



*Office of the Principal*  
**College of Veterinary Sciences and Animal Husbandry**  
**R.K. Nagar, Tripura West, Pin – 799 008**  
Email: [cvscrknagar@gmail.com](mailto:cvscrknagar@gmail.com)

F.No. F.No. 1-12/CVS/VEH/Hiring of vehicle/RKN/2023

Dated: 25.06.2024

*e - TENDER DOCUMENT*

Website: - <http://tripuratenders.gov.in/> [www.ardd.tripura.gov.in](http://www.ardd.tripura.gov.in) e-mail:- [ardd.tripura@gmail.com](mailto:ardd.tripura@gmail.com)

Name of work- **Hiring of 1(one) “Maruti Eeco” vehicle having commercial registration and manufacturing not before 2018 made along with driver for a period of 01 (one) year for official use in the College of Veterinary Science & A.H., R.K. Nagar, West Tripura (3<sup>rd</sup> Re-tender Call).**

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*25.06.2024*

**Principal**  
College of Veterinary Sciences &A.H.  
R.K.Nagar, West Tripura



*Office of the Principal*  
**College of Veterinary Sciences and Animal Husbandry**  
R.K. Nagar, Tripura West, Pin – 799 008  
Email: [cvscrknagar@gmail.com](mailto:cvscrknagar@gmail.com)

F.No. 1-12/CVS/VEH/Hiring of vehicle/RKN/2023

Dated: 25.06.2024

**NOTICE INVITING E-TENDER FOR Hiring of 1(one) “Maruti Eeco” vehicle having commercial registration and manufacturing not before 2018 made along with driver for a period of 01 (one) year for official use in the College of Veterinary Science & A.H., R.K. Nagar, West Tripura (3<sup>rd</sup> Re-tender Call).**

(Two Bid System)

**Cost of Tender Form Rs. 300/- (Non-Refundable)**  
**Bid EMD/Bid Security Rs.7400/- (Refundable)**

On behalf of the Governor of Tripura the undersigned hereby invites e-tender from the appropriate registered owner of the commercial vehicle “Maruti Eeco” having commercial registration and manufacturing not before 2018 made along with driver, fuel lubricant & maintenance etc for a period of 01 (one) year for official use in the College of Veterinary Science & A.H., R.K. Nagar, West Tripura (2<sup>nd</sup> Re-tender Call).

1.	ITEM	DRESCRIPTION
2.	Name of the work	Hiring of 1(one) “Maruti Eeco” vehicle having commercial registration and manufacturing not before 2018 made along with driver, fuel, lubricant & maintenance etc. for a period of 01 (one) year for official use in the College of Veterinary Science & A.H., R.K. Nagar, West Tripura (3 <sup>rd</sup> Re-tender Call).
3.	Address where the items are to be delivered	Office of the Principal, College of Veterinary Sciences & A.H., R.K.Nagar, West Tripura.
4.	Tender fee	Rs. 300/- (Rupees Three hundred) only.
5.	Total value of the work	Rs.3,69,840/-.
6.	EMD	Rs. 7400/- (Rupees seven thousand four hundred) only. (@ 2% of the estimated cost).
7.	Date & time of publishing	28.06.2024, 2 PM
	Date & time of downloading of Documents	up to 18.07.2024, 2 PM
8.	Bidding start Date and Time	28.06.2024, 2 PM
9.	Last date and time of e-Bidding	18.07.2024 at 3:00 pm
10.	Date and Time of opening of technical bid (tentative):	19.07.2024 at 11:00 am (If possible).
11.	Period of contract	1 (One ) Year
12.	Contact Person	Dr. Amit Kumar Nath, Assistant Professor, Deptt. of VCC, College of Veterinary Sciences & A.H., R.K.Nagar, West Tripura. Email: <a href="mailto:dramit34vet@gmail.com">dramit34vet@gmail.com</a> Ph.: 9089614697

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2. Tender documents can be seen on the State e-procurement Portal — [www.tripuratenders.qgov.in](http://www.tripuratenders.qgov.in) and the bid can be submitted after uploading the mandatory documents as specified in this Tender document on the same Portal. After submission of Tender, the Bidder can re-submit revised Bid any number of times but before closing time & date of Submission of Bid as specified in this Tender Document.

