

**Government of Tripura
Directorate of Elementary Education
Shiksha Bhawan, Office Lane, Agartala**

File No. F.12(93)DEE/e-Tender/Cash/2019

Date: 02/12/2024

Detailed Notice Inviting e-Tender
Hiring of Vehicles for Official Use of
the Directorate of Elementary Education
Government of Tripura

Issues by:
Directorate of Elementary Education
Government of Tripura

LIST OF IMPORTANT CRITICAL DATES IN CONNECTION WITH THE BID

1	e-Tender Inviting Authority	Director, Directorate of Elementary Education, Government of Tripura
2	Date of publishing of e-Tender	03/12/2024
3	Period of downloading of Bidding Documents at https://tripuratenders.gov.in	03/12/2024 to 10/11/2024
4	Seek clarification start date	03/12/2024
5	Seek clarification end date	07/12/2024, 4.00 P.M. For any clarification and queries, Bidders may contact queries at deeditcell@gmail.com
6	Start Date of submission of e-Tender (both technical & financial)	03/12/2024
7	Pre-bid Meeting	05/12/2024, 12:00 PM
8	Last Date and time of submission of e-Tender (both technical & financial)	10/12/2024, 12.00 PM
9	Tender Fee (Online payment)	Nil
10	Earnest Money Deposit (EMD)	₹9,494/- (Rupees Nine Thousand Four Hundred Ninety-Four) only Should be deposited through online mode only
11	Time and Date of Online Opening of Technical Bids	10/12/2024, 03:00 PM
12	Time and Date of Online Opening of Financial Bids	The date and time will be intimated after evaluation of technical bid
13	Place of Pre-bid meeting Online Opening of Technical and Financial Bids	Chamber of Joint Director, Elementary Education, Shiksha Bhawan, Office Lane, Agartala, West Tripura-799001
14	Bid Validity	Max. 90 Days
15	Contract Duration	Initially for a period of 1 (one) year from the date of signing of the agreement

Important Note:

1) All the above-mentioned times are as <https://tripuratenders.gov.in> per clock time of e-procurement portal

2) The dates stipulated in the bid notice are firm and under any circumstances, they will not be relaxed unless officially extended


Director

Elementary Education

HIRING OF VEHICLES

Instructions to Bidder(s) :-

1. Quotations are invited from Bidders for providing commercial Light Motor Vehicle (Petrol) on hire to the Directorate of Elementary Education, Govt. of Tripura on monthly basis. The requirement of

Vehicles shall be as under: -

Item Sl. No	Type of vehicle	No of Vehicle	Fuel type
(i)	(ii)	(iii)	(iv)
Vehicle1	Maruti Suzuki Swift Dzire	01	Petrol

2. The interested bidders shall have to submit their quotations online on the website <https://tripuratenders.gov.in>

3. The quotation must be accompanied by an EMD of ₹ **9,494/- (Rupees Nine Thousand Four Hundred Ninety-Four) only** which is to be paid electronically using the Online Payment.

4. EMD/tender fee to be submitted through online mode (only through net banking) in the e-tender portal of Govt. of Tripura viz <https://tripuratenders.gov.in>

5. Quotations not accompanied by EMD will not be considered.

6. EMD of the unsuccessful bidders will be returned without interest on finalization of the tender process. EMD of the successful bidder(s) will be retained as Performance Security and will be refunded on successful completion of the job without interest after the terms of the agreement.

7. The quotations should be uploaded by **10/12/2024** before **12.00 P.M.** and the quotations will be opened at **3.00 P.M.** on the same day. In case this date happens to be a holiday for the Directorate for any reason, the quotations will be opened on the next preceding working day at the same designated time.

8. The e-procurement portal will not allow any prospective bidder(s) to attempt submission after the scheduled date & time.

9. The quotations must remain valid for a period of not less than 90 days from the last date of submission of quotations.

