

_GOVERNMENT OF TRIPURA
 DIRECTORATE OF SOCIAL WELFARE & SOCIAL EDUCATION
 ABHOYNAGAR, AGARTALA
 (PH-(0381)-2326033, email id: cw.dswe@gmail.com)

PRESS NOTICE INVITING e-TENDER NO.F.87(1-119)-CW/DSWE/2015(L) Dt. 05/03/2020

1	PNIT NO.	<u>NO.F.87(1-119)-CW/DSWE/2015(L) Dt. 05/03/2020</u>
2	Name of item	"Hiring of 1 (one) no Maruti Omni/Eeco vehicle incl. fuel and driver for use by the Member Secretary, SCPS (Director, SW&SE).
3	Eligibility of bidder	Resourceful, bonafide Indian citizen/ agency/firm who is the owner of the vehicle. Year of manufacturing of the vehicle should be 2015 or thereafter.
4	Earnest Money Deposit	Rs. 6,100.00 (Rupees six thousand one hundred) only
5	Tender fee	Rs.500.00 (Non refundable).
6	Last date of e-bidding	16/03/2020 (up to 3.00 PM).
7	e-bidding website	https://tripuratenders.gov.in
8	Date of opening of Bid (probable)	17/03/2020 (at 12.00 PM)
9	Estimated cost (Rs.)	3,03,600.00/annum
10	No of written pages incl. this page	15 (fifteen) pages

INDEX

SI No	Particulars	Page No / Annexure
1	Documents to be uploaded	3
2	Specification	4
3	Instruction to bidder	6-7
4	NIT	8
5	General terms and conditions	9 to 11
6	Specimen copy of declaration (to be filled up at the specified folder)	Annexure A (1 written page) 12
7	Specimen copy of check list (to be filled up at the specified folder)	Annexure B (1 written page) 13
8	Specimen copy of bidder's sheet (to be filled up at the specified folder)	Annexure C (2 written pages) 14
9	Specimen rate quoting sheet (BOQ) (to be filled up at the specified folder)	15

A. DOCUMENTS to be uploaded

- 1) Following valid and attested documents to be uploaded only in the specific folder of My document (language of all uploaded documents / certificates should be in English) –

Sl No of my documents list	Category name	Sub category name / Documents to be uploaded	Remark
A	Manufacturing license(s)	i. Commercial Permit of vehicle. ii. Registration certificate of vehicle. iii. Pollution clearance certificate. iv. Insurance certificate. v. Road tax clearance certificate of vehicle. vi. Fitness certificate of vehicle.	Required documents to be uploaded in the specific folders only.
B	DNIT Documents	i. Downloaded DNIT after digital signature (not attested).	Required documents to be uploaded in the specific folder only.
C	Tax related document(s)	i. Copy of last GST return ii. Professional Tax clearance certificate. iii. PAN card. iv. GST registration certificate	Required documents to be uploaded in the specific folder only.

Note:- All documents to be uploaded in the specific folders only, otherwise it will not be viewed. If any document is not uploaded in the folders earmarked in e-tender portal of my document/my space for this specific DNIT, then at the time of submission of other important document, against that document, “not available” will be reflected. So first of all bidder should upload all documents in the specific above cited folders of my document/space folder and make all documents “available”.

If any document is not at all applicable for a particular bidder then bidder should upload a plain paper inscribing “Not applicable” along with signature and seal of bidder.

If bidders upload document in folders other than above cited specified folders, that documents will not be viewed and for which tendering authority will not be responsible.

2) Sensitive Document (during e-bidding) -

- (i) Annexure A (Declaration sheet)
- (ii) Annexure B (Check list).
- (iii) Annexure C (Bidder’s sheet).

3) Non sensitive Document/other important document (during e-bidding) -

- (i) DNIT.
 - (ii) Scanned copies of attested photocopies of relevant valid documents as mentioned under Sl no- 1.
- 4) Rate quoting sheet (BOQ) **(during e-bidding)** -- Name of bidder should be written along with rate.

Note: - After completion of bid submission, bidders are requested to take print out of acknowledgement sheet.