3. Tender must be uploaded in two-bid system: (a) Technical bid & (b) Financial bid.

4. Technical bid submitted by the Bidders will be opened on 19.07.2024 (if possible) as per time mentioned in the NleT. If the date of opening of tender happens to be a holiday or office work is affected due to any unforeseen reason, the date of opening will be on the very next working day.

5. For any technical support related to bidding, interested bidders may contact Dr. Amit Kr. Nath, O/C, Vehicle, College of Veterinary Science & A.H., R.K. Nagar, West Tripura.

6. The Department reserves the right to reject any submitted bid, which does not conform to the provisions of the NleT, partially or wholly.

**7. Clarification on Tender Document:-**

A prospective bidder requiring any clarification on tender documents may seek clarification online through the 'Clarification' option of e-procurement portal <http://tripuratenders.gov.in> which is available after login during the period from 28.06.2024 to 18.07.2024 (up to 3 PM). The Tender Inviting authority will respond to such request for clarification, through the same portal. Bidders may alternatively also forward their clarification to the e-mail ID: [cvscknagar@gmail.com](mailto:cvscknagar@gmail.com).

**8. Amendment/Corrigendum of BID / Tender Document:**

The College of Veterinary Sciences & A.H., R.K.Nagar reserves the right to modify the Tender Document by issuing suitable corrigendum(s), at any time and up to 02 (two) days before the last date and time of closing of bid. Any such corrigendum shall be part of this NIT document and shall be binding for compliance upon the tenderers. All corrigendum(s) shall be published in the tender portal at <http://www.tripuratenders.gov.in>. However, Animal Resources Development Department, Govt. of Tripura shall bear no responsibility or liability arising out of non-receipt of the same in time or otherwise. Bidders are requested to visit the site frequently to check whether there is any related Corrigendum(s) or not.

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*25.06.2024*

**Principal**

College of Veterinary Sciences & A.H.  
R.K.Nagar, West Tripura



## DETAILS NOTICE INVITING E-TENDER (DNIE-T).

e-Tenders "Hiring of 1(one) "Maruti Eeco" vehicle having commercial registration and manufacturing not before 2018 made along with driver, fuel lubricant & maintenance etc for a period of 01 (one) year for official use in the College of Veterinary Science & A.H., R.K. Nagar, West Tripura (3<sup>rd</sup> Re-tender Call) are hereby invited through website (<https://tripuratenders.gov.in>) by Director Animal Resources Dev. Department Government of Tripura from the experience carrying contractor.

### TERMS & CONDITIONS

1. Tender will be floated in two parts-1) Technical Bid & 2) Financial Bid. Accordingly, two folders will be created at Bidders login (<https://tripuratenders.gov.in>). Bidder should Digitally sign and upload Technical Documents to Technical Folder and Financial Documents to Financial Folder only.  
Note :- If the Financial Documents is uploaded in the Technical Folder or vice-versa, the Bids will be rejected. In addition, Technical Documents can also be saved in "My Account/My Document" Folder.
2. The bid document shall be available in the prescribed form through e-procurement portal <https://tripuratenders.gov.in>.
3. To participate in the bid, the bidder shall have a valid Class 2/Class 3 Digital Signature certificate (DSC), obtained from either of the certifying authorities, enlisted by Controller of Certifying Authorities (CCA) at <http://cca.gov.in>
4. The Bidder shall Enroll himself/herself in the e-procurement website <https://tripuratenders.gov.in> and obtain User ID and Password for bidding.
5. On publication of the bid, bidder shall download the DNIE-T and all the work items from website as mentioned in the DNIE-T and minutely go through the instructions/terms conditions/critical dates/eligibility criteria of the DNIE-T.
6. Downloaded DNIE-T document is to be uploaded back and digitally signed as a part of bid, and as a proof of acceptance of all terms conditions in the DNIE-T.
7. Earnest Money and Bid Fee are to be deposited online through website <https://tripuratenders.gov.in>, in favour of **the Principal, College of Veterinary Sciences & A.H., R.K.Nagar.**
8. The Bidders shall have to scan all the required documents mentioned in this DNIE-T except 'DNIE-T' & 'BOQ', into PDF format of 100 dpi resolution, for uploading as part of Bid.
9. Bill of Quantity (BOQ), which is the percentage Rate quoting sheet in MS-Excel shall be downloaded, filled up properly and uploaded with the bid after digital signing. The Bidder shall always open the BOQ sheet with Macro Enabled.
10. The dates stipulated in the bid notice are firm and under any circumstances, they will not be relaxed unless officially extended.
11. Tender shall not be accepted from any Bidder who has been blacklisted/banned/debarred either by Tendering Inviting Authority, Government of Tripura or by any other State/Central Government/PSU. A declaration by the Tenderer must be submitted in this regard.

