

TENDER FORM (HIRING OF VEHICLE)

**GOVERNMENT OF TRIPURA
TRIBAL RESEARCH AND CULTURAL INSTITUTE
Lembucherra, Tripura - 799210**

Website: www.trci.tripura.gov.in Email ID: dir.trci-tr@gov.in Tel -Fax +91-381-2324389.

1	DNIT NO	:	8(6)-TRI/Vehicle/2022/
2	Name of Work	:	Hiring of 1(one) No. Maruti Suzuki Eeco Private Vehicle including Driver and fuel for official use of the Deputy Director, TR&CI, Govt. of Tripura, Lembucherra – 799210.
3	Earnest Money	:	Rs.20,000/- in the form of DD issuing by any Nationalized Bank
4	Tender Fee	:	Rs.500/- (non-refundable) in the form of DD issuing by any Nationalized Bank
5	Tender Form	:	Tender form is to be Downloaded from the website www.trci.tripura.gov.in
6	Tender submission Start Date	:	11/06/2025 at 10:30 AM
6	Last Date of Submission of Tender	:	18/06/2025 up to 3.30 PM
7	Date of Opening of Tender	:	18/06/2025 at 04:00 PM
8	Declaration of Informal & Formal Bid	:	During opening it will not be declared. After detailed scrutiny it will be declared.
9	Total Nos. of written page including this page	:	14 (fourteen) nos. including this page.

TENDER FORM (HIRING OF VEHICLE)**F. No. 8(6)-TRI/Vehicle/2022/****Dt...../06/2025****CONTENTS**

Sl. No.	Item	Page Number
1	Salient Points of Tender / Instruction to Bidder	3
2	Declaration	4
3	DNIT	5-6
4	Bidder's Sheet	7-8
5	General Terms & Conditions	9-11
6	Special Terms & Conditions	12-13
7	Annexure (Rate Quoting Sheet)	14

TENDER FORM (HIRING OF VEHICLE)**F. No. 8(6)-TRI/Vehicle/2022/ Dt..... /06/2025****SALIENT POINTS OF TENDER/INSTRUCTION TO BIDDER**

1. **Eligibility of Bidder:** Resourceful, Bonafide Indian Citizen/agency/Firm who is the owner of Maruti Suzuki Eeco by Maruti Suzuki and **year of manufacturing** of the vehicle should be **2025**.
2. **Enclosures (attested & valid) / complete tender: -**
 - i. Tender form (without tender form, bid will be rejected).
 - ii. PRTC of Bidder.
 - iii. PAN Card.
 - iv. GST registration if applicable.
 - v. EMD.
 - vi. Document in support of eligibility criteria.
 - vii. Permit of Vehicle
 - viii. Registration certificate of vehicle.
 - ix. Pollution clearance certificate.
 - x. Insurance certificate.
 - xi. Road tax clearance certificate of vehicle
 - xii. Fitness certificate of vehicle.
 - xiii. Licence of Driver.
3. **Tender form:** To download the tender form from the website <https://trci.tripura.gov.in> by eligible bidders. No tender form will be sold. Any subsequent corrigendum will be available in the website.
4. To go through specification, terms and conditions of DNIT.
5. To sign each and every page of tender form.
6. EMD and cost of tender form are to be deposited separately.
7. **Earnest Money:** - To deposit EMD (Rs.20,000/-) in favour of the Director, Tribal Research & Cultural Institute, Govt. of Tripura, Lembucherra – 799210 from any Nationalized/scheduled Bank in the shape of D-call along with tender. Without EMD in appropriate shape the tender will summarily be rejected.
8. To fill up each and every point of bidder's sheet.
9. To fill the rate quoting sheet.
10. To write DNIT number and date, name of item, bidder's name and address in the envelope containing complete tender and to seal the envelope by wax or self-adhesive tape (cello tape). The sealed envelope must be addressed to the Director, Tribal Research & Cultural Institute, Govt. of Tripura, Lembucherra – 799210.
11. The full-fledged and sealed tender may be dropped in the tender box kept in the office of the tendering authority by post (Registered with A/D only) or by physically to reach within 3.30 PM of 18/06/2025.
12. At any stage of tender (scrutiny of tender, preparation of comparative statement etc.) if required bidders will have to produce original copy of the submitted documents for verification.

