

GOVERNMENT OF TRIPURA
OFFICE OF THE CEO & PROJECT DIRECTOR
IGDC CREFLAT PROJECT, PMA
Hatipara, Gandhigram, West Tripura - 799012
E-Mail: igdcptripura@gmail.com

No: F.F/6.3.11/ADM/CREFLAT/2024/5963-966

Date: 27/03/2025

Sub: Request for Quotation of SCORPIO (Diesel) - White Colour

1. Undersigned invites quotation from interested person/agency/firm to submit quotation for the following:

Service (Hiring)	Quality	Minimum Specifications
Vehicle	1	Vehicle Type: SCORPIO (Diesel) - White Colour Date of manufacturing: on or after 2022

1. The closing date for submitting this offer shall be on 24/04/2025 at 4.00 P.M. in the office of the CEO & PD, IGDC CREFALT Project, PMA, Gandhigram, West Tripura -799012. The offers will be opened on the same day at 4.30P.M in presence of the bidders.
2. The Terms and conditions of tender is given in Annexure I
3. Payment shall be made in Cheque always upon submission of official bill to the CEO & PD, IGDC CREFLAT Project.
4. Place of Delivery of the hired vehicle will be PMA, IGDC CREFLAT Project, Gandhigram -799012
5. The hired vehicle should supplied within 07 Days from the date of issues of supply order.
6. Format of Quotation attached. Bidders may use their own format also.

Signed by Prabhu Selvaraj

Date: 26-03-2025 16:25:50


CEO & Project Director
IGDC CREFLAT Project
PMA, Gandhigram

Copy to:

1. PA to the CEO & PD IGDC CREFALT Project for kind information of the CEO & PD
2. The APO, IGDC CREFLAT Project for kind information
3. STO, CIM for kind information to upload in the website of IGDC CREFLAT Project
4. Notice Board, PMA, IGDC CREFLAT Project

CEO & Project Director
IGDC CREFLAT Project

The terms and conditions of the tender are mentioned below:

1. A bidder may submit quotations for vehicles in the prescribed format given at Annexure-II. The rates should be quoted in both figures as well as in words towards the following (a) Detention Charge per Day (b) Running charge per Km including taxes.
 2. Earnest money deposit (EMI). at the rate of Rs 5,000 (Five thousand) per vehicle, is to be submitted along with the sealed quotation in the form of deposit at all or Draft drawn in favour of "Natural Resource Management Society, Tripura" payable at Agartala from any Nationalized Bank/ Tripura State Cooperative bank. The said EMD may be converted to security money for successful bidder who would be offered the work. For others, the EMD would be refunded.
 3. The vehicle must be in good running condition. The vehicle should be manufactured preferably on or after 2022.
 4. The vehicle shall have 'Project' name/board fitted at conspicuous place.
 5. The vehicles would be required to visit Dhalai and North Tripura as per requirement.
 6. For submission of quotation through registered post, the envelope, containing the tender should be superscribed "tender for hiring of Vehicle".
 7. Supply order will be issued to successful bidder(s), hereinafter referred as Supplier for a period of 6(six) months. The Supply order may be further extended beyond 6 months subject to satisfactory service and mutual consent on the rates.
 8. The Supplier will be required to supply the vehicle within 07 days of receipt of work order, failing which the EMD will be liable to forfeiture.
 9. The supplier needs to adhere to various rules & laws in force including the requirement of valid commercial registration of the vehicle (s) supplied within 60 days of supply of vehicle.
 10. The rates quoted by the bidders shall be inclusive of all applicable taxes and essential provisions, Provisions of Driver, Fuel, Lubricant, air-conditioning, maintenance etc for the vehicles will be sole responsibility of the Supplier who will not make any separate claim towards any such provisions and vehicle related accessories.
 11. The vehicle shall always be maintained in a clean and hygienic condition, fit for use by senior officers. Basis accessories for each of the vehicles, will have to be provided in the vehicles by the Supplier, periodically.
 12. Kilometre reading meter must be fitted in the vehicles in tamper -proof condition, all the time.
 13. An experiences and well-behaved driver, having valid driving, license, shall be placed with each of the vehicles. The Driver shall provide mobile number to this office and will be available on call 24x7, to meet any exigencies of service.
 14. All expenditure on the driver including wages, uniform and other liveries, food/refreshment etc. shall be borne by the Supplier.
 15. Logbook will be maintained, in prescribed format, separately in respect of each vehicle, mentioning details of daily journey duly verified, and countersigned by the controlling officer.
 16. Normal working hours for the vehicles will be from 9AM to 6 PM. The Driver shall report to the concerned officer with minimum 20 litre of fuel in the tank of vehicle. However, one or more vehicle may occasionally be required to perform duties beyond the normal working hours within the State for which overtime allowance will be payable @ Rs 10 per hour.
 17. Any breakdown, accident, defect etc, in the supplied vehicle will have to be attended immediately and must be repaired by the Supplier at his own cost and risk. Alternative arrangement of vehicle shall have to be made in case & vehicle needs to be taken off -road for more than 2 hours for repair. In such cases, similar type/model of vehicle, in good running condition, must be provided by the Supplier, immediately to obviate any hampering of works during the period of non-availability of original vehicle.
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18. If the condition of vehicles/service of the vendor and/ or driver is found unsatisfactory, the Supplier shall take immediate steps to replace the same upon receipt of a written complaint from the PMA. If the Supplier fails to replace the said vehicle/ Driver within 3 (three days), the contract may be terminated giving one month's notice in writing.
19. Payment of hiring charges will be made on monthly basis against submission of bills in triplicate in prescribed format along with vehicle's journeys duly certified. No additional claim will be entertained, except detention charges per day, running charges per Km, overtime allowance and fixed night halt charge per night (in respect of outstation duty with night halt, if any).
20. All applicable all Govt. Statutory taxes shall be recovered by this office from the bills of the Supplier.
21. The rates offered in this tender shall remain valid for one (01) year from the date of submission for tender.
22. Evaluation of bids for deciding the successful bidder: The bids will be evaluated by an Evaluation Committee for each type of vehicle separately. The normalised bid value of each bidder will be calculated using the following formula: Normalised rate for each vehicle = (Detention Charge per day X 23) +(per Km charge X 1840). The eligible bidder, who offers the lowest normalised rate for any type of vehicle will be declared successful bidder for that particular type of vehicle.
23. In case of outstation journeys involving night halts, night -half charges would be payable as per rate fixed by the Government of Tripura or @ Rs 600 per night (for the period 6.00PM to 9 AM), if the former is not available.
24. The vehicle shall be hired on actual requirements basis from time to time. No charges will be payable for Sundays/ Holidays unless a vehicle is allotted duty in writing by the undersigned during such Sunday/Holiday. The hiring of different vehicles shall be guided by the relevant provisions of DFPRT, 2019.
25. The Supplier may be asked to supply more number (or less number) of vehicle of a particular type at the lowest quoted rate during the period of contract, if so required. If the lowest bidder is unable to supply the vehicles. The next lowest bidder (L2) may be asked to supply the vehicles if the offered rate is approved by the Purchase Committee.
26. Any bid, which does not reach this office within the stipulated date and time will not be entertained.
27. The undersigned reserved the right to accept or reject any tender including the lowest one without assigning any reason therefore.
28. All disputes would lie within the jurisdiction of the High Court of Tripura only.
29. Bidders may contact the DDO of this office (Tel no.0381-2397174) for any clarification.


CEO & Project Director
IGDC CREFLAT Project

S. PRABHU, IFS
CEO & PROJECT DIRECTOR
IGDC CREFLAT PROJECT

TENDER FORAMT
QUOTATION FOR HIRING VEHICLE BY THE
IGDC CREFALT PROJECT, PMA

1. Name and address of the bidder:
2. PAN No:
3. Contact No:
4. Details of EMD submit:
5. Quoted rate:

SL NO	Type of Vehicle	Detention Charge per day (in figures & words)	Running Charge per km (in figures & words)
1.	Scorpio (Diesel)-White Colour		

Declaration: I have gone through the terms and conditions stipulated in the tender notice and agree to provide the vehicles to the IGDC CREFLAT Project PMA, as per the rates mentioned under item No.5 above, abiding all the terms and conditions, I certify that I and my firm are not blacklisted by any government Authority for supply of vehicles.

Place

Date

Signature with seal

