OFFICE OF THE
JUDGE, FAMILY COURT
DHARMANAGAR : NORTH TRIPURA

No.F.1(1)-/FC/N/DMN//2021-23/ 717

Dated, Dharmanagar,
The 20 th June 2025

SHORT NOTICE INVITING TENDER

1. Sealed Tenders are hereby invited from the interested eligible bidders for hiring of 01 (one) vehicle (inclusive fuel & driver) for the use of Judge, Family Court, Dharmanagar, North Tripura for official purpose. The interested bidder shall quote rate both in figure & words and it should be signed by the bidder for the type of vehicle as mentioned below:-

Serial No.	Type of vehicle	Quantity
01	Maruti Swift D'zire/ M & M Bolero (Diesel)	01(one)

2. The bidders are required to submit their bid for any one or combination given above and as per format given in Annexure-A. The bidder shall be selected on the basis bid amount quoted for particular schedule, and schedule wise lowest bidder shall be decided based on the rate quoted against the basic rate.

3. **Terms & Conditions :-**

i) The bidder shall provide the type of vehicle given in the schedule.

ii) The vehicle should have registration issued from the competent authority.

iii) The vehicle shall be in good working condition without scratched/dents/noise etc.

iv) The bidder shall provide driver between age group of 20-50 years possessing a valid driving license.

v) If the vehicle needs repair, a similar vehicle shall have to be provided as replacement during the period of such repair so that the official works are not hampered in any way.

vi) No detention charge would be allowed for Sundays/Holidays if the vehicle is not utilized on those days.

vii) The successful bidder shall have to furnish up-to-date attested copies of registration certificate, fitness certificate, insurance policy, P.U.C. certificate, Income Tax, Professional tax clearance certificate etc. at the time of execution of agreement.

viii) The rate quoted shall remain valid during the agreement period. No claim for enhancement of rate on any ground during the period of agreement shall be entertained.

ix) GST, Income Tax & other tax if any will be deducted from the hiring charge of the bill as per provision of relevant Acts & Rules in force.

x) All expenditure in connection with fuel, Pollution check, Maintenance of vehicle, Road taxes, Insurance and any other incidental expenditure shall be borne by the service provider.

4. **The driver provided by the successful bidder should fulfill the following condition :-**

a) Should be in possession of all valid documents as per Motor Vehicles Act.

b) The driver shall be ready to move to the Districts & Sub-Divisions at any point of time as per requirement.

c) The driver should not have habit of smoke, chew pan/pan masala/Tobacco inside the car both while driving and otherwise should not indulge any activity inimical to security of the officers traveling in his car.

d)The driver should not have the habit of drinking liquor, taking drugs etc. and/or should not be under influence of those substance during the period of agreement.

e)Should be in possession of mobile phone with valid connection.

5) **Submission of bills and payments :-**

a) The payment will be made on monthly basis on submission of bills supported by log book signed by the concerned officer/official. Payment will be made as per availability of fund subject to release by the State Government.

b) No payment shall be made in advance nor any loan from any bank or financial institution recommended on the basis of the order of award of work.

c) The successful bidder should submit the details of his Bank Account for making payments through NEFT/RTGS/any other mode of digital payment ratified by the government.

d) Both the driver and owner of the vehicle shall comply all the related law and Rules during the period of hiring.

e) GST, Income Tax & other Tax (if any) will be deducted from the hiring charge of the bill as per provision of relevant Acts & Rule.

6) **Brief Instructions to bidder are given hereunder :-**

a) **Availability of tender documents** :- The prescribed tender documents can be downloaded from the website **https://districts.ecourts.gov.in/india/tripura/north-tripura/tender** for free of cost and also available in the office of the Judge, Family Court, Dharmanagar, North Tripura during the office hour (10 am to 5.30 pm) on working days.

b) **Preparation of tender :-**

i) The tender should be typed written and free from over writing. Correcting fluid should not be used in any case. All the documents should be serially numbered and signed by the bidder.

ii) Sealed envelope addressed to the Judge, Family Court, Dharmanagar, North Tripura and superscribed with **"TENDER DOCUMENT FOR HIRING OF VEHICLE FOR THE OFFICE OF THE JUDGE, FAMILY COURT, DHARMANAGAR, NORTH TRIPURA."**

iii) Envelop-containing duly filled, stamped and signed in the format provided in ***Annexure-A***

c) **Submission of tender :-** The sealed tenders as above should be submitted to the office of the District & Sessions Judge, North Tripura, Dharmanagar **up to 4.00 pm on 25-06-2025** in the Nazarat Section to the office of the District & Sessions Judge, North Tripura, Dharmanagar, late tender shall not be accepted.

d) **Opening of tenders :-**

i) On **25-06-2025 at 03.00 pm** tenders shall be opened. The bidders or representative may attend the tender opening with proper photo ID card and authorized letter.

ii) In the event, the date of bid opening as above is declared Government holiday the tenders shall be opened at the same time on the next working day.

e) **Evaluation and Award of contract :-**

i) The bidder offering lowest amount for a particular schedule shall be selected as the preferred bidder for that schedule.

ii) No bid shall be entertained and the same shall be rejected summarily if, the bidding amount exceeds the rates as provided in (Annexure-I) DFPRT, 2019, for hiring vehicles.

f) **Duration of contract :-**

The contract shall be for a period of 01(one) year from the date of signing of contract. The contract may be terminated by giving one month notice in case service are found unsatisfactory or even for violation of any terms & conditions of this contract.

The undersigned reserves the right to amend or reject partly or all tenders without giving any reason thereof.

20/06/25

(P.Kumar)
Judge, Family Court,
Dharmanagar, North Tripura.

DECLARATION

I/We, having our office as mentioned below, declare that I/We have never been black-listed by any State Govt./Central Govt. or any State/Central PSU.

Signature :-

Name :-

Designation :-

Name of the Agency :-

Address of the tenderer/bidder :-

Date :-

Place :-

Annexure-A

Schedule of Hiring Charge
Financial Bid
Upper ceiling limit for each month
AC vehicle – Monthly rates for 1(one) year

Sl. No.	Description	Type of vehicle :-
1	Detention Charge	Rs.....(in word)…… ……. per day
2	Per KM rate	Rs.....(in word)…… ……. per Kilometer
3	Rate per additional hour beyond 8 hours each day	Rs.....(in word)…… ……./Hour

Note :– Rate should be quoted as per DFPRT, 2019.

Signature of authorized person/firm

Date :-

Name :-

Place :-

Seal :-

1. (i) Detention charge per day shall not exceed Rs.1,000/-

   (ii) Per kilometer rate shall not exceed Rs. 9/-

   (iii) For duties beyond 08(eight) hours, overtime @ Rs.10/- per hour may be allowed subject to a maximum of Rs. 40/- per day.

   (iv) The upper ceiling limit for hiring of Maruti Swift Dzire on monthly basis should not exceed Rs.9,560/- subject to annual ceiling rate of Rs. 4,74,720/-

2. Rates should be quoted in both figures and words for the above mentioned vehicle.

3. All other terms & conditions shall be as per DFPRT, 2019

Signature of authorized person/firm

Date :-

Name :-

Place :-

Seal :-