TENDER FORM (HIRING OF VEHICLE)
F. No. 8(6)-TRI/Vehicle/2022/ Dt..... /06/2025

DECLARATION

I do hereby declare that I have personally gone through the relevant Draft Notice Inviting Tender and understood all the clauses, specifications of tendered items, instruction of the DNIT and having been fully satisfied, I have quoted the rate of item. This is further to certify that I have suppressed no facts in the tender which could debar me to participate into the tender. If it is revealed after opening of the tender that any fact is suppressed by me, tendering authority shall have the right to reject my tender along with other stern action against me as per terms & conditions laid down in the tender. I do affirm that all the terms of conditions of DNIT are unconditionally accepted by me. I have no objection if any extra terms of condition, mutually accepted by me and the tenderer is incorporated into the agreement.

AND

I do hereby also declare that I am not blacklisted by any Department/Agency of Central or State regarding quality compromise or any other reason in connection with similar work and there is no ongoing litigation with any Department/Agency of Central/State Government as on closing date of tender. If subsequently it is revealed after opening of the tender that my declaration is false, my tender/concerned agreement will be cancelled, deposited earnest/security money will be forfeited and other penalty to be decided by the tendering authority will be imposed.

(Signature of Bidder Full name and seal)

TENDER FORM (HIRING OF VEHICLE)
F. No. 8(6)-TRI/Vehicle/2022/ Dt..... /06/2025

GOVERNMENT OF TRIPURA
TRIBAL RESEARCH AND CULTURAL INSTITUTE
Lembucherra, Tripura - 799210

Website: www.trci.tripura.gov.in Email ID: dir.trci-tr@gov.in Tel -Fax +91-381-2324389.

DETAILS NOTICE INVITING TENDER NO. DATED..... /06/2025

On behalf of the Directorate of Tribal Research & Cultural Institute, Govt. of Tripura invites items wise separate sealed tender for following service from the eligible bidders Up to **3:30 PM of 18/06/2025** (office date and hour only) as per following terms condition as well as DNIT.

1. DNIT No, Item, earnest money, cost of tender form, eligibility: -

SL No	DNIT No.	Name of item	Earnest money	Eligibility of bidder
1	2	3	4	5
1	F. No. 8(6)-TRI/Vehicle/2022/..... Dt 06/06/2025	Hiring of following vehicles: 1 (one) no. Maruti SUZUKI EECO incl. fuel and driver for use by the Directorate of Tribal Research & Cultural Institute, Govt. of Tripura, Lembucherra – 799210.	Rs.20,000/- (Rupees twenty thousand) only (in the form of DD)	Resourceful, Bonafide Indian citizen/agency/firm who is the owner of MARUTI Suzuki EECO by Maruti Suzuki. For Eeco/Van by Maruti Suzuki, year of manufacturing of the vehicle should be 2025.

2. No tender form will be sold. Tender form is to be downloaded from the website <https://www.trci.tripura.gov.in> by eligible bidders. Subsequent corrigendum/Addendum etc, if any will be available in the website. The bidders are required to check the website regularly for this purpose, to take them into account before submission of tender.

4. The sealed envelope containing complete tender, EMD, cost of tender form (EMD and cost of tender form are to be deposited separately) must be addressed to the Directorate of Tribal Research & Cultural Institute, Govt. of Tripura, Lembucherra – 799210 indicating the DNIT NUMBER, NAME OF ITEM, BIDDER'S NAME and BIDDER'S ADDRESS on the envelope.

5. Time schedule of tender activities;

- i) Last Date & Time of Dropping of Tenders: **18/06/2025 up to 3:30 PM.**
- ii) Probable Date & Time of Opening of Tenders: **18/06/2025 at 04:00 PM.**

6. The full-fledged and sealed tender may be dropped in the tender box kept in the office of undersigned or may be sent to the tendering authority by post (registered with A/D only) to reach within 3:30 PM of 18/06/2025. The tender received after closing of given date shall not be considered and the tender will be rejected. Tendering authority will not be liable for any postal delay (if sent through post/ courier).
7. Earnest money and cost of tender form are to be deposited on any nationalized/scheduled bank in favour of the Directorate of Tribal Research & Cultural Institute, Govt. of Tripura.
8. The tentative date and time of opening of tender is on **18/06/2025 at 04:00 PM**. Interested bidders or their representative may remain present during opening of the tender.
9. If last date of dropping of tender happens to be a holiday or office work is affected due to any unforeseen circumstance, last date of dropping will automatically be extended up to next working day at respective time and accordingly opening date and time will be deferred. Opening date and time will be displayed in the office notice board as well as govt. website also if changed.
10. This notice is only to provide most preliminary information to the interested bidders. For any clarification contact at **0381-232-4389/7334** during office date and hour only.
11. The tendering authority reserves the right to reject any submitted tender not in conformity with relevant DNIT.

