



**TRIPURA UNIVERSITY**

(A Central University)  
Suryamaninagar  
Tripura West – 799022

**F. TU/REG/Vehicle/02/2017(Vol-VII)**

**Dated: 04-03-2024**

**NOTICE INVITING e- TENDER**

Tripura University invites Notice Inviting e-Tender from the reputed Firms/Agencies having experience (Minimum 3 years) in government office & Educational institute for supply of different types of vehicles on hire basis. The Details can be seen at Tripura University website: [www.tripurauniv.ac.in](http://www.tripurauniv.ac.in). However, for submission of documents please visit <https://eprocure.gov.in/eprocure/app>

**Sd/-**  
**[Dr. N. Reang]**  
**Finance Officer(i/c)**

**Signature Not Verified**

Digitally signed by NIRMAL REANG  
Date: 2024.03.04 13:58:54 IST  
Location: eProcure-EPROC

# TRIPURA UNIVERSITY

## (A CENTRAL UNIVERSITY)

e- Tender No:- F. TU/REG/Vehicle/02/2017(Vol-VII)



### **E-TENDER Document for:**

**Name of the work:-** For supplying of different types of vehicle on hiring basis

**TRIPURA UNIVERSITY**  
**(A Central University)**  
 Suryamaninagar – 799022

**F. TU/REG/Vehicle/02/2017(Vol-VII)**

**Dated 04-03-2024**

**Name of Work:** For supplying of different types of vehicles on hiring basis

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**Certified that Notice Inviting e-Tender contains 13 (Thirteen) pages numbered from 1 to 13**

**(Dr. N. Reang)**  
**Finance Officer(I/c)**

## **SECTION- I**

### **NOTICE INVITING TENDERS**

#### **LIST OF DATES**

# TRIPURA UNIVERSITY

**(A Central University)**

Suryamaninagar – 799022

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## **NOTICE INVITING E-TENDER**

1. Tripura University invites Notice Inviting e-Tender from the reputed Firms/Agencies having experience (Minimum 3 years) in government office & Educational institute for supply of different types of vehicles on hire basis. The details can be seen at Tripura University University's Website: [www.tripurauniv.ac.in](http://www.tripurauniv.ac.in). However, for submission of bid, please visit: <https://eprocure.gov.in/eprocure/app>.

### **2. Processing Fee**

An online fee of Rs 3,000/- (non-refundable) **in the form of Demand Draft in favour of Finance Officer, Tripura University on State Bank of India payable at Tripura University Campus Branch. Photocopy of the same is to be uploaded along with the tender documents and original DD may be deposited to Tripura University through post or by hand in the office of the Finance Officer on or before of submission of Technical Bid.**

### **3. Earnest Money Deposit (EMD)**

A demand draft for Rs. 60,000.00 (Rupees Sixty Thousand Only) **in the form of Demand Draft in favour of Finance Officer, Tripura University on State Bank of India payable at Tripura University Campus Branch. Photocopy of the same is to be uploaded along with the tender documents and original DD may be deposited to Tripura University through post or by hand in the office of the Finance Officer on or before of submission of Technical Bid.**

4. The tenderers fulfilling the required criteria as mentioned may download the tender document from the website <https://eprocure.gov.in/eprocure/app> and submit online as per the schedule given below. However, the tender documents can also be viewed in the website of the University [www.tripurauniv.ac.in](http://www.tripurauniv.ac.in)

Date and time of tender publication in the websites.	04-03-2024 at 3.00 PM
Date and time for closing of submission.	18-03-2024 at 1.00 PM
Date and time for opening of technical bid document.	19-03-2024 at 1.30 PM
Date and time for opening of financial bid.	20-03-2024 at 12.00 Noon

## **SECTION- II**

### **Scope of the Work**

**Scope of the Work**

- a) To ensure providing duly licensed and experienced drivers and good vehicles to ensure continued and un-interrupted vehicle services.
- b) To ensure that all drivers provided by the firm are trained on driving, safety, behaviour and hygiene aspects.
- c) To maintain the vehicles on contract in good operational conditions in accordance with good industrial practices and operation and to ensure that safety and security of staff on the hired vehicles is maintained at all times.
- d) To be ready to bear the cost of fuel, vehicles maintenance including breakdowns, man power, washing service and other required service etc. during the time or period of hiring of the particular vehicles.
- e) To be ready to provide vehicles of any type at any point of time as and when required by the University Authority.

