

**GOVERNMENT OF TRIPURA
OFFICE OF THE MISSION DIRECTOR
TRIPURA URBAN LIVELIHOODS MISSION
URBAN DEVELOPMENT DEPARTMENT
BASEMENT OF IEI BUILDING : GURKHABOSTI: AGARTALA, TRIPURA**

Notice Inviting Quotation

Sealed quotations are invited from interested suppliers for **hiring 1 (one) Maruti ECO/Wagon R** (Petrol variant) with valid **commercial registration** under the Transport Authority, Tripura, for use by the **State Mission Management Unit (SMMU), Tripura Urban Livelihoods Mission (TULM)**.

Quotations will be received physically at the office of the **Mission Director, TULM, Gurkhabasti, Agartala**, from **30/10/2025, 10:00 am to 13/11/2025, up to 05:30 pm**. The **Technical Bid** will be opened on **14/11/2025 at 12:30 pm** in the presence of bidders. The **Financial Bid** will be opened only after evaluation of the Technical Bid. No further correspondence will be entertained in this regard.

Rate to be quoted for:

1. Detention Charge per Day
2. Running Charge per Km

Formats of **Technical Bid** (Annexure-I) and **Financial Bid** (Annexure-II) are enclosed.

Terms & Conditions:

1. An **Earnest Money Deposit (EMD)** of ₹10,000/- (Rupees Ten Thousand) only, in the form of a Deposit at Call or Demand Draft drawn in favour of "*Tripura Urban Livelihoods Mission*" payable at Agartala from any Nationalized Bank/Tripura Gramin Bank/Tripura State Co-operative Bank, must be submitted with the sealed quotation.
 - For the successful bidder, the EMD will be converted into a Security Deposit.
 - For others, it will be refunded.
2. The bidder must submit valid documents:
 - Commercial Registration (not before 1st January 2025)
 - Aadhaar Card of the Owner
 - Vehicle Insurance
 - Valid Road Permit
3. The vehicle should be in good running condition and **not purchased before 01/01/2025**. Copies of valid purchase documents, as per the Motor Vehicle Act, must be attached to the quotation. Only **Maruti ECO/Wagon R (Petrol Variant)** will be accepted.
4. The owner shall bear all costs of fuel, lubricants, maintenance, and dusters for the car. The vehicle must be equipped with a **minimum of basic accessories** at the owner's cost.
5. The KM reading meter should be fitted and in proper working condition.
6. The vehicle must have a valid commercial license.
7. The vehicle must be provided with a driver holding a valid driving license. All expenses of the driver shall be borne by the vehicle owner.
8. The successful bidder shall submit copies of the Aadhaar Card and Driving License of the driver to SMMU, TULM.
9. In case of breakdown, accident, or defect, the owner shall repair the vehicle at his own cost and risk. An alternative vehicle of similar quality must be provided without delay.
10. If the condition of the vehicle or the service of the driver is unsatisfactory, the vehicle will be discontinued.
11. Payment will be made on a **monthly basis** against the submission of the bill & logbook.
12. The rate and work order shall remain valid for **1 (one) year** from the date of issue. Extension may be considered with mutual consent, subject to satisfactory performance.
13. If the successful bidder fails or refuses to continue service within the contract period after award, 50% of the Security Deposit shall be forfeited as a penalty.
14. Applicable taxes will be deducted from the bill as per the rules.
15. A Log Book in the prescribed format must be maintained for daily journeys.
16. Rates must be quoted in both figures and words.
17. Quotations received after the stipulated date and time will not be entertained.
18. No additional claim, except detention charges per day and running charges per km, will be entertained.
19. The detention charges per day, running charges per km and monthly ceiling Limit must be within the ceiling limit prescribed in DFPRT 2019.

Additional Terms & Conditions:

20. The vehicle should always be kept clean (interior & exterior) and in a hygienic condition.
21. The driver must wear a neat and clean dress while on duty and should behave politely with officials.
22. The driver must not be changed frequently without prior permission from SMMU, TULM.
23. The vehicle should report to duty on time every day, delays without a valid reason may invite a penalty.
24. The vehicle should not be used for any private/commercial purpose other than the official duty of SMMU, TULM.
25. The vehicle must have a valid **Pollution Under Control (PUC) certificate**.
26. The driver must have a working mobile phone at their own cost for smooth communication.
27. The vehicle must be provided with at least two spare tyres, a toolkit, and a first-aid box.
28. The owner shall be responsible for any legal disputes, traffic challans, or penalties arising out of improper documents or negligence of the driver.
29. Replacement of the vehicle with a similar specification must be ensured if the existing vehicle is sent for servicing/maintenance.
30. The driver must not drive the vehicle under the influence of alcohol or any Intoxicating substance.
31. Any damage/loss caused to Government property due to negligence of the driver shall be borne by the vehicle owner.
32. The office reserves the right to terminate the contract at any time with **15 days notice** if services are found unsatisfactory.
33. In case of received same quoted rate from different agencies/individual the Evolution committee will decide depending on Experience.
34. In case of dispute between the bidder and the office, the decision of the Mission Director, TULM, shall be final and binding.
35. Any change in statutory taxes or Govt. levies during the contract period will be applicable as per the rules.
36. The undersigned reserves the right to accept or reject any or all quotations without assigning any reason.
37. The office will not be responsible for any accidental insurance claim involving the driver or vehicle. The responsibility shall lie fully with the owner.
38. The driver should not leave duty without prior permission from the competent authority.
39. The undersigned reserves the right to accept or reject any quotation, including the lowest one, without assigning any reason therefore.
40. All disputes lie within the jurisdiction of Agartala only.
41. Technical BID Documents to be submitted by the bidder:

Sl No	Documents to be submitted
1.	1. Ownership documents of the vehicle. 2. Vehicle Purchase documents (not before 1st Jan 2025) 3. Commercial registration certificate 4. Valid Road Permit 5. Valid Driving License of the driver 6. PAN card (Agency/Individual) 7. GST Certificate

42. Evaluation of Financial Bids:-

As per the tender conditions, the evaluation of bids is carried out by considering both the Daily Detention Charge and the Rate per Km. For comparison, an average daily usage of 80 km has been assumed. The total evaluated cost per day for each bidder is calculated as:

Evaluated Cost per Day = Daily Rent + (Rate per Km × 80)

Bid Comparison (Illustrative Example) :

Sl. No.	Owner	Daily Detention Charge (₹)	Rate per Km (₹)	Evaluation Formula	Total Evaluated Cost (₹)	Ranking
1	Owner 1	547	4.99	$547 + (4.99 \times 80) = 946.20$	946.20	L2
2	Owner 2	647	4.40	$647 + (4.40 \times 80) = 999.00$	999.00	L3
3	Owner 3	483	5.00	$483 + (5.00 \times 80) = 883.00$	883.00	L1

Result of the above illustrative example:

On the basis of the above evaluation, Owner 3 emerges as the Lowest (L1) bidder with an evaluated daily cost of ₹883.00. Accordingly, the contract may be awarded to Owner 3 (L1), subject to fulfilment of all other tender terms and conditions.

Note: The Evaluation Committee will apply the same method, as illustrated above, for the assessment of all financial bids received under this tender.

Yours faithfully,

(Subrata Majumder, TCS)
Addl. Mission Director
Tripura Urban Livelihoods Mission

Copy to:

1. PS to the Secretary, UDD, Government of Tripura for kind information.
2. The MD, TULM, for kind information.
3. Store Section, TULM for information.
4. SMMU, TULM Notice Board.

Annexure—I

TECHNICAL BID

To,
 The Mission Director
 Tripura Urban Livelihoods Mission (TULM) Gurkhabosti,
 Agartala
 Subject: **Quotation for hiring 1 ECO/Wagon R Car (Petrol Variant) under the Tripura Urban Livelihoods Mission.**

Sir,

I/we intend to submit the quotation on the subject captioned above and hereby consent to agree/accept all the terms and conditions stipulated in the SMMU, TULM tender No....., dated the We hereby offer the following rates for the item mentioned in the above-mentioned tender of your Department.

Sl. No	Information sought	To be filled by the supplier Firm/Organization
1	Name of the supplier / Firm/Organization	
2	EMD Details (Amount, Name of Bank & Branch, DD date and No.)	
3	Valid documents regarding the purchase of a car not before the year 01/01 2025.	
4	Valid Documents in support of commercial registration: Certificate of vehicle.	
5	Valid road permit for a commercial vehicle.	
6	Valid Driving license of the engaged Driver.	
7	PAN card of the agency/Individual.	
8	GST Certificate.	

NB: - Enclosed all the valid documents.

- I/we hereby undertake that documents and genuine/authentic and nothing material has been concealed and that I/we are not blacklisted/debarred by any Government organization and competent to contract. I/we understand that the contract (if awarded to us) is liable to be cancelled if found to have been obtained through fraudulent means/concealment of information.

(Signature of Authorized Signatory) Name
 of the Bidder:
 Complete Address:
 Contact No:

Annexure—II

FINANCIAL BID

To,
 The Mission Director
 Tripura Urban Livelihoods Mission (TULM)
 Gurkhabosti, Agartala

Subject: **Quotation for hiring 1 ECO/Wagon R Car (Petrol Variant) under the Tripura Urban Livelihoods Mission.**

1. Name :
2. Address of the bidder :
3. Contact No :

Type of Vehicle	Detention Charge Per Day (in digits & words)	Running charge per Km ((in digits & words)
1	2	3
Maruti Eco / Wagon R Car (Petrol Variant)		

NB: Rate should include GST and

Taxes. Amount in words:

I have gone through the terms and conditions stipulated in the quotation notice and agree to provide 1 Maruti E c o / Wagon R to the Tripura Urban Livelihoods Mission as per the rates mentioned above, abiding by all the terms and conditions.

Place:

Date:

Signature with seal