(R.R. Paul, TCS Gr.-II)
Head of Office,
Tribal Research & Cultural Institute,
Govt. of Tripura.

TENDER FORM (HIRING OF VEHICLE)
F. No. 8(6)-TRI/Vehicle/2022/ Dt...../06/2025

BIDDER'S SHEET

1. Name and details mailing address of the Bidder (Firm/ agency/ individual) who has participated in the tender along with phone, mobile no, fax number with STD code & email.

2. PAN number of bidder: -

3. Name of person (proprietor) who have signed the tender paper: -

Mobile, Phone, Fax No: -

Email address: -

4. Details of Earnest Money deposit (amount, bank name, branch name, form of deposit, instrument no and date): -

5. Details of cost of tender form (amount, bank name, branch name, form of deposit, instrument no and date): -

6. Average consumption (in KM / litre): -

Sl. No .	Brand Name / Model	Average consumption (in KM / Litre)

7. Experience of Bidder (if any):-

8. List of enclosures: -

9. Details of vehicles along with registration number etc: -

Sl No	Brand Name / Model	Registration Number

10. Type and Rate of Fuel: -

Sl No	Brand Name / Model	Type of Fuel	Present Rate / Litre in INR.

11. Other information if any: -

TENDER FORM (HIRING OF VEHICLE)
F. No. 8(6)-TRI/Vehicle/2022/ Dt...../06/2025

GENERAL TERMS AND CONDITIONS OF TENDER

- 1) Eligibility of bidder:** - As stated under instruction to bidder.
- 2) Enclosures with tender:** - Bidder shall have to submit valid self-attested photo copies as stated under instruction of bidder. If any of the above applicable paper is not enclosed with any tender, tendering authority reserves the right to declare the incomplete tender as informal or may ask the bidder to submit wanted documents after opening of tender on the basis of Memorandum No.F1(3)/Fin(G)/2017/730-890 dt.24/12/2018 issued by Finance Department, Tripura. Provided that the document/s, submitted after opening of tender, must be valid up to the date of dropping of tender. In that way if the received document is not found to valid up to date of dropping of tender, the concerned tender/s will then be rejected. Besides this, the department reserves the right to seek any additional information, document in any stage from the bidder after opening of the tender. Tender without earnest money and cost of tender form will be rejected on the opening table.
- 3) Tender form:** - As stated in 1st page DNIT.
- 4) Mode of Tender submission:** - Tender may be dropped in the tender box, kept in the office chamber of tendering authority or sent by post (Registered with A/D). In both the case tender has to reach the tendering authority positively within the last date of dropping (as mentioned in 1st page of DNIT). Tender received by post within permitted period will be dropped in the tender box by tendering authority. Tender box will be sealed at fixed time (As per clock of tendering authority). In no way any tender, after closing of tender box will be entertained. Tendering authority will not be liable for any postal delay (if sent through post).
- 5) Tender Preparation:** - Each and every page of tender Form should be signed by the bidder. All documents as mentioned under instruction to bidder will be inserted into an envelope and sealed properly. No unwanted paper should be enclosed along with tender. Sealed envelope shall invariably have following inscriptions: - Name of item, DNIT number and date, name and address of the bidder. The sealed envelope must be addressed to the Directorate of Tribal Research & Cultural Institute, Govt. of Tripura, Lembucherra – 799210.
- 6) EMD and cost of tender form:** - Bidder must deposit the same as stated under instruction. No transfer of earnest money (earnest money or security deposit in connection with other work) will be allowed.
- 7) Validity of rate:** - Rate should remain valid up to **2 (Two) years** from the date of opening of tender without any price variation of clause for placement of work order as well as execution of contract.
- 8) Price variation clause:** - Price should be fixed and firm in all respect. No price variation will be allowed in case of variation in raw materials cost (car body parts), transportation cost and revision in duties and all other taxes / charges. The deduction

of applicable taxes at source shall be at the rate as notified by the Government from time to time.