## **SECTION- III**

### **General Terms & Conditions**



## **GENERAL TERMS & CONDITIONS**

1. Tripura University reserves the right to terminate the contract without assigning any reason by giving a notice of 30 days to the firm/agency.
2. Vehicles provided by the firm/Agency should bear commercial registration Numbers and should have comprehensive insurance and drivers so provided with the vehicles must have commercial LMV Driving License.
3. The vehicles should conform to the Pollution norms prescribed, if any, by the transport Department of government of Tripura.
4. The vehicle and Driver shall remain available all the time as per Duty roster and shall not leave place of duty without prior permission.
5. The firm/agency shall be responsible for total maintenance of the vehicles provided by him. All vehicles so provided should be in good running condition.
6. In case of breakdown of any vehicle, the firm/agency shall replace the breakdown vehicle within one hour failing which the University Authority has the right to hire vehicle from any other sources at the expense of the firm/agency.
7. The firm/agency will maintain separate log books for each vehicle which will also be verified/ countersigned by the concerned officer.
8. The bills in triplicate should be made date-wise by the firm/agency and should be submitted to the Vehicle Section, Tripura on monthly basis.
9. Tripura University will deduct Income Tax at source as per rule at the time of payment of bill.
10. No separate rate will be allowed irrespective of any kind of fuel used to run vehicles.
11. Normal Duty hours from 9.00 AM to 08.00 PM every day. No overtime charge will be allowed during normal duty hours.
12. University reserves the right to cancel/terminate the contract/service at any point of time without arranging any reason.
13. The bidder has to submit a declaration on the Company's letter head that no amendments have been made in the Notice Inviting e-Tender document downloaded from Tripura University website at the time of submission of the EOI document.
14. **Forfeiture of EMD:** The Earnest Money is liable to be forfeited in the event of (a) withdrawal of offer during the validity period of the offer, (b) non-acceptance of orders when placed, or (c) Non confirmation of acceptance of orders within the stipulated time after placement of offer, (d) Any unilateral revision made by the bidder during the validity period of the offer.
15. **Rate:** The bidder should quote the rate in Indian Currency i.e. INR and to be quoted in prescribed format in Annexure –II. Bidders are required to quote their rate inclusive of GST, Fuel Charge, Night Halt Charge, over time charge beyond normal duty hours. Rate quoted in any other format other than mentioned in Annexure-II shall not be considered for evaluation.
16. **Rate quoted in any other format other than format enclosed in Annexure-II will not be considered for evaluation and same will be summarily rejected.**
17. **Validity of Rate:** The contract period will be initially for one year likely to be extended based on satisfactory service. **The contract period will be started from 1<sup>st</sup> April, 2024.**

18. The contract shall be governed by the Laws and Procedures established by the Government of India and subject to exclusive jurisdiction of competent Court and Forum in Agartala only.
19. Bidders will be short listed after evaluation of Technical Bid (***Annexure-I***). i.e. technically incompetent bidder shall not be considered for selection.
20. Payment will be made strictly through RTGS/NEFT/Bank Transfer.
21. Non-fulfilment of any of the information in technical bid, (in ***Annexure-I***) therefore, technically incompetent bidder's Price Bid shall not be considered for further course of evaluation.
22. **Part rate/bid shall not be entertained. Bidders should be quoted rate for all types of vehicles which was mentioned in the Price bid/BoQ.**
23. **Note:** Tripura University reserves the right to reject any/all the quotations without assigning any reason thereof for the interest of the University and lowest rate may not be the only criteria for selection of the bid.

## **SECTION - IV**

### **INSTRUCTIONS TO BIDDERS**

**Tripura University (A Central University)**, Suryamaninagar, Agartala, Tripura invites E-tenders for: **“Subject: - For supplying of different types of vehicles on hiring basis”** as per details given in the tender document uploaded on <https://eprocure.gov.in/eprocure/app>.

The offers, in the prescribed format, shall be submitted online at <https://eprocure.gov.in/eprocure/app> as per the tender document. No tender will be accepted in hard copy, fax, e-mail or any other such means. The intending bidders must be registered with e-tender website <https://eprocure.gov.in/eprocure/app>.

The tender document is also available on Tripura University (A Central University) website: <https://www.tripurauniv.ac.in/> for reference and viewing only but not for submission. **However, for the purpose of submission, the website <https://eprocure.gov.in/eprocure/app> should be referred to NIT (notice inviting tender).**

### **Instructions for Online Bid Submission:**

The bidders are required to submit soft copies of their bids electronically on the e-tender Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the e-tender Portal, prepare their bids in accordance with the requirements and submitting their bids online on the e-tender Portal.

More information useful for submitting online bids on the e-tender Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

### **REGISTRATION**

Bidders are required to enroll on the e-Procurement Portal (<https://eprocure.gov.in/eprocure/app>).

1. with clicking on the link **“Online bidder Registration”** on the e-tender Portal by paying the requisite **Registration fee through online banking.**
2. As part of the enrolment process, the bidders will be required to choose a unique user name and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication with the bidder.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate **(Only Class III Certificates with signing + encryption key usage)** issued by any Certifying Authority recognized by CCA India (e.g. Sify/ TCS/ nCode/ eMudhra etc.), with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID/password and the password of the DSC/ e-token.
7. The scanned copies of all original documents should be uploaded on portal.

**Annexure I**

**All the documents mentioned should be submitted/uploaded in the Central Procurement Portal**

**Technical Bid**

Sl. No	Particulars	Details
1.	Name of the Firm	
2.	Complete Postal Address	
3.	Contact Address ; Name of the Contact Person; Email No.; Mobile No. etc.	
4.	Date of incorporation of the Business	
5.	Photocopy of Registration Certificate or Dealership Certificate	
6.	Name of the Proprietor/Director	
7.	Experience, if any, in similar nature of works by the firm / Agencies/Individual	
8.	Permanent Account Number (PAN) and GSTN No.	
9.	Certificates / Undertaking to the effect that the bidder had never been blacklisted by any of the Government Organization / Agencies.	
10.	List of clients Enclosed separate sheet	
11.	Income Tax clearance of last three years of the firm/ Agencies/Individual	
12.	<b>Annual Turnover of the firm for the last 3 financial years:</b> (a) 2020-21 (b) 2021-22 (c) 2022-23	
13.	EMD (Refundable) Amount ..... Transaction No..... Dt. .... Name of the drawing Bank .....	
14.	Cost of Tender Document (Non-Refundable) Amount ..... DD No..... Dt. .... Name of the drawing Bank .....	

**Signature Not Verified**

Digitally signed by NIRMAL REANG  
Date: 2024.03.04 14:01:10 IST  
Location: eProcure-EPROC