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12. After acceptance of the rate successful carrying contractor shall be liable to carry the work for Hiring of 1(one) "Maruti Eeco" vehicle having commercial registration and manufacturing not before 2018 made along with driver, fuel lubricant & Maintenance etc. for a period of 01 (one) year for official use in the College of Veterinary Science & A.H., R.K. Nagar, West Tripura. In case refusal of the same order the Security Money shall be forfeited.

13. If any prospective Tenderer is a partner of any Firm, each one of the partners must sign Tender, schedule, specification and conditions. If any partner is absent, authorized person may sign the Tender on his behalf. The power of attorney must be attached with the Tender. If any partner is unable to sign, he/ she must affix his/ her thumb Impression duly attested by the Notary or Magistrate; seals would not be accepted as signature.

14. The successful bidder will have to submit bank document in prescribed format (Commercial Bank) as Security Money (SM) of 5% of the ordered value within 10 days from the date of issue of letter of Intent to the Bidder in the shape of Performance Bank Guarantee" with one year validity at the Office of the Order Issuing Authority i.e. the **Principal, College of Veterinary Sciences & A.H., R.K.Nagar.**

Bank Guarantee should be submitted in prescribed format with following details:

- (a) Name, Designation and code of the Bank official signing in the Bank Guarantee.
- (b) Address and other details including telephone No. of the controlling of that Bank Branch.
- (c) A confirmation letter from the Bank Branch regarding amount as Bank Guarantee is to be submitted by the bidder. Security Money Deposit (SMD) of the successful supplier will be released after completion of full & satisfactory period is over.

15. G.S.T & other Taxes may be deducted from the Bill as per Govt. rule as applicable. The copy of the GST Registration Certificate, up to date commercial registration, Vehicle Insurance, Pollution certificate of the vehicles, valid driving license of the driver are to be submitted.

16. The Vehicle is to be provided within 10 days from the date of the issuance of the Work Order.

17. Any enhancement of the rate within the validity period of contract will not be considered except for imposition of any levy or increase in existing levy by the Government. Any undue request may lead to cancellation of the Tender.

18. Payment of the successful Tenderer shall be made on bill basis. No advance payment will be entertained in any circumstances. Authority will take all possible steps to pay the Bills subject to availability and sanction of the fund. The Successful Bidders have to submit the Beneficiary Details for early settlement of Bills.

19. Accepted rate will be followed up to one year from the date of acceptance which may be extended for a further period, if considered to be required and approved by the authority.

20. No. Insurance charge is admissible and the successful Tenderer will be responsible for any damage and loss in transit on the way to destination.

21. In case of any legal dispute the jurisdiction will be the High Court of Tripura, Agartala Bench.

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22. The Principal, College of Veterinary Sciences & A.H., R.K.Nagar reserves the right to accept or reject any/all Tenders without assigning any reason thereof and may accept or reject part of the tender/Tenderers.
23. An Amount of Rs. 300/- (Rupees three hundred) only is to be paid through online as the cost of Tender Form.
24. The successful Tenderer(s) shall have to execute the agreement bond on Rs. 50.00 (Rupees Fifty) non-judicial stamp paper as per prescribed form enclosed and submit at the concerned Office i.e. at the Office of the **Principal, College of Veterinary Sciences & A.H., R.K.Nagar.**
25. The technical committee of College of Veterinary Sciences & A.H., R.K.Nagar will first evaluate the Technical Bids of the Bidders and the Technically qualified Bidders can only participate in the Financial Bids.
26. For Technical evaluation, College of Veterinary Sciences & A.H., R.K.Nagar will examine the eligibility of the Bidders as per the Technical Documents uploaded in the Tripura Tenders. Bids of the Bidders, not satisfying the eligibility criteria and any Technical deviation will be rejected.
27. For Financial evaluation, Financial Bids of the technically qualified Bidders shall be evaluated. The Bids, found lacking in strict compliance to the BOQ format shall be rejected straightway. All the Financial Bids shall then be ranked according to the Financial Bid in increasing order with the Bidder quoting the least amount ranked L1 who will be declared as successful Bidder and his Offer will be processed further.
28. Penalty will be imposed for withdrawing of Tender, Revision of rates (for both unit and figure) after dropping of Tender, violation of Terms & Condition, non execution of Agreement in time. The range of penalty includes forfeiture of Earnest Money/ Security Money.
29. **Rates quoted for Petrol vehicle only will be considered.**
30. **The quoted rates should not exceed the rate fixed by the Govt. of Tripura as per DFPRT, 2019 for Maruti Ecco Petrol vehicle.**
31. The maximum number of days of detention and maximum kilometer run per month will be as per the existing DFPRT rule of Govt. of Tripura.
32. If the quoted rates are found equal between two or more bidders, the bidder with the vehicle with latest date of manufacture will be preferred.
33. For the evaluation of bids, the existing Government of Tripura Rules will be followed.