10. The detailed "Notice Inviting e-Tender" can be downloaded from the e-procurement portal <https://tripuratenders.gov.in>

11. 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-

3rd Floor, Room No. 12, Shiksha Bhawan, Office Lane, Agartala, West Tripura - 799001

12. After the seek clarification closing date, no query will be entertained thereafter.


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13. The EMD shall be forfeited in any of the following circumstances:

- (a) If the Bidder withdraws its Bid during the interval between the opening of proposal and expiration of the Bid Validity Period;
- (b) If the successful Bidder fails to provide acceptance of LOA/LOI within stipulated time;
- (c) If the successful bidder fails to sign the Contract for any reason.
- (d) A Bidder engages in a corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
- (e) The Bidder has made a material misrepresentation or has furnished any materially incorrect or false information

14. General Rejection Criteria:

- (a) Bids not qualifying under eligibility criteria.
- (b) Bids submitted without or improper EMD.
- (c) Bids received through Telex/Telegraphic/Fax/E-Mail.
- (d) If the information provided by the Bidders is found to be incorrect/ misleading at any stage/ time during the Tendering Process.
- (c) Any effort on the part of a Bidder to influence the Directorate's bid evaluation, bid comparison or contract award decisions.
- (f) Failure to furnish all information required in the Tender Document or submission of a bid not substantially responsive to the Tender Document in every respect.
- (g) Bidders not complying with the Terms and conditions as stated in the Tender Documents.

15. Financial Bid Rejection Criteria

- (a) Incomplete Financial Bid.
- (b) Financial Bids that do not confirm to the Tender's Price Bid Format.
- (c) Total price quoted by the Bidders does not include all statutory taxes and levies applicable, and applicable GST.

16. The Directorate reserves the right to amend or withdraw any of the terms and conditions contained in the Bid document or to reject any or all Bid without giving any notice or assigning any reason. The decision of the Directorate in this regard shall be final and binding on all.

17. The Bidder is expected to examine all instructions, forms, requirements, terms and conditions in the Bid document. Failure to furnish all information and documents required as per the Bid documents or submission of bid not substantially responsive to the Bid documents in every aspect will be at the Bidder's risk and result in rejection of the Bid.

18. Contents of the Bid Document:-

The bidders shall submit their bids in two covers, Cover-1 'Technical Bid' and Cover-II' Financial Bid' with necessary documents as follows.

18. Cover-I (Technical Document): -

Technical bid:- Submit all the copy as per Eligibility Criteria of the bidder.

***Note: Financial bid of the bidders who do not fulfil the above Technical bid requirements shall not be opened. The required document asked for in Cover-I should be submitted strictly as prescribed. Original documents of the bidders may be required for verification of the above claims.*

19. Cover-II (Financial Document):-

i) Bill of Quantity (BOQ).

How Rates to be Quoted:

After downloading the BOQ (Bill of Quantity), to quote the price in it, bidders are requested to open the BOQ and enable macros on it. After that they will get an area to quote their price and Name of the Bidding Organization or Bidder and save it without changing the Name of the BOQ. Once the bid submission date has been closed, bidders can't change the quoted rate on it. Bidders cannot alter the Name of the BOQ. To be filled and uploaded only in Cover-II (Financial Document). Do not send or upload this information in Cover-1/Technical Document.

Eligibility Criteria

1. The Bidders must have commercial light vehicles. (Self-attested copies of RC Books, Insurance Certificates, Fitness Certificates, Contract Carriage Permits and proofs of up-to-date Tax Payments of the vehicles to be submitted).
2. The bidders with newly purchased vehicles are also eligible provided the proof of the documents submitted to the Transport Department for commercial licence permit, have been submitted.
3. The Bidders must have an Average Annual Turnover of ₹ **7,00,000/- (Rupees Seven Lakh) only** in any three of the last five financial years i.e. 2019-20 to 2023-24, (Self-Attested copies of Audited Profit & Loss Accounts and Balance Sheets or Turnover Certificate duly certified by a Chartered Accountant as per Annexure-V to be submitted. Provisional Profit & Loss Accounts and Balance Sheets shall not be considered.)

4. The Bidders must have valid GST registration.

(Self-Attested copy of GST Registration Certificate to be submitted.)

The bidders shall also furnish the following documents in support of their eligibility-

- Self-attested copy of registration certificate of the firm.
- Self-attested copy of GST Return for the quarter ending March, 2024.
- Self-attested copy of PAN Card.
- Year of manufacture should not be earlier than 2022
- Rates must be quoted only as per format.

