

**Government of Tripura**  
**Directorate of Employment Services & Manpower Planning,**  
**Shram Bhavan, office lane, Agartala.**  
[www.employment.tripura.gov.in](http://www.employment.tripura.gov.in) Phone No: (0381)-2324327

Date: **15<sup>th</sup> November, 2024**

The Director, Employment Services & Manpower Planning, Tripura, Office Lane, Agartala-799001 invites tender for hiring of one Maruti Eeco (CNG) vehicle for O/o Director, Employment Services & Manpower Planning for official purpose from the reputed Travel Agencies / individual owner having commercial permit with valid registration number. Detailed tender notice, schedule and tender documents can be obtained from <http://employment.tripura.gov.in>. The last date of submission of tender is 25/11/2024 upto 5.00 p.m.

**Details terms & conditions etc. is mentioned below:-**

**TERMS & CONDITIONS.**

1. The vehicle should be in absolutely good running conditions.
2. The bidder must submit following documents of vehicle with the bid: - Valid Insurance, Pollution Under Control Certificate, vehicle Registration & FASTTAG registration etc.
3. The bidder must submit Driving License of the proposed Driver, PAN card of the bidder along with the bid.
4. Permit of the vehicle should be commercial in nature or it is to be converted to commercial within 3 months of issue of hiring order.
5. One driver possessing valid driving license should be placed with the vehicle, if selected.
6. Offered rates should be in compliance to Delegation of Financial Power Rules Tripura, (DFPRT) 2019.
7. Rate should be quoted only as per format mentioned above.
8. The bidder may submit IT return of 3(three) Financial Years, copy of GST registration along with the tender.
9. The vehicle should not be older than 01-01-2021.
10. EMD for Rs.2,000/- in the form of DD drawn in favour of **Directorate of Employment Services & Manpower Planning** is to be submitted along with the tender.
11. The vehicle must be white in colour.
12. **Last date of submission of tender is 25-11-2024 up to (5. 00 PM) in the store section of the Directorate of Employment Services & Manpower Planning, Govt. of Tripura, 1st Floor, Shram Bhavan, Office Lane, Agartala.** If required, Director may extend last date of submission.
13. Date of Opening **25-11-2024 at 5.20 PM**. If required, Director may alter date of opening of the tender.
14. Interested bidders or their representative may remain present during opening of the tender.
15. No tender will be received or accepted after the due date and time as mentioned above.
16. The vehicle will be normally engaged in Government working days but if required, office may engage the vehicle on holidays also.
17. Overtime would be paid as per the Government approved rate
18. The vehicle will have to run in all weather and on all kinds of roads in plain and hill areas.
19. The vehicles should be kept in the office of the Directorate of Employment Services & Manpower Planning, SHRAM BHAVAN, Office Lane during off days/period also.
20. The vehicle must be fitted with kilometer reading meter in good condition.
21. The running maintenance and repairing of the vehicle should be done by the selected bidder at his own cost and risk.
22. If the vehicle remains off on the road for more than two hours the selected bidder will have to arrange another vehicle at his/ her own cost and risk failing which Directorate of **Employment Services & Manpower Planning** may have to arrange another vehicle at the cost of the selected bidder.
23. In case of failure of placement of the vehicle on any day(s) by the selected bidder, Office may



- hire another vehicle for the day(s) / period as the case may be. The cost involved in this case will be recovered from the selected bidder.
24. In case if driver fails to do his duty due to illness or unavoidable issues or if driver resigns from his job, selected bidder should made immediate replacement with a new driver having valid license with intimation to this office.
  25. A log book in the Government prescribed form will have to be maintained with the vehicle in which the day-to-day journey will be recorded. A copy of the said log book should be submitted along with the bill for payment.
  26. All expenditures of the driver including their pay etc. will have to borne by the selected bidder of the vehicle.
  27. The vehicle if required will have to halt any place/station for one or more days and no extra payment will be made for that.
  28. Cost of fuel /lubricants etc. of the vehicle will have to be borne by the selected bidder of the vehicle. The vehicle should be refueled beyond office hours.
  29. Bill in triplicate may be submitted to the Directorate of Employment **Services & Manpower Planning, 1st Floor, Shram Bhavan, Office Lane, Agartala after** completion of each month for processing release of payment.
  30. GST & Income Tax as per rate will be deducted from monthly bill.
  31. No claim for interest in case of delayed payment will be made. Payment would be made after monthly submission of bill.
  32. Either party have the right to terminate the contract by giving 30 days' notice.
  33. Selected bidder should submit written request to extend the contract period before 45 days of expiring the contract period.
  34. 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 {700 (detention charge) x 23 days per month + 5 rupees per km x 1840 km per month} = Rs. 25300- monthly ceiling rate & 306300 Annual Ceiling rate]
  35. The financial bid is to be submitted as per below format:

| Format for quoting rate is given below:- |                   |          |                                                        |                                       |
|------------------------------------------|-------------------|----------|--------------------------------------------------------|---------------------------------------|
| Sl. No                                   | Name of vehicle   | Quantity | Rate for detention per day in Rs.( In Figures & Words) | Rate per Km in Rs. in Figures & Words |
| (i)                                      | (ii)              | (iii)    | (iv)                                                   | (v)                                   |
| 1                                        | Maruti Eeco (CNG) | 01       |                                                        |                                       |

Signed by Asim Saha

Date: 14-11-2024 17:38:54

(A. Saha, ICS SSC)

Director

Employment Services & Manpower Planning ,

Govt. of Tripura