## Instruction to Bidders

1. Bid documents consisting of qualification Information and eligibility criteria of bidders, plans, specifications, drawings, the schedule of quantities of the various classes of works to be done and the set of terms and conditions of the contract to be complied by the bidder can be seen in the website <https://tripuratenders.gov.in> at free of cost between 28.06.2024 to 18.07.2024.
2. Bid documents shall be uploaded in two bid system with all Pre-Qualification and other details. Bidder shall participate in bid online through website <https://tripuratenders.gov.in>, for which they shall register/enrol themselves in the same website.
3. To participate in bid, the bidder shall have a valid Class 2/Class 3 Digital Signature Certificate (DSC), obtained from the certifying authorities enlisted by Controller of Certifying Authorities (CCA) at <http://oca.gov.in>
4. Bid will be opened online through website <https://tripuratenders.gov.in> in the Directorate of Animal Resources Development Department, P.N. Complex, Agartala. If the Office happen to be closed on the date of opening of the bids as specified, the bids will be opened on the next working day at the same time and venue,
5. Each Bidder shall submit only one bid for the work. A bidder who submits more than one bid will cause disqualification of all the bids submitted by the Bidder.
6. Rate Quotation: BOQ, should be downloaded from the e-procurement application <https://tripuratenders.gov.in> and the same BOQ should be filled up properly and uploaded as a part of bid with digital signing. Bidder shall quote the Rate for all items mandatorily only in the Bill of Quantity (BOQ) which is in MS-Excel (macro enabled) and Name of the bidder/company/firm must be written in the appropriate field of Bill of Quantity (BOQ) by bidder.
7. On publication of the bid, bidder shall download the DNIT and all the work items from website as mentioned in the DNIT and minutely go through the instructions/terms conditions/critical dates/eligibility criteria of the DNIT. Downloaded DNIT document is to be uploaded back and digitally signed as a part of bid, and as a proof of acceptance of all terms conditions in the DNIT.
8. The Bidders shall have to scan all the required documents mentioned in this DNIT into PDF format of 100 dpi resolution, for uploading as part of Bid.
9. Bill of Quantity (BOQ), which is in MS-Excel shall be downloaded, filled up properly and uploaded with the bid after digital signing. The Bidder shall always open the BOQ sheet with Macro Enabled.
10. The dates stipulated in the bid notice are firm and under any circumstances, they will not be relaxed unless officially extended.
11. Bidders are allowed to bid 24x7 until the time of Bid closing, with option for Re-Submission, wherein only their latest submitted Bid would be considered for evaluation. The e-Procurement website will not allow any Bidder to attempt bidding, after the scheduled date and time.
12. Even though the bidders meet the above qualifying criteria, they are liable to be disqualified/debarred/suspended / blacklisted if they have.