Terms & Conditions for Hiring of Vehicles

1. The commercial light vehicles on a monthly basis will be used by the Directorate for daily official work and carrying officials to Govt. Offices/ Departments and other offices at different places within Tripura.
2. The Bidder must ensure that the driver reports on time.
3. The contract will be initially for a period of 1 (one) year effective from the date of signing of the agreement. However, the contract may be extended subsequently, on mutual consent, and on same Terms & Conditions for a period of not more than 1 year at a time on review of performance, depending upon the requirements and administrative conveniences of the Directorate.
4. The rate quoted by the bidder shall remain fixed throughout the contract duration.
5. 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. November 7, 2020"* under "Hiring Rate of Vehicle" and any further Amendment.
6. The vehicles to be provided should not be less than the manufacture year of 2022.
7. The Bidders shall be responsible for the regular service maintenance, insurance and other liabilities in respect of the vehicles provided.
8. The toll gate charge, parking charge, if any, during the travel shall initially be borne by the Bidders and are to be paid by the driver at the point of charging. The charges incurred during each month will be reimbursed as per the actual amount paid on producing the original receipts along with the monthly bill.
9. The Bidders is required to provide clean vehicles with good quality clean seat covers, towels and Mobile Phone (for incoming calls) for the drivers for which no extra payment shall be made.
10. The drivers should be well-dressed, disciplined, well behaved and non-alcoholic.
11. No payment shall be made to the drivers for their fooding expenses, etc.
12. The drivers should have driving experience and should be well versed with the roads in Tripura.
13. Road Tax shall be borne by the Bidders.
14. Salary of the driver shall be borne by the Bidders.
15. The Bidders shall be responsible for proper maintenance, insurance and other liabilities in respect of the vehicles. The vehicles should be covered under comprehensive insurance. In case the hired vehicle is met with an accident

resulting in loss or damage to property or life with respect to vehicle, driver, passenger or any third party as per the liability under relevant sections of the Motor Vehicle Act, IPC and any other law in force, the hiring authority shall have no responsibility of whatsoever and will not entertain any claim in this regard under the said provision of the said Laws. The sole responsibility for any legal or financial implication would solely vest with the Bidders.

16. The hired vehicles, during the period of contract, shall have all necessary valid MV documents such as valid Registration Certificates, Insurance Certificates, Fitness Certificates, valid Contract Carriage Permits, Pollution under Control (PUC) clearances, proofs of up-to-date tax payments, D.L.s of the Drivers and all other relevant documents that should accompany the vehicles as per rules & regulations of applicable laws, available all the times.

Directorate of Elementary Education) Government of Tripura hiring the vehicles shall not be responsible for any damage/ loss caused to the hired vehicles or loss of life injury made to any person or damage to any property on account of use of hired vehicles in any manner whatsoever. The service provider shall be responsible for all such litigations.

17. The service provider shall obtain vehicle fitness certificates from the competent authority, vehicle registration, comprehensive insurance, payment of road tax, etc.

18. The Bidders is liable to provide vehicles during office hours and beyond office hours on any day including Saturdays, Sundays and other public holidays, as and when required by the authority.

19. The vehicles will be provided on a regular basis and will not be replaced without prior permission.

20. The vehicles provided for the use of the Directorate shall be used exclusively for the Directorate's duty.

21. The safe keeping of the vehicles beyond office hours is the responsibility of the Bidders.

22. In case of vehicles on a monthly basis, if any driver proceeds on leave, the Bidders shall obtain prior approval/ permission from the Directorate and the Bidders shall provide a suitable substitute driver/ vehicle.

23. In case of vehicles on a monthly basis, if for any reason, any driver is unable to attend the office on any date/time for which prior permission from the Directorate has not been obtained, it is the responsibility of the Bidders to provide a suitable substitute immediately. The payment in respect of the overlapping period of the substitute, if any, shall be borne by the Bidders. In case no substitute is provided in time, the authority shall have the right to hire a vehicle from the market and any additional expenditure incurred by the authority shall be borne by the Bidders.

24. In case the condition of any vehicle is found unsatisfactory, it shall be returned for immediate replacement. In case no replacement is provided in time,

the authority shall have the right to hire a vehicle from the open market and additional cost incurred by the authority shall be deducted from the monthly payment due to the Bidders.

25. The driver of the vehicle shall maintain a record of the mileage and time from the point of departure to arrival. For this purpose, the following norms have to be followed - The kilometres reading & time shall start from the office of the Directorate, Agartala/ residence of the officer concerned and end there also. The cost of kilometres from the office of the Bidders to the office of the Directorate, Agartala/ residence of the officer concerned (to & fro) shall be borne by the Bidders.

