintenance cost, insurance and other liabilities of vehicle shall have to be borne by the owner of the vehicle.
8. Periodical maintenance/repairing of the vehicle should be done without any delay.
9. The quoted rate should be inclusive of cost of all fuels such as lubricants/petrol/CNG etc. as required and it will remain fixed throughout the contract duration.
10. The upper ceiling rate should not exceed the rates fixed by the Finance Department, Govt. of Tripura in "The Delegation of Financial Power Rules, Tripura 2019" as amended up to 4th Amendment dt 12th March, 2020 under "Hiring of Vehicles".
11. Normal duty hour per day of the vehicle will be 08 (eight) hours i.e from 9.30 A.M. to 5.30 P.M but the vehicle may be used beyond 08 (eight) hours for which no extra payments will be given i.e no OT allowances to the driver and no extra detention charges will be

considered, only per km run charges will be paid And the vehicle may be called at any time during any emergency need.

12. The agency is required to provide clean vehicles with good quality clean seat covers, towels and Mobile Phone (for incoming calls) for the driver for which no extra payment shall be made.
13. If the vehicle/driver is found unfit during the journey or the vehicle becomes out of order during any part of the duty hours, no payments either for detention charges or per km run charges will be paid for that day.
14. The vehicle may be utilized anywhere in Tripura and may be needed to stay anywhere outside the Head quarter for which no extra payment will be given to neither the vehicle owner or the driver for halting.
15. Speedometer of the vehicle should remain always in functional state during the contract period.
16. In case the vehicle needs any maintenance, the vehicle owner must provide an alternative vehicle of equal mode/manufacture until it gets fit for journey.
17. The vehicle should be kept within 05 km radius of the Prisons Directorate, Agartala beyond normal working hours.
18. The lowest bidder must exhibit the vehicle for trial before the issuance of formal work order.
19. The vehicle must remain fuelled for daily run.
20. Payment may be done after the completion of minimum 01 (one) month engagement, depending on availability of fund.
21. A log book is to be maintained for entering the journey time, locations, km run etc. by the vehicle driver and it needs to be signed by the authority after completion of duty on every day.
22. Bill in triplicate along with the copy of log book may be submitted by the owner of the vehicle for payment purpose.
23. The vehicle may be released giving 24 (twenty-four) hours' notice without assigning any reason.
24. GST & Income Tax will be deducted from each running bill as per Govt. Norms.
25. One day prior information will be given if the vehicle is not required vice-versa.
26. Sunday, Holidays, and the days in which no journey has been made shall not be taken into consideration for payment unless engaged.

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27. Analysis of rate (quoted by the party) may be sought for and it will be mandatory for the party to give analysis of the rate.
28. Defective or incomplete quotation in any respect shall not be considered.
29. During the Contract period, if any kind of misconduct of the driver is found out or the performance is not up to mark, the Office has the right to cancel the work order at any time and the EMD amount is forfeited.
30. The undersigned reserves the right to accept or reject any quotation party or wholly including the lowest one without assigning any reason.
31. Quotation will be received on or before **23-09-2024** up to 3.00 P.M. only in the office of the undersigned and quotation will be opened on **24-09-2024** at 02.30 PM. The quotations received after 3.00 PM on **23-09-2024** shall not be entertained. All the concerned may attend at the time of opening of the quotations.
32. The quotation box will be kept in the office chamber of the I.G Prisons, Tripura.

PARTICIPANTS INFORMATION SHEET

1. Name of the Participant/Firm/Agency/Enterprise :-
(Along with Phone No./ Mobile No)
2. Name of the person to be contacted :-
(Along with Phone No./ Mobile No.)
3. Full Address of the Participant/Firm/Agency/Enterprise :-
4. Details of Past Experiences :-
5. Year of Manufacture of the Vehicle :-
6. Vehicle Registration Year :-
7. Commercial Registration No :-
8. List of Enclosures :-