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- a) Furnished false, fabricated particulars in the forms, statements and / Annexures submitted in proof of the qualification requirements and/or
- b) Not turned up for entering into agreement, when called upon.
- c) Even while execution of the work, if found that the work was awarded to the Bidder based on false/ fake certificates of experience, the Bidder will be blacklisted and necessary action will be taken as per rules.
- d) Any definite attempt of profiteering by any bidder will render himself liable to be debarred permanently from bidding or for such period as the bid accepting authority may decide. The bidder overall rate should be based on the controlled prices for the materials, if any, fixed by the Government or the reasonable prices permissible for the bidder to charge a private purchaser under the provisions of clause-6 of the hoarding and profiteering prevention ordinance of 1943 as amended from time to time and on similar principle in regard to labour supervision on the construction,

### 13. Performance

If an individual makes the bid, it shall be digitally signed by him/her and the undertaking shall also be signed with his/her full name and his/her address. If a firm makes the bid, a member of the firm shall digitally sign it and the undertaking shall be signed with the co-partnership name by the same member of the firm, who shall also sign his/her own name, and the name and address of each member of the firm shall be given. If the bid is made by a corporation, it shall be digitally signed by a duly authorized officer and the undertaking shall also be signed by the same duly authorized officer who shall produce with his/her bid satisfactory evidence of his/her authorization. Such corporation submitting bids may be required to furnish evidence of its corporate existence, before the contract is executed.

### 14. Process to be Confidential.

Information relating to the examination, clarification, evaluation and comparison of Bids and recommendations for the award of a contract shall not be disclosed to the Bidders or any other persons not officially concerned with such process until the award to the successful Bidder has been announced by the bid accepting authority. Any effort by a Bidder to influence the processing of Bids or award decisions may result in the rejection of his Bid.

No Bidder shall contact the Principal, College of Veterinary Sciences & A.H., R.K.Nagar or any authority concerned with finalization of bids on any matter relating to its Bid from the time of the Bid opening to the time the Contract is awarded. If the Bidder wishes to bring additional Information to the Notice of the Principal, College of Veterinary Sciences & A.H., R.K.Nagar, it should do so in writing.

Before recommending / accepting the bid, the bid recommending / accepting authority shall verify the correctness of certificates submitted to meet the eligibility criteria and specifically experience. The authenticated agreements of previous works executed by the lowest bidder may be called for.

### 15. Bidder's Risks:

All risks of loss of or damage to physical property and of personnel injury and death, which arise during and in consequence of the performance of the contract are the responsibility of the Bidder.

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## BID OPENING AND EVALUATION

### 16. Bid Opening

The bids will be opened online by the Bid openers on behalf of the Principal, College of Veterinary Sciences & A.H., R.K.Nagar at the time, date and venue as specified in the bid documents. Bids shall be scrutinized in accordance with the conditions stipulated in the Bid document. In case of any discrepancy of non-adherence Conditions, the Bid accepting authority shall communicate the same which will be binding both on the bid Opening authority and the Bidder. In case of any ambiguity, the decision taken by the Bid Accepting Authority on bids shall be final.

### 17. Bid Evaluation and Comparison of Bids.

All the statement, documents, certificates, BOQ (Bill of Quantity) etc., shall be submitted/uploaded by the bidder will be verified, for evaluation of bids. The clarifications, particulars, if any, required from the bidders, will be obtained by addressing the bidders. Bids will be evaluated against the specified parameters / criteria same as in the case of conventional bids and the qualified bidders will be identified. The result of bids evaluation can be seen in the e-procurement application <https://tripuratenders.gov.in> by all the bidders who participated in the Bid.

'BOQ Comparative Chart' generated & displayed by system through the e-procurement portal, after the opening of Bid, will show the amount calculated based on percentage rate quoted by the bidders. The bidder shown as lowest (L1) in the bid rank of the 'BOQ Summary Details', may not be the lowest always. The prescribed authority (i.e.. Bid Opening Committee) in the Department will prepare a 'Comparative Statement' considering all parameters as pre conditions given in the bid document. This 'Comparative Statement, declaring lowest bidder (L1), will be displayed in the e-procurement portal subsequently.

Details of 'Bid Evaluation Committee' shall be uploaded in the e-procurement portal <https://tripuratenders.gov.in> and all the bidders can access the same. Tender Inviting Authority may cancel the Tender at any stage without any prior notice.

### Discrepancy in Bid rate quoted

Bids shall be scrutinized in accordance with the conditions stipulated in the Bid document. Bidder shall quote rate in figures only. BOQ (In MS-Excel format) shall be open with Macro Enabled for automatic conversion from figures to words. In case of any ambiguity, the decision taken by the Bid Accepting Authority on Bidders shall be final

### 18. Process to be confidential.

Information relating to the examination, clarification, evaluation and comparison of Bids and recommendations for the award of a contract shall not be disclosed to the Bidders or any other persons not officially concerned with such process until the award to the successful Bidder has been announced by the bid accepting authority. Any effort by a Bidder to influence the processing of Bids or award decisions may result in the rejection of his Bid.

