



**Tripura Renewable Energy Development Agency (TREDA),**  
**(A Constituent Organization of DSTE, Government of Tripura),**  
Vigyan Bhawan, Pandit Nehru Complex, Gorkhabasti, Agartala, Tripura,  
Ph-0381-2325900(Fax), 2326139,email-tredaagartala@gmail.com

No.F.5 (1)/TREDA/VEH/2017-18/816-19

Date. 02/07/2018

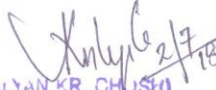
**TENDER FOR HIRING OF VEHICLE**

A Sealed Tender in Plain Paper is invited from the reputed traders/individual lawful owner having **Commercial permit or having private permit willing to convert into Commercial permit with valid registration for hiring of Maruti Omni (Van), Maruti Eeco, Maruti Ertiga/Tata Indica ECS** at Tripura Renewable Energy Development Agency (TREDA), Agartala, Deptt. Of science, Technology & Environment, Kumarghat & Udaipur as per the following breakup initially for 1(One) year which may be extended further, if required in details is given below :-

Sl no.	Category	Type of vehicle [Preferably white colour]	No of vehicle requirement
1.	To be used at Tripura Renewable Energy Development Agency (TREDA office), Agartala	Maruti Ertiga/TATA Indica ECS	1 (one)
		Maruti Eeco	3 (three)
		Maruti omni(Van)	1 (one)
2.	To be used at DSTE, Kumarghat	Maruti Eeco	1 (one)
3.	To be used at DSTE, Udaipur	Maruti Eeco	1 (one)

- The sealed Tender superscripted with **“Hiring of 1 (one) Maruti Omni (Van), 5 (five) Maruti Eeco, 1 (one) Maruti Ertiga/TATA Indica ECS, Reference Number of Tender Notice, due date of dropping etc”** *should be addressed to the Tendering Authority.*
- Earnest Money Deposit (EMD):** The Earnest Money Deposit (EMD) Rs. 7,000/- (Rupees seven thousand) only for each vehicle Maruti Omni(Van) – 1 no, Maruti Eeco – 5 nos., Maruti Ertiga/TATA Indica ECS – 1 no. shall have to be deposited by the owner of the vehicle in the shape of Demand Draft (Non-Refundable) from any Nationalized Bank/State Level Banks of Tripura in favour of the Director & CEO, TREDA, Agartala. The Earnest Money in form of cash or cheque will not be accepted.
- Release of Earnest Money (EMD):**
  - Earnest Money Deposit of the successful Bidder will be released on satisfactory performance of contract period. The EMD will be forfeited if the vehicle is withdrawn by the owner within contract period.
  - EMD of un-successful Bidder shall be returned immediately on finalization of the Tender. No interest will be paid on the earnest money.
- The last date of submission of Tender alongwith all relevant documents is on **23/07/2018 at 1530 hrs** and it will be opened, if possible, on the same day at **1600 hrs** in the presence of the bidder or their authorized representative (having valid authorization letter) who may like to be present. In case the day happens to be a holiday, the Tender will be received and opened on the next working day within the specified time.
- The Tender without EMD will automatically be rejected.

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(KALYAN KR. GHOSH)  
Director & CEO,  
TREDA.

