

OFFICE OF THE JUDGE
FAMILY COURT, AGARTALA WEST TRIPURA

No. F.15(2)/FC/AGT/2024/554-55

Dated , Agartala
The 14th day of March, 2024

“

NOTICE INVITING TENDER

Notice inviting tender in sealed envelope is hereby invited from the interested registered owners, for hiring of one LMV (Maruti Swift Dzire) (Petrol) for providing pool car facilities towards lifting Judicial Officers of the Department of the Judge, Family Court, Agartala, West Tripura. The tender will be received from 11 AM till 5 PM in the Establishment section of the Judge, Family Court, Agartala, West Tripura in all working days w.e.f 14/03/2024 till 26/03/2024 and the tenders shall be opened on 26/03/2024 at 04:00 pm.

The specifications of the hired vehicle and ceiling limit rates shall be as per Annexure-I of the DFPRT, 2019 [See rule 9 (3)].

TERMS AND CONDITIONS

1. The vehicle (Maruti Swift Dzire) (Petrol) should be of 2019 model and onwards and must be in tip-top condition.
2. The owner of the vehicle has to produce up-to-date papers/documents relating to the vehicle viz. Registration, Motor Vehicle Tax, Insurance, Pollution Certificate, valid Driving License, GST Registration, etc.
3. The permit of the vehicle must be of commercial in nature.
4. The detention charge of the vehicle as approved shall not be above Rs.1000/- (Rupees one thousand) only, as per Annexure-I of DFPRT, 2019 (Sl. No.4).
5. Per kilometer rate shall not be above Rs.9 (Rupees nine) only, as per Annexure-I of DFPRT, 2019 (Sl. No.4).
6. Maximum ceiling per month shall be fixed at Rs.39,560/- (Rupees thirty nine thousand five hundred and sixty) only, as per Annexure-I of DFPRT, 2019 (Sl. No.4).
7. Maximum distance covered in a month shall be 1840 km and monthly ceiling limit of working days in a month shall be 23 days as per Annexure-I of DFPRT, 2019 (Sl. No.4).
8. Necessary tax shall be deducted from the bills as per Rule.
9. The vehicle shall pick up the Judicial Officer/Officers from his/her/their residences and drop them back after Office.
10. Cost of maintenance of the vehicle shall be borne by the owner of the vehicle.
11. Fuel against the hired vehicle shall be supplied by its owner.

12. The owner shall be liable to provide alternative vehicle of similar class in case of breakdown or unavailability of the hired vehicle after informing the concerned Officer.
13. The concerned owner shall arrange garage of the vehicle locally at his own cost and responsibility.
14. In case of car accident, all liabilities would be with the owner of the vehicle.
15. In case of need, the driver has to be changed within 24 hours of being informed.
16. Payment of hiring charges will be on monthly basis against bills raised by the owner/driver supported by appropriate signature of the log book from the driver.
17. Driver of vehicle shall maintain proper conduct at all times and in case of violation or complaint, the agreement shall stand canceled without notice. The undersigned also reserves the right to cancel the agreement in case of dis-satisfactory service.
18. The vehicle which will be officially detained in this establishment for lifting the Judicial Officers, shall not be used anywhere for any other purpose.
19. Both the Technical Bid (Annexure-I) & Financial Bid (Annexure-II) should be submitted along with tender.
20. The validity of the agreement shall continue from the date of agreement till 31/03/2025. ”

(Smt Aparajita Debbarma)
Principal Counsellor
Addl. Family Court
Agartala , West Tripura
[Head of Office]

Copy for information to:-

1. The System Officer attached to the O/o the District & Sessions Judge, West Tripura Judicial District for uploading the Notice inviting tender in the Official website of the District & Sessions Judge, West Tripura Judicial District.
2. Notice Board of the establishment of the Judge, Family Court, Agartala, West Tripura.

(Smt Aparajita Debbarma)
Principal Counsellor
Addl. Family Court
Agartala , West Tripura
[Head of Office]

ANNEXURE-I**PROFORMA FOR TECHNICAL BID**

Sl No.	PARTICULARS	To be filled by the tenderer
1	Name of the owner/Agency	
2	Details of EMD	--
	i) Amount	--
	ii) Draft No	--
	iii) Date	--
	iv) Issuing Bank	--
3.	Details of Owner/Agency	
4.	Detailed address of the owner/Agency (if any)	
5.	Vehicle Registration No (Copy of Registration Certificate should be enclosed)	
6.	In case of Agency, Agency Registration No (Copy of Registration Certificate should be enclosed.)	
7.	GST Registration No (Copy to be enclosed)	
8.	Whether the owner/Agency is/was blacklisted by any Government Department or any criminal case is registered against the firm or its owner/partner any where in India.	
9.	Length of experience in the field.	
10	Experience in dealing with Govt. Deptt. (Indicate the names of the Department and attach copies of contract order placed on the agency)	
11.	Whether a copy of the terms and conditions (Annexure-I) duly signed, in token of acceptance or the same is attached.	
12.	List of documents submitted with the tender.	

ANNEXURE-II**PROFORMA FOR FINANCIAL BID**

Name of the Vehicle with model	Nature of energy consumed (Petrol/Diesel /CNG)	Detention Charges per day (in Rupees)	Rate per kilometer (in Rupees)
(1)	(2)	(3)	(4)

Note :- All figures should be written in words also.