



**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.

SHORT NOTICE INVITING QUOTATION

Subject: Hiring of 01 (One) Auto Rickshaw (CNG) for office use of the Directorate of Tribal Research & Cultural Institute, Govt. of Tripura, Lembucherra - 799210.

Quotations in sealed cover are hereby invited by the undersigned on behalf of **Director of Tribal Research & Cultural Institute, Lembucherra - 799210**, from experienced bonafide and interested owners of the vehicle for "Hiring of 01 (One) Auto Rickshaw (CNG) for office use of the Directorate of Tribal Research & Cultural Institute, Government of Tripura, Agartala".

Detailed terms and conditions may be seen on the Notice Board of the Directorate of Tribal Research & Cultural Institute, Government of Tripura, Lembucherra, and may also be downloaded from the website: <https://trci.tripura.gov.in> and <https://www.tripuratenders.gov.in> from **15.08.2025 at 10.00 am onwards.**

The quotation has to reach the undersigned on or before **28.08.2025 at 3:00 PM**. The quotations may be opened on **29.08.2025 at 12:00 PM**. Parties/representatives submitting quotations may remain present during the opening, if interested.

Late/incomplete quotations or those who are not submitted in the prescribed format shall be summarily rejected. The Director, Tribal Research & Cultural Institute, Lembucherra reserves the right to accept or reject any or all quotations or to relax any of the conditions without assigning any reason.

**Signed by Ruma Rani Rudra
Paul (acharjee)
Date: 13-08-2025 15:23:17**

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



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TENDER DOCUMENTS

The Directorate of Tribal Research & Cultural Institute, Govt. of Tripura, Lembucherra invited sealed quotation for hiring of 1(one) No. Auto Rickshaw (CNG) including fuel and driver for the use of the Directorate of Tribal Research & Cultural Institute, Govt. of Tripura, Lembucherra.

Sl. No.	Type of vehicle	Year of Manufacturer	Upper ceiling of Detention charge @per day (in Rs.)	Upper ceiling of rate per kilometer @per day (in Rs.)	Monthly Ceiling (in Rs.)	Annual Ceiling (in Rs.)
				CNG	CNG	CNG
1	Auto Rickshaw (CNG)	2024 or 2025	400.00	3.00	14,720.00	1,76,640.00

2. Eligible criteria for the bidders:

The minimum eligibility criteria are that the bidder should be the owner of the vehicle. The bidder shall have experience in operation of vehicle.

3. Bidding procedure:

The quotation should be submitted in sealed cover addressed to the Directorate of Tribal research & Cultural Institute, Government of Tripura, Lembucherra - 799210 super scribing "Quotation for hiring of vehicle" on top of the envelop. The interested bidder shall drop all documents in single envelop in a specific box kept for this purpose named "Tender Box for Hiring of Vehicles" in the Directorate of Tribal Research Cultural Institute, Lembucherra, Tripura. The quotationer may also send the quotation through **Registered Post** before the closing date positively. The quotationer or his representative may remain present during the time of opening of sealed envelope. However, the authority shall reserve the right to open the quotation even if bidders do not remain present at the stipulated date & time as mentioned in SNIQ.

4. The following documents are to be submitted by the bidder along with the filled up tender documents:

- Copy of PAN Card.
- DECLARATION - (Annexure - A).
- UNDERTAKING OF THE BIDDER - (Annexure - B).
- Annexure - C.
- Bidders profile (Annexure - D).
- Registration Certificate of vehicle containing name of owner/bidder.
- Insurance of vehicle with validity.
- Valid PUC Certificate.
- Road Tax Clearance certificate.
- Fitness Certificate of Vehicle

Bidder/Contractor

TERMS & CONDITIONS:

1. The bidders are required to deposit Earnest Money of **₹3,500/-** (Rupees Three thousand five hundred) only. The Earnest Money is payable by means of **Demand Draft** in favour of Director, Tribal Research & Cultural Institute, Government of Tripura. (payment by cheque or cash shall not be accepted). The TR&CI will not liable to pay any interest on the EMD.
2. Earnest Money of all bidders including L1 will be returned back once the process of rate approval by the concerned rate approving authorities is completed and after signing a formal agreement with the L1 bidder.
3. The vehicle shall have to be well maintained in all respects and should be manufactured on or after January, 2024.
4. The Vehicle has to move in different places in Agartala and its nearby areas in addition to in and around of Lembucherra nearby as and when required. The driver should be ready to move to any place as specified for office related works with vehicle.
5. The vehicle should have all the up-to-date documents as per Motor Vehicle Act and hold valid commercial registration.
6. All documents of the vehicle should be kept with driver during movement. "on Government Duty" board has to be displayed in the vehicle. But, misuse of this board by driver will be the onus of owner of vehicle. Accident if any during office duty will be the onus of owner of vehicle. If any papers/document of the vehicle lacking and due to this police/tax/vehicle officials strand the vehicle on duty, it will be the onus of the contractor and no payments for that day, whatever may be the performed journey, will be allowed. Rather it will be the onus of the contractor to arrange alternative arrangement for the officials who occupies the vehicle.
7. After opening of the tender, the successful bidder must submit driving license of driver.
8. The interested bidder shall submit quotation during the bid submission period which will contain necessary documents and the rate offered by the tenderer. While processing the bids, the document will be examined first and eligible bidder fulfilling all the requirement will be shortlisted and then the lowest bidder will be considered as per norms.
9. The contract period would be valid up to 1(one) year from the placement for duty, which may be extended further on mutual consent.
10. The rate shall not be increased during contract period and rate(s) is quoted in figure as well as in words clearly as "detention charge per day" and "per kilometre" separately.
11. No insurance charge or any other charges including maintenance of the vehicle and salary of the driver are admissible.
12. Driver should report for duty with vehicle within 3(three) days from the date of issue of the work order.
13. The photocopies showing name, address, educational qualification and nationality of the driver are to be submitted to the authority and any change of driver should be brought to the notice of the authority in written with all information mentioned above supported by documentary evidences.
14. Insurance, Fuel, Lubricant, maintenance charge, duster and salary of driver will be borne by the owner of the vehicle.
15. 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.
16. In case of any accident if any occurred during the duty period, the entire responsibility lies with the bidder/owner of the vehicle.
17. Whenever the vehicle will be out of order/ off road during duty hours, alternative vehicle should be arranged within 2(two) hours in order to avoid interruption of service, failing of which a penalty @2% of the bill shall be penalised by the deduction from the bill.

Bidder/Contractor

18. No claim for advance payment will be entertained, payment will be made of submission of properly certified bill in triplicate along with the relevant up to date log book within the first week of every subsequent month. In case of any over-writing in the bill/log book will not be accepted without review summarily.
19. In no circumstances, the driver and the vehicle should be out of the office premises other than for office work.
20. Income tax/other taxes will be deducted from the bill as per guideline of the government, if applicable.
21. The rate quoted by the tenderer should exceed the monthly ceiling in respect of hiring of vehicle as specified by the Finance Department, Govt. of Tripura.
22. GST or any other tax applicable will be deducted from the bill.
23. Quotations received beyond the stipulated period will not be entertained.
24. The bidder shall be responsible to raise the bill for working days of every month from the date of placement of vehicle and no detention charge shall be allowed for non-performing days.
25. The bill shall be prepared on the basis of detention of vehicle for any day along with the charges based on the distance travelled.
26. In order to decide lowest bidder, the calculation will be made considering 1840 Kilometre run for 23 days in a month for the vehicle. In case of same lowest rate are found quoted by the bidder, newer vehicle will be considered.
27. All dispute shall be subject to jurisdiction of the Local Court of Agartala City, West Tripura District only.
28. At any stage of tender (scrutiny of tender, preparation of comparative statement/ during signing of agreement etc.) if required, bidder will have to produce original copy of the document for verification.
29. The Tendering authority reserves the right to cancel the tender process or any awarded contract at any time without assigning any reason thereof and the owner of the hired vehicle shall have no right to claim any compensation for such cancellation.

**Signed by Ruma Rani Rudra
Paul (acharjee)
Date: 13-08-2025 15:05:54**

Dy. Director
Tribal Research & Cultural Institute,
Govt. of Tripura.

