

Directorate of Industries & Commerce  
Khejurbagan, Agartala, West Tripura.

Dated, Agartala, the 06<sup>th</sup> July, 2024

**SHORT TENDER NOTICE FOR HIRING VEHICLE UNDER PMFME SCHEME IN TRIPURA**

A sealed tender is invited for hiring of 1 (one) no. vehicle for official use of PMFME Section at Directorate of Industries & Commerce, Khejurbagan, Agartala, West Tripura from the reputed traders / institutions / organizations having previous experience in supplying Vehicle to Govt. Department / Govt. Autonomous Bodies / Undertaking organizations under PMFME scheme for official purpose. The details are as below:

Sl No.	Name of Work	No. of Vehicle Required	Remarks
1.	Hiring of 1 (one) no. Maruti Suzuki Wagon R CNG vehicle for office use	1(one)	To be used on monthly rental basis (maximum 25 days in a Month)

**Terms & Conditions**

1. The hiring charges of above mentioned vehicle will be guided by the Finance Department, Govt. of Tripura order.
2. Vehicle owner should submit valid commercial permit of the vehicle including GST registration, AMC registration etc.
3. Preference would be given to the vehicle owner who has previous experience to supply vehicle to any Govt. Department / Govt. Autonomous Bodies / Undertaking organizations/ PSUs.
4. The bidder must submit self attested valid Insurance, Pollution Certificate, if applicable, Registration Certificate, Tax Clearance & Driving Licence etc, along with the tender. Only the owner of the vehicle can participate in the tender and the vehicle should not be older than 01/01/2022.
5. The initial engagement of the vehicle will be for 1 year from the date of issuance of work order or discontinuation of the PMFME scheme, whichever is earliest. The further engagement will be extended based on the continuation of scheme with approval from the approving authority upon satisfactory performance.
6. EMD for Rs. 3000/- in the form DD drawn in favour of Director, Industries & Commerce shall be submitted during submission of Bid. EMD for successful bidder would be released post completion of engagement period, whereas for the unsuccessful bidder shall be released immediately after selection of the bidder.
7. The envelope containing the quotation should be properly sealed and subscribed in bold letter on the top as "**QUOTATION OF VEHICLE – Maruti Suzuki Wagon R under PMFME scheme**" be dropped in the tender box which is kept in the office premises from 05/07/2024 to 12/07/2024 up to 12:00 P.M.
8. Date of opening 12/07/2024 at 3:00 P.M in the office of the Directorate of Industries & Commerce, Khejurbagan, Agartala, West Tripura.



352842/2024/FOOD PROCESSING Under, the earlier registration of vehicle with Transport Department would be given more preference.

10. Interested bidders, their authorized representative may remain present during opening of the tender.
11. No tender will be received or accepted after the due date and time as mentioned above at any circumstances.
12. Tender should be dropped in the specific box provided in the office of the Directorate of Industries & Commerce.
13. The vehicle should be in absolutely good running conditions.
14. Generally, Vehicle should be utilized during the period from 09:00 AM hours to 7:00 PM hours in all working days. However, the vehicle may be utilized on holidays also or for outside Agartala Duty or in case of urgency, continuously without any time limit. The vehicle must be available at any time on any day as desired by the officer of PMFME section of Directorate of Industries & Commerce. The vehicle and the driver should not be changed unless requested by the PMFME section of Directorate of Industries & Commerce.
15. The vehicle will have to run in all weather and on all kinds in plain and hill areas.
16. The vehicle should be kept in the office Garage of Directorate of Industries & Commerce during off days/period also.
17. The running vehicle must be fitted with Kilometre reading metre in good condition.
18. The running maintenance and repairing of the vehicle should be done by the owner at his own cost and risk. PMFME section of Directorate of Industries & Commerce shall be liable to pay the hiring charges (Monthly detention charge and per KM charge as per the agreement only. Contract charges include monthly charges of driver, repair and maintenance of vehicle, insurance, CNG, oil, road tax, RTO charges, Municipal tax, work contract tax, license fee, registration charges, etc (except GST) and any other incidental expenses.
19. The quoted rate by the Vendor shall be valid for the entire engagement period.
20. If the vehicle remains off on the road for more than two hours the owner of the vehicle have to arrange another vehicle at his own cost and risk failing.
21. In case of failure of placement of the vehicle on any days by the owner, then PMFME Section of Directorate of Industries & Commerce may hire another vehicle for the days / period as the case may be. The cost involved in this case will be recovered from the owner of the concerned vehicle.
22. The vehicle shall be kept neat and clean and in perfect running condition with shining body and clean interior with good upholstery by the vendor.
23. The selected Vendor would ensure that the drivers employed have valid driving license. The driver of the vehicle provided must follow traffic rules and regulations prescribed by the Govt. from time to time.
24. The Selected Vendor should have an adequate number of telephones or contact numbers round the clock. The driver shall be neatly dressed, shall observe all the etiquette and protocol while performing the duty and, should must carry a mobile phone in working condition for which, no separate payment shall be made.
25. The Vehicle should be kept with sufficient stock of fuel. However, in case of any emergency, if any officer pays for refuel, the same should be reimbursed by the selected vendor on production of the bill.
26. In case vehicle provided is not found satisfactory, the same shall be returned for immediate replacement. In case no replacement is provided in time, PMFME section of Directorate of