- 9) Any clarification / explanation if any regarding the tender should be sought from the undersigned before dropping of tender.
- 10) **Clarification:** - After opening the tender, the lowest bidder will be required to appear before a team of officers led by the tendering authority for clarification, justification, and analysis of their quoted rates. They must present with all original documents requested in the tender, as well as any additional documents that may be required. The bidder may be called for clarification multiple times. Failure to attend the meeting as scheduled or to produce the necessary original documents will result in bid rejection, forfeiture of the entire EMD, and blacklisting for two years. If multiple bidders submit identical lowest rates all eligible lowest bidders will be invited for clarification. They will be asked to submit separate sealed rates, and the lowest among them will be finalized. The purchaser reserves the right to split the job among the initially lowest bidders, if necessary, provided they agree to complete the work at the department's approved rate.
- 11) **Work Order:** Work order will be issued by the Director, Tribal Research & Cultural Institute, Govt. of Tripura.
- 12) **Security Money & Agreement:** After receiving the work order, the successful bidder must sign a formal agreement. Failure to do so will result in forfeiture of the earnest money and blacklisting for two years. Earnest money will automatically convert into security money, which will be released after successful completion of the agreement.
- 13) **Payment Terms:** No advance payment will be made. Payments will be processed on a monthly basis depending on available funds. Taxes and charges will be deducted at source as per Government Notifications. Payment for Maruti Suzuki Eeco will be processed by the Office of the Directorate of Tribal research & Cultural Institute, Govt. of Tripura while it will be handled by the Directorate of TR&CI, Govt. of Tripura. Bills must be submitted in the proper format with a authenticated log book.

14) Penalty Clause:

Sl No	Ground	Penalty
1	Revision of rate or withdrawal of bid after closing of tender but before the opening of tender.	25% EMD will be forfeited.
2	If the bidder becomes the 1st lowest tenderer but is not the owner of any vehicle/s and fails to submit vehicle papers with the tender.	25% EMD will be forfeited and bidder will be blacklisted for the next two years.
3	Revision of rate or withdrawal of bid after opening of tender.	50% EMD will be forfeited.
4	Failure to attend clarification meetings or justify quoted rates.	75% EMD will be forfeited and bidder will be blacklisted for the next two years.
5	Revision of rate or withdrawal of bid after approval of rate but before issuance of	100% EMD will be forfeited and bidder will be blacklisted for the

Sl No	Ground	Penalty
	supply order.	next two years.
6	Failure to submit commercial license when requested.	100% EMD will be forfeited and bidder will be blacklisted for the next two years.
7	Failure or surrender of work execution after issue of work order or rate approval.	100% security deposit will be forfeited and bidder will be blacklisted for the next two years.

- 15) Conditional Discount:** Any tender with conditional discount terms will not be entertained and may be rejected.
- 16) Supplementary Clauses:** Any clause not included in the DNIT but mutually accepted later becomes part of the terms.
- 17) Fraudulent Submissions:** If a bidder suppresses any facts, their tender will be rejected, and necessary actions will be taken, including EMD/security money forfeiture and disqualification for future tenders.
- 18) Bidder Presence Requirement:** The bidder must personally attend payment collection, meetings, and security deposit collection. No authorized representatives are allowed.
- 19)** Any tender not complying with the requirement / fulfilling the terms and conditions may be declared informal.
- 20)** If the last date for dropping the tender falls on a holiday or office work is affected due to unforeseen circumstances, the deadline will automatically be extended to the next working day at the same time. The opening date and time may also be deferred, and any changes will be displayed on the office notice board as well as Govt. website.
- 21) Right to Accept/Reject the Bid:** The tendering authority reserves the right to accept or reject any bid and to annul the tender process at any time before awarding the contract. This can be done without any liability to the affected applicants or any obligation to inform them of the reasons for such a decision.