Before recommending/accepting the bid, the bid recommending/accepting Authority shall verify the correctness of certificates submitted to meet the eligibility criteria and specifically experience. The authenticated agreements of previous works executed by the lowest bidder may be called for.

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## AWARD OF CONTRACT

### 19. Award Criteria

The Principal, College of Veterinary Sciences & A.H., R.K.Nagar will award or recommend to the Competent bid accepting authority for award of the contract to the Bidder who is found Technically Qualified as per the Bid condition: and whose Offered Rate is lowest.

The bid accepting authority reserves the right to accept or reject any Bid or all bids and to cancel the Bidding process, at any time prior to the award of Contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the reasons for such action.

### 20. Notification of Award and Signing of Agreement.

The Bidder whose Bid has been accepted will be notified the award of contract by any authorized official, prior to expiration of the Bid validity period by publishing the Award of Contract in the Tripura Tenders portal and also may send the same through registered letter.

The bidder should appear before the Tender inviting authority within 10 days after the bidder has been awarded. The written Agreement to be entered into between the Bidder and the Government shall be the foundation of the rights and obligations of both the parties and the contract shall not be deemed to be complete until the agreement has first been signed by the Bidder and then by the proper officer authorized to enter into contract on behalf of the Government.

The successful bidder has to sign an agreement within a period of 10 days from the date of receipt of communication of acceptance/ award of his bid.

### 21. Corrupt or Fraudulent Practices

The Government requires that the bidders / suppliers / Bidders under Government financed contracts, observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, the Government

- (a) Define for the purposes of the provision, the terms set forth below as follows:
  - (i) "Corrupt practices" means the offering, giving, receiving or soliciting of anything of value to influence the action of a Government official in procurement process or in contract execution: and
  - (ii) "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Government and includes collusive practice among Bidders (prior to or after Bid submission) designed to establish in Bid prices at artificial non-competitive levels and to deprive the Government of the benefits of free and open competition.
- (b) Will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.
- (c) Will blacklist / or debar a firm, either indefinitely or for a stated period of time, if at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing a Government Contract. Furthermore, Bidders shall be aware of the provisions stated in the General Conditions of Contract.

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**SCHEDULE SHOWING (APPROXIMATELY) MATERIALS TO BE SUPPLIED BY BIDDER AND THE RATES AT WHICH THEY ARE TO BE CHARGED FOR, ARE AS BELOW :**

Sl. No.	Particulars	Quantity (Approximate)	Rate at which the materials will be charged for			Place of delivery
			Unit	Rs.	P.	
	1) Hiring of 1(one) No. "Maruti Eeco" vehicle having commercial registration and manufacturing not before 2018 made along with driver, fuel lubricant & Maintenance etc. during whole period of contract.					
	2) Rate are inclusive of all Taxes.					
	3) Fuel, Lubricant, maintenance of vehicle & wages of driver should be maintained by the owner.					
	4) In case of failure to provide vehicle in any disturbance then substitute arrangement should be made by the owner at his own risk & cost.					
	5) Bill in triplicate shall be submitted to the office of the Principal, College of Veterinary Sciences & A.H., R.K.Nagar.					
	6) Necessary GST will be deducted as per Norms of the Department.					
	7) Payment shall be made on availability of fund.					
	8) No claim will be entertained beyond the work except parking and toll charges.					
	9) The tender for the vehicle will be considered to the place where it is quoted. But however the change of place will be considered if the contractor is willing to provide the vehicle to other places under same terms and conditions.					
	10) Normal duty hour (from 9:30 am to 6:00 pm) per day, but the vehicles may be used beyond the period or even holidays.					
	11) Reporting time /place as per Direction of the controlling officer, driver may be called by telephone/mobile as per requirement.					
	12) The tender for the vehicle will be considered provided the Vehicle should be available at any time in emergency situation like flood, heavy rainfall etc.					