- cost incurred by this office will be borne by the vendor.
27. As regards vehicle timings, the selected vendor shall not pass on the instructions directly to the driver concerned. All the instructions should be routed through the officer of the PMFME section of Directorate of Industries & Commerce.
  28. In case of failure of the vendor in providing/ making available of vehicle on account of any defect/ fault/ breakdown/ not reporting, liquidated damages/ compensations or alternative arrangement with prior permission shall be made, otherwise penalty shall be imposed and recovered from the contractor's bill without any notice as under.
  29. The billing will be done on monthly basis. Bills preferably should be typed and in triplicate, and should be submitted to this office in the 1st week of the following month.
  30. No extra payment will be made if the rate of CNG rises in between the engagement period.
  31. TDS and other Taxes shall be deducted as per statutory compliance.
  32. In case of any accident, all the claims arising out of it shall be met by the vendor.
  33. A daily record indicating time, total K.M run per day and signature of the officer travelled shall be maintained in a log book shall be submitted to the Officer In-charge, Food Processing Cell of Directorate of Industries & Commerce for regularly scrutiny.
  34. The Directorate, Industries & Commerce reserves the right to accept or reject any quotation without assigning any reason.
  35. The tender / quotation may be cancelled by Directorate, Industries & Commerce at any time at any stage without any reason.
  36. No correspondence shall be entertained with any applicants after opening of quotation, except with successful bidder.
  37. No appeal shall lay in any court of law in connection with this invitation of tender / quotation and matters related to. In case of any dispute of any kind and in any respect whatsoever, the decision of the Directorate of Industries & Commerce shall be final and binding on selected vendor.
  38. Organizations / Institutions not willing to abide by these terms of reference need not apply.
  39. **Rate will be compared as = Monthly charges + (Per km charge x 1000) + (Rate of per hour overtime beyond 11 hours/ day x 20 hours) + (Night stay charge x 5 days)**

Assumptions taken in calculation: 1000 KM per month

*Sd/-*  
(Vishwasree B, IAS)  
Director, Industries & Commerce



**(TECHNICAL BID)**

To be submitted in a separate sealed envelope subscribing "Technical Bid" Pre-qualification requirements for award of contract for "Hiring of Vehicles under PMFME scheme"

1	Name of the Organization/ Firms with full address with Pin code, Phone/ Mobile No	
2	Name of all the Proprietor / Partners / Directors	
3	PAN No of the Firm as allocated by the Income Tax Department	
4	List of Government Organizations where the Service Provider is currently providing services may also be indicated. (Please attach the job order/ service certificate from Govt. Office/ Public Sector)	
5	The bidder must submit self attested valid Insurance, Pollution Certificate, if applicable, Registration Certificate, Tax Clearance & Driving Licence etc, GST along with the tender.	
6	Name of the proposed Cars Details: Model No., Date of Registration, Name of the Owner.	
7	Total No.s of Cars/ Vehicles available with service provider together with make/ Model	
8	Vehicle to be provided by the contractor should have the comprehensive insurance to cover all risks as per the Motor Vehicle Act and relevant rules and regulations of the State Government and Central Government	
9	Any other information to be considered	

**UNDERTAKING**

1. I/ We undertake that I/ We have carefully studied all the terms and conditions of Tender as indicated in Terms and Condition and understood the parameters of the proposed work and shall abide by them.
2. I/ We hereby certify that none of my relative (s) is/ are employed in the office of the Directorate of Industries & Commerce.
3. I/ We further undertake that the information given in this tender are true and correct in all respect.

Signature of Authorized person with date:  
Name & full address with Telephone No:  
Office: Residence:  
Mobile No:  
Email:

PROFORMA FOR QUOTING RATES

To be submitted in a separate sealed envelope subscribing "FINANCIAL BID"

Sl No	Vehicle Type AC/Non AC	Number of Vehicle	Job Description (Total KMS)	Details of Quoted Vehicle	Quoted bid per month
		1	Hire for 24 days/ Month maximum 1000 KMS in a Month		i. Monthly charges ii. Per km charge iii. Overtime charge (per hour) Beyond 11 hours/day in Agartala v. Night stay charges outside Agartala

Signature of Authorized person with date: \_\_\_\_\_

Name & Full address: \_\_\_\_\_

Telephone/ Mobile No: Residence: Email: Seal \_\_\_\_\_