27. All documents of the vehicle should be kept with the driver during movement. "Govt. of Tripura" board has to be displayed in the vehicle. But, misuse of this board by the driver will be the onus of the owner of the Bidders.

28. Log book will be issued by the office and it is the responsibility of the owner of the Bidders to maintain the log book and get it signed by the officers on duty every day.

29. The Vehicle provided ***should be white in colour.***

30. All the vehicle registration numbers are to be provided by the bidder(s).

31. Qualified Bidder should have to deposit 5% of the total award of contract in favour of the DDO, Elementary Education, Govt. of Tripura from any Nationalized Bank guaranteed by the Reserve Bank of India having branch at Agartala as a Performance Bank Guarantee (PBG) within 7 (seven) days from the date of receiving the letter of intent in the form of fixed deposit.

The offer of awarding the aforesaid work would stand cancelled on failure of informing the acceptance of LoI in writing and also depositing the PBG, resulting forfeiture of the EMD.


Director
Elementary Education

Evaluation and Selection

- a) Evaluation shall be done separately for Monthly Basis.
- b) The quotations shall be evaluated in two stages i.e., technical evaluation and financial evaluation.
- c) The Financial Bids shall be opened of those bidders who will qualify in the technical evaluation.
- d) Financial Bids shall be opened online in the office of the Directorate.
- e) Date of Opening of Financial Bids shall be communicated to the technically qualified bidders through email.
- f) The evaluation & comparison of quoted prices shall be made as follows -

Monthly Vehicle

Maruti Suzuki Swift DZIRE

Rate per day [(Detention Charge per day quoted by the Bidder + (Rate per k.m. quoted by the Bidder x 80 kms.)]

The rates should include all Taxes & duties.

80 km is indicative, used for calculation only and practically, it may be less or more than that.

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. November 7, 2020" under "Hiring Rate of Vehicle" and any further Amendment.

Award of Contract

- a) Contract shall be awarded in favour of the selected bidder whose bid has been determined to be substantially responsive and who has offered the lowest evaluated price as mentioned above (Separately for Monthly Basis) **for a period of 1(one) year w.e.f 01-12-2024 to 30-11-2025.**
- b) Any effort by a bidder to influence the Directorate in its decision on bid evaluation or placement of work order may result in rejection of the bidder's offer.
- c) If the successful Bidder fails to execute the order, the EMD/ Performance Security of the Bidder will be forfeited and the Bidder will be debarred for 3 (three) years from the Directorate for participating in any tender relating to Hiring of Vehicles.

Performance Bank Guarantee (PBG)

Qualified Bidder should have to deposit 5% of the total award of contract in favour of the DDO, Elementary Education, Govt. of Tripura from any Nationalized Bank guaranteed by the Reserve Bank of India having branch at Agartala as a Performance Bank Guarantee (PBG) within 7 (seven) days from the date of receiving the letter of intent in the form of fixed deposit.

The offer of awarding the aforesaid work would stand cancelled on failure of informing the acceptance of LoI in writing and also depositing the PBG, resulting forfeiture of the EMD.

Payment

- a) Payment shall be made on a monthly basis.
- b) No payment shall be made in advance.
- c) Monthly Vehicle: The Bidders has to submit bills within the 1st week of the following month in respect of the previous month in triplicate along with the copies of the logbook.
- d) The Competent Authority shall be at liberty to withhold any of the payment in full or in part in case any discrepancy is noticed while examining the bills.
- e) Any statutory deduction like Income Tax/ Other Tax, as applicable, shall be deducted from the bills of the Bidders.

Termination:

The Directorate shall have the discretion to terminate the contract at any time by giving 15 days' notice whereupon the Bidders will immediately cease the services and submit a bill for the costs incurred to provide the contracted services up to the date of termination. The Bidders can also terminate the contract by giving 45 days' notice.

Arbitration:

The Directorate and the selected Bidders will make every effort to resolve amicably by direct negotiation, any disagreement or dispute arising between them under or in connection with the work assigned. In case of their failure to resolve, the matter will be referred to the *Director, Directorate of Elementary Education, Govt. of Tripura*, whose decision will be final and binding on both the parties. The arbitration proceedings, if any, shall be held in Agartala.

Legal Jurisdiction

All legal disputes are subject to the jurisdiction of Agartala courts only.