TENDER FORM (HIRING OF VEHICLE)
F. No. 8(6)-TRI/Vehicle/2022/ Dt...../06/2025

SPECIAL TERMS AND CONDITIONS

1. If the vehicles have private registration, the commercial registration certificate and all other related documents from the Transport Department, Government of Tripura must be submitted within 30 days from the date of rate acceptance but before the release of payment.
2. The colour of the vehicles should be white.
3. After opening of the tender, the successful bidder must submit the driving license(s) of the driver.
4. The vehicle must always be in well-conditioned form. It may be required on holidays as well.
5. Vehicle reporting time has to be in between 6 AM to 10 AM, as asked by concerned officers.
6. The kilometre reading meter must be fitted in the car in good condition.
7. Reporting place for duties may be anywhere within an 8 KM radius from the office of the tendering authority, as informed by concerned officers/officials. Duty hours may be from 6 AM to 10 PM with night halt, if necessary.
8. The number of vehicles may be increased as per actual need.
9. All repairs and maintenance will be the responsibility of the owner at their own cost and risk. In case of breakdowns or defects, a substitute vehicle of similar or better quality must be provided without delay.
10. If the first lowest bidder/approved bidder owns a Eeco/Van by Maruti Suzuki and later becomes the owner of a new vehicle of the same type, they may replace their old vehicle with the new one upon submitting relevant ownership papers.
11. All documents of the vehicle must be kept with the driver during movement. A "On Government Duty" board must be displayed in the vehicle. Misuse of this board by the driver will be the responsibility of the vehicle owner. Accidents during office duty will also be the owner's responsibility. If the vehicle lacks required documents and is stranded by police/tax/vehicle officials, no payment will be made for that day, regardless of journey performed. The contractor must arrange an alternative vehicle in such cases.
12. Periodical repairs/maintenance of the vehicle must be done without delay. Any delays may result in punitive action by the office.
13. Any malfunction or inequality in vehicle operation detected during the hiring period will be attributed to the owner, and the owner must replace the vehicle as instructed by the office.
14. The parking place during the hiring period will be determined jointly by the office and the owner. If the vehicle is stolen or meets an accident while parked, the office will not be responsible.
15. Driver, fuel, and lubricant must be provided by the owner along with the hired vehicle, and all related expenses must be borne by the owner.
16. The vehicle should report for duty with a driver and sufficient fuel.

17. Driver should be obedient, punctual with proper dress code & hair cut and must maintain the office decorum & traffic rules as per norms. Any misconduct of driver with the office staffs who availed the vehicle will be the onus of owner and as per instruction of authority driver should be changed within 24 hours otherwise agreement will be terminated. The Vehicle driver should have a contact number in mobile round the clock.
18. Log book will be issued by the office and it is the responsibility of the owner of the vehicle to maintain the log book and get it signed by the officers on duty every day.
19. For wear & tear/decay of the vehicle during hiring period, office will not take any responsibility. Owner has to inspect the condition of the vehicle periodically.
20. Tyre/tube replacement at the cost/risk of owner has to be done as per instruction of the office.
21. Rate should be quoted in the Annexure (Rate quoting sheet). In order to decide lowest bidder, total journey per day will be considered as 300 KM (say). Following example is excerpted below—
 - a) Detention charge per day incl. all taxes & charges - Rs. X.00
 - b) Per KM running charges incl. all taxes & charges - Rs. Y.00
 - c) Total amount for 300 KM running per day - Rs. (X + 300Y), this value will be considered at the time of preparation of comparison statement.
22. There will not be any limitation of minimum or maximum running Km of vehicle on day-to-day basis.
23. TDS and other taxes shall be deducted as per rule of State Government of Tripura. Rate should include GST if applicable.
24. 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, Govt. of Tripura

TENDER FORM (HIRING OF VEHICLE)
F. No. 8(6)-TRI/Vehicle/2022/ Dt...../06/2025

Sub:- Hiring of following vehicles:

- **1 (one) no Eeco/Van by Maruti Suzuki incl. fuel and driver for use by the O/o the Directorate of Tribal Research & Cultural Institute, Govt. of Tripura, Lembucherra – 799210.**

FORMAT OF QUOTING RATE

Annexure-I

SI No	Name of Item	Unit	Year of Manufacture	Quoted Rate in INR.		Owner name and address with mobile number
		1(one) no. vehicle	2025	Detention charge per day per vehicle (all taxes & charges)	Running charge per Km per vehicle (all taxes & charges)	
1	2	3	4	5	6	7
1	Hiring of Maruti Suzuki Eeco incl. fuel and driver for use by the Directorate of Tribal Research & Cultural Institute, Govt. of Tripura.	1(one) no. of vehicle				