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**QUALIFICATION INFORMATION**

**Annexure – I**

**CHECRLIST TO ACOMPANY THE BID**

<b>Sl. No.</b>	<b>Description</b>	<b>Submitted</b>
1.	Copies of documents relating to the commercial Registration of the Vehicle	Yes / No
2.	Valid insurance certificate	Yes / No
3.	Valid Road Tax and Pollution Certificate	Yes / No
4.	Valid Permit Certificate	Yes / No
5.	Valid driving license of the driver	Yes / No
6.	Declaration of the Bidder as per <b>Annexure-II</b>	Yes / No
7.	Undertaking as per <b>Annexure-III</b>	Yes / No
8.	Format of Duty slip/as per Departmental Log Book as per <b>Annexure IV</b>	Yes / No
9.	Earnest money deposit submitted	Yes / No
10.	Schedule-A as per <b>Annexure-V</b>	Yes / No
11.	Corrigendum, if any	Yes / No

**Signature of the Bidder**



**DECLARATION**

I/ We \_\_\_\_\_  
have gone through carefully all the Bid conditions and solemnly declare that |/ we will abide by any penal action such as disqualification or black listing or termination of contract or any other action deemed fit, taken by, the Department against us, if it is found that the statements, documents, certificates produced by us are false / fabricated.

I / we hereby declare that, I / We have not been blacklisted / debarred /Suspended / demoted in any department in Tripura or in any State of India due to any reasons.

**Signature of the Bidder**



Undertaking

Date \_\_\_\_\_

To,

The Principal  
College of Veterinary Sciences & A.H.,  
R.K.Nagar, West Tripura

Madam/ Sir,

I/We do hereby bid and if this bid be accepted, undertake to execute the following work

**Viz, proposed “Hiring of 1(one) “Maruti Eeco” vehicle having commercial registration and manufacturing not before 2018 made along with driver, fuel, lubricant & maintenance etc. for a period of 01 (one) year for official use in the College of Veterinary Science & A.H., R.K. Nagar, West Tripura” (3<sup>rd</sup> Re-tender Call).**

As described in the specifications deposited in the office of The Principal, College of Veterinary Sciences & A.H., R.K.Nagar, West Tripura with such variations by way of alterations or additions to, and omissions from the said works and method of payment as provided for in the “conditions of the contract” for the sum of Rupees \_\_\_\_\_ or such other sum as maybe arrived under the clause of the standard preliminary specifications relating to “Payment on lump-sum basis or by final measurement at unit rates”.

I/WE have also quoted rate on E.C.V., in Bill of Quantities (BOQ) ,for which I/We agree to execute the work when the lump sum payment under the terms of the agreement is varied by payment on measurement quantities.

I/WE have not tampered with the provided Bill of Quantity (BOQ) and I/WE have uploaded the same downloaded BOQ after filling in the necessary fields.

I/WE hereby distinctly and expressly, declare and acknowledge that, before the submission of my/our bid I/ We have carefully followed the instructions in the bid Notice and the preliminary specifications and that I/We have made such examination of the contract documents and the plans, specifications and quantities and of the location where the said work is to be done, and such investigation of the work required to be done, and in regard to the material required to be furnished as to enable me/us to thoroughly understand the intention of same and the requirements, covenants, agreements, stipulations and restrictions contained in the contract, and in the said plans and specifications and distinctly agree that I/We will Not hereafter make any claim or demand upon the Government based upon or arising out of any alleged misunderstanding or misconception /or mistake on my/or our part of the said requirement, covenants, agreements, stipulations, restrictions and conditions.

I/WE have paid Bid fee & Earnest Money electronically over the Online Payment facility provided in the portal and this Earnest money will not to bear any interest.



### **UNDERTAKING OF THE BIDDER**

- 1) I/WE have Not been black listed in any department in Tripura due to any reasons.
- 2) I/WE have Not been demoted to the next lower category for Not filing the bids after buying the bid schedules in a whole year and my/our registration has Not been cancelled for a similar default in two consecutive years.
- 3) I/WE agree to disqualify me/us for any wrong declaration in respect of the above and to summarily reject my/our bid.

**Address of the Bidder :**

**Phone No.:**

**Note:** If an individual makes the bid, it shall be digitally signed by him/her and the undertaking shall also be signed with his/her full name and his/her address. If a firm makes the bid, a member of the firm shall digitally sign it and the undertaking shall be signed with the co-partnership name by the same member of the firm, who shall also sign his/her own name, and the name and address of each member of the firm shall be given. If the bid is made by a corporation, it shall be digitally signed by a duly authorized officer and the undertaking shall also be signed by the same duly authorized officer who shall produce with his/her bid satisfactory evidence of his/her authorization. Such corporation submitting bids may be required to furnish evidence of its corporate existence, before the contract is executed.