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7. The undersigned reserves the right to accept/reject any or all the Tender Notice or part thereof without assigning any reason.
8. **Eligibility Criteria :-**
- 8.1. If any bidder offered for private vehicle & willing to convert commercial vehicle, in such cases, the bidder must have to produce supplementary official documents to the undersigned during submission of tender in respect of obtaining commercial permit from the Transport Department, Govt of Tripura.
- 8.2. After acceptance of the supplementary official documents in case of Private vehicle willing to convert into Commercial vehicle, the successful bidder must have to convert the vehicle to commercial mode within 3(three) months after placement of work order, failing which the deposited EMD would be forfeited and the vehicle will be discontinued.
- 8.3. **If, any bidder offered for only Private vehicle except the statement appeared at para 8.1 & 8.2 cited above, which will not be considered and the tender will be rejected.**
9. **Terms & Conditions:-**
- 9.1. The bidders may quote for one/more than one/ all the vehicles but they should clearly & separately quote rates for each vehicle for which these are offered.
- 9.2. The Maruti Omni(Van)/Maruti Eeco/ Maruti Ertiga or TATA Indica ECS should of white/standard colour and in good running conditions and not have been purchased before 2015.
- 9.3. Xerox copy of Registration Document/Smart Card, Tax token, Insurance, Pollution under Control Certificate of the vehicle along with PAN Card of the Owner, etc. are to be submitted along with the Tender.
- 9.4. Kilometre reading meter should have been fitted in the vehicle in good running condition.
- 9.5. A driver having valid driving license should be placed with the vehicle and all expenditures of the driver should be borne by the owner.
- 9.6. Basic accessories, fuel, lubricants, dusters and the proper maintenance of the vehicle should be the responsibility of the owner.
- 9.7. If the vehicle is having facility of running on both Petrol & CNG mode, the vehicle should run first on CNG mode upto a distance of 120 KM per day as per requirement of concerned official using the vehicle. If the vehicle is required to run beyond 120 KM on that day, it should be refuelled with CNG again if possible, otherwise the vehicle may be operated in Petrol mode with due intimation to the officer using the vehicle.
- 9.8. The vehicle should be normally used from 9:30 AM to 6:00 PM during working days, but in case of requirement, the vehicle may be used beyond normal duty hours even during holidays for which no extra payment except the normal detention & running charges will be given.
- 9.9. The vehicles would be used for journey to any place within the State of Tripura.
- 9.10. No additional claim except, the detention & running charges will be accepted for day to day journey, out station journey and halt (s).
- 9.11. Any breakdown, accident, defects etc. will have to be attended and to be repaired by the owner at his own cost and risk. Alternative arrangement of similar quality vehicle is to be made by the owner within one hour in case the vehicle becomes unfit for journey, failing which; similar category of vehicle will be hired by the officials whose payment will be realized from the bill of the owner.
- 9.12. Log book in prescribed format is to be maintained by the owner and day to day journeys etc. are to be entered with the signature of the controlling officer.
- 9.13. Bill in triplicate in favour of the Director & CEO, TREDa, Agartala along with the logbook is to be submitted to the undersigned for release of payment on monthly basis.

14. Taxes etc. as admissible will be deducted from the bill at sources. TDS certificate will be issued on submission of requisition.
15. If the condition of the vehicle and service of the driver are not found satisfactory, the vehicle will be discontinued at any time and EMD will be forfeited.
16. In normal case, the vehicle may be discontinued by giving 1 (one) month notice from the office of the undersigned.
17. The rate scheduled has been prescribed at clause no.10. The bidder may quote rate for Running Charge Per Km as CNG & Petrol separately (applicable for Maruti Eeco & Maruti Ertiga/TATA INDIGO ECS).
- 10. Rate Schedule :-** The rate should be quoted in the following schedule and this Tender document should be signed & stamped by the Bidder:-

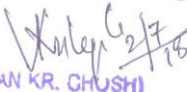
Name of the Owner & full address along with Contact details	Type of vehicle	Registration Number of vehicle	Detention Charge per day (in Rs.)	Running charge per Km (in Rs.)
Name:-	a) Maruti Eeco with Commercial Registration	a)	a)	a) i. In CNG mode:- ii. In Petrol Mode:-
Address :-	b) Maruti Eeco with Commercial Registration	b)	b)	b) i. In CNG mode:- ii. In Petrol Mode:-
Mobile No :-	c) Maruti Eeco with Commercial Registration	c)	c)	c) i. In CNG mode:- ii. In Petrol Mode:-
	d) Maruti Eeco with Commercial Registration	d)	d)	d) i. In CNG mode:- ii. In Petrol Mode:-
	e) Maruti Eeco with Commercial Registration	e)	e)	e) i. In CNG mode:- ii. In Petrol Mode:-
	f) Maruti Omni Van with commercial registration	f)	f)	f) In Petrol Mode:-
	g) <u>Maruti Ertiga/TATA INDIGO ECS</u> with commercial registration	g)	g)	g) i. In CNG mode:- ii. In Petrol Mode:-

  
(K.K. Ghosh)  
**Director & CEO**

**Copy to :**

1. Notice Board, TRED A, Vigyan Bhawan, Tripura, Agartala .
2. Notice Board, Department of Science Technology & Environment, Agartala.
- 3-4. Notice Board in the office of the Scientific Officer, DSTE, Kumarghat & Udaipur.

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(KALYAN KR. CHUSH)  
Director & CEO,  
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