ANNEXURE-A

DECLARATION FORM

I / We having our office at do declare that we have carefully read the terms & conditions of tender for hiring of vehicle, as approved by Directorate of Tribal Research & Cultural Institute, Govt. of Tripura for the period of and shall abide by the rules & regulations of the tender paper reference no. We shall work as per the terms & conditions laid forth in the tender document.

I / We do hereby declare I / We have not been convicted by any court of law nor I / We are de-recognized / black listed by any State/Central Govt. or any other authority for a period of If any information furnished by us proved to be false, the tender shall be liable to be cancelled and action as deemed fit may be taken by the tender inviting authority. I / We possess valid driving license / Agency trader license no. Valid upto

I / We will work the tender as per the terms, conditions & specifications of the tender document.

Signature of the Bidder (With Seal)
Bidder/Contractor

ANNEXURE-B**UNDERTAKING OF THE BIDDER**

I/WE.....,S/o,D/o,C/o.....
of..... have not been black listed in any department in Tripura or in any
department of the Government of India, due to any reasons.

I/WE..... S/o,D/o,C/o.....
of..... have not been demoted to the next lower category for not filing
the bids after buying the bid schedules in a bid year and my/our registration has not been cancelled
for similar default in two consecutive years.

I/WE..... S/o,D/o,C/o.....
of..... agree to disqualify me/us for any wrong declaration in respect of
the above and to summarily reject my/our bid.

Signature of Bidder: _____

Address of the Bidder: _____

Phone No.: _____

Annexure-C**DETAILS OF EARNEST MONEY DEPOSIT****Amount of Earnest Money:**

- Rs.: _____
- Rupees: _____

Particulars of Demand Draft:

- No.: _____
- Date: _____
- Bank: _____
- Branch: _____

Bidder Information:

- Full Name of the Bidder: _____
- Address*: _____
- Contact No.: _____

**(Address should be complete and supported with proof (attested copies of Voter Identity Card etc.).
The bidder should always be available for receiving communication at the given address and contact number.*

Annexure - D**Bidder's Profile****GENERAL INFORMATION OF THE BIDDER**

1. Name of the Bidder: _____

Registered Address of the Firm: _____

State: _____ District: _____

Telephone No.: _____ Fax: _____

E-mail: _____ Website: _____

2. Contact Person Details

Name: _____

Designation: _____

Telephone No.: _____ Mobile No.: _____

Communication Address

Address: _____

State: _____ District: _____

Telephone No.: _____ Fax: _____

E-mail: _____ Website: _____

3. Type of Firm (Please tick)

- ☐ [] Private
- ☐ [] Public Ltd.
- ☐ [] Proprietorship
- ☐ [] Partnership
- ☐ [] Society
- ☐ [] Others (specify): _____

4. **Registration No. & Date of Registration:** _____

5. Nature of Business (Please tick)

- ☐ [] Manufacturer
- ☐ [] Authorized Distributor
- ☐ [] Authorized Supplier

Others (specify)

- 6. Key personal Details (Chairman, CEO, Directors, Managing partners etc). In case of Directors DIN Nos. are required**

Name:

Designation:

- 7. Whether any criminal cases were registered against the company or any of its promoters in the past?**

- 8. Other relevant information**

- 9. Please mention whether registered under GST.....**

Furnish the copy the Sale tax registration certificate...

- 10. Furnish the copy of the PAN**

- 11. Registration certificate / certificate of incorporation of the firm (uploaded copy)**

- 12. Bank Details of the Bidder; The bidder has to furnish the Bank Details as mentioned below for return of EMD / Payment for supply if any (if selected)**

1. Name of the bank:
2. Name of Account & Full address of the Branch concern:
3. Account Number of the Bidder:
4. IFSC Code of the Bank:

Bidder/Contractor

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PRICE BID

SL No	Name of vehicle	No. of vehicle	Year of manufacture	Rate per Km (in Rs.)	Detention Charge per day (in Rs.)
1	Hiring of 01 (one) Auto Rickshaw (CNG)	01 nos		Rs.	Rs.

**Signature of the Bidder with seal
Bidder/Contractor**