**SIGNATURE OF THE BIDDER**



**FORMAT OF DULY SLIP/AS PER DEPARTMENTAL LOG BOOK**

(Print Name of the Company & Address)

Sl. No. \_\_\_\_\_

Date:-. \_\_\_\_\_

1. Regn. No. of the vehicle \_\_\_\_\_
2. Model & Year \_\_\_\_\_ ; Petrol/ Diesel/ CNG \_\_\_\_\_
3. Name. Designation & address of User  
\_\_\_\_\_  
\_\_\_\_\_
4. Time  
From \_\_\_\_\_ To \_\_\_\_\_
5. Milometre/Kilometer Reading  
Starting \_\_\_\_\_ Finishing \_\_\_\_\_
6. Miles /Kilometers Covered \_\_\_\_\_
7. Period of Detention \_\_\_\_\_
8. Place Visited \_\_\_\_\_
9. Purpose of journey in official full details \_\_\_\_\_
10. Extra Detention hours (Beyond duty Hrs) \_\_\_\_\_
11. Charges for Parking/ Toll Tax etc. \_\_\_\_\_

**Driver's Name and Signature**

**Signature of User**



**BILL OF QUANTITIES**

**Annexure V**

**SCHEDULE - A**

**SCHEDULE OF REQUIREMENTS AND HIRE CHARGES**

Name of work: **Hiring of 1(one) “Maruti Eeco” vehicle having commercial registration and manufacturing not before 2018 made along with driver, fuel, lubricant & maintenance etc. for a period of 01 (one) year for official use in the College of Veterinary Science & A.H., R.K. Nagar, West Tripura (3<sup>rd</sup> Re-tender Call).**

**Vehicle Details:**

1. Registration Number of the vehicle:
2. Name of owner as per Registration:
3. Manufacturing year and Model :
4. Engine No.:
5. Chassis No.:
6. Insurance Certificate No. and valid upto:
7. Permit No. and valid upto:

1. I/WE offer to execute the work(s) described above and remedy any defects therein with conditions of the contract, specifications, drawings, Bill of quantities and Addenda for
2. Bidder shall item quote rate at par in figures only in the Bill of Quantity (BOQ) which is in MS-Excel (macro enabled) and should be downloaded from the e-procurement application <https://tripuratenders.gov.in> and the same BOQ should be filled up properly and uploaded as a part of bid with digital signing.
3. I/WE undertake to commence the work(s) on receiving the notice to proceed with work in accordance with the contract documents.
4. This bid and your written acceptance of it shall constitute a binding contract between us. I understand that you are not bound to accept the lowest or any bid you receive.

I/WE hereby confirm that this bid complies with the bid validity and earnest money required by the bidding documents and specified in NIT.

**Place.** **Signature of Tenderer (in full)** \_\_\_\_\_  
**Date :** **Name of the Tenderer** \_\_\_\_\_  
**Mobile No:**

## Item Rate BoQ

Tender Inviting Authority: The Principal, College of Veterinary Sciences & A.H., R.K.Nagar, West Tripura

Name of work: **Hiring of 1(one) "Maruti Eeco" vehicle having commercial registration and manufacturing not before 2018 made along with driver, fuel, lubricant & maintenance etc. for a period of 01 (one) year for official use in the College of Veterinary Science & A.H., R.K. Nagar, West Tripura (3<sup>rd</sup> Re-tender Call).**

File No. F.No. 1-12/CVS/VEH/Hiring of vehicle/RKN/2023

'Name of the Bidder/ Bidding Firm / Company :

## PRICE SCHEDULE

Sl. No.	Item description	Quantity	Units	Rate	Amount	Amount in words
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>	<i>7</i>
<i>1</i>	Hiring of 1(one) "Maruti Eeco" vehicle having commercial registration and manufacturing not before 2018 made along with driver, fuel, lubricant & maintenance etc.					
<i>1.1.</i>	Detention Charge per month	23	Days			
<i>1.2.</i>	K.M. run per month	1840	K.M.			
<b>Total in figures</b>						