SPECIFICATION AND SPECIAL TERMS AND CONDITIONS

1. After opening of tender, successful bidder must submit driving license of driver.
2. The vehicle will be well conditioned always. It may be required in holidays also.
3. Vehicle's reporting time should be 6 AM to 10 AM, to be informed by concern officers.
4. KM reading meter should have to be fitted in the car in good condition.
5. Reporting place for duties may be anywhere in Tripura. Duty hours may be 6 AM to 11 PM with or without night halt.
6. All repairing and maintenance etc. will be the responsibility of the owner of the vehicle at his own cost & risk. During repairing/maintenance, any break down, accident, defects etc substitute vehicle of similar/better quality must be provided by the owner without any delay.
7. All documents of the vehicle should be kept with driver during movement. "On Government Duty" board has to be displayed in the vehicle. But misuse of this board by driver will be the onus of owner of vehicle. Accident if any during office duty will be the onus of owner of vehicle. If any papers/document of the vehicle is lacking and due to this police/tax/vehicle officials strand the vehicle on duty, it will be the onus of contractor and no payment for that day, whatever may be the performed journey, will be allowed. Rather it will be the onus of contractor to arrange alternative arrangement for the officers/officials who occupies the vehicle.
8. Periodical repairing/maintenance of the vehicle should be done without delay. For any delay in this regard, punitive action as decided by office will be imposed on the owner.
9. Any malfunctioning/inequalities in vehicle operation if detected during the hiring period will be attributed to the owner and owner will have to replace the vehicle as per instruction of the office.
10. The parking place during hiring period will be ascertained by the owner and office jointly. If vehicle is stolen from the parking place/meet accident during hiring period, office will not be responsible.
11. Driver, fuel & lubricant should be provided by the owner along with hired vehicle and related expenditure should be borne by the owner of the vehicle.
12. The vehicle should report for duty with driver, along with sufficient fuel.
13. Driver should be obedient, punctual & must maintain the office decorum & traffic rules as per norms. Any misconduct of driver with the office staffs who availed the vehicle will be the onus of owner and as per instruction of authority driver should be changed within 24 hours otherwise agreement will be terminated.
14. It is the responsibility of the owner of the vehicle to maintain the log book and get it signed by the officers on duty every day.
15. Vehicle's towel and other required accessories will have to be borne by the owner.

16. For wear & tear/decay of the vehicle during hiring period, office will not take any responsibility. Owner has to inspect the condition of the vehicle periodically.
17. Tyre/tube replacement at the cost/risk of owner has to be done as per instruction of the office.
18. Rate should be quoted in the BOQ (Rate quoting sheet).
19. The quoted rate should not exceed the Finance Department's upper ceiling of hiring (DFPRT-2019) as under: -
 - a. Detention charge Rs. 700/- per day
 - b. Charge Rs. 8/- per km run (Petrol)

INSTRUCTION TO BIDDER

- 1) Interested eligible bidders should register in the website <https://tripuratenders.gov.in> for participation in the e-tender.
- 2) To participate in e-tender, the bidder should have a valid Class 2 Digital Signature certificate (DSC).
- 3) **Bidder should take print out from the e-tender portal, details of all folders, where documents to be uploaded.**
- 4) Bidder shall download and carefully read all terms conditions and other contents of the DNIT. **Downloaded DNIT has to be uploaded back and digitally signed as a proof of acceptance of all terms condition in the DNIT.**
- 5) **Attested copies of all relevant documents** as mentioned above has to be digitally signed and uploaded.
- 6) Bidder should take the print out of **Declaration sheet (Annexure A)**, put ink signature with Stamp, and upload the scanned copy of the sheet in the bid, after digital signature.
- 7) Bidder should take the print out of Check list (Annexure-B), Bidder's sheet (Annexure C), relevant columns to be filled up properly, put ink signature with Stamp, and upload the scanned copy of the sheet in the bid, after digital signature.
- 8) Rate quoting sheet (BOQ) shall be downloaded, filled up properly and uploaded in the bid after digital signature. **Name of bidder must be written in the appropriate field of rate quoting sheet by each bidder.** If any bidder is not interested to bid for all the items of a tender then in the corresponding column of the rate quoting sheet (BOQ) should be written "0" only. Any comments like '*Not quoted*', '*Not applicable*' etc. should not be written as these will not be accepted by the system.
- 9) To view the details of the BOQ bidder should have to Enable **.Macros/contents**.
- 10) To minimize the uploading time, bidder's shall use the '**My Document/space**' folder option in the e-procurement web-based-application, available after login, and may upload all of their relevant non sensitive documents as mentioned above. '**My Document/space**' shall be populated prior to real time bidding and help the bidder to complete the bidding within the bidding session.
- 11) After scrutiny of tender/preparation of comparative statement/during signing of agreement, if required eligible bidders will have to produce original copy of the uploaded document for verification.
- 12) After opening of bid and before issuance of supply order, successful bidder will be asked to show all original documents which were uploaded against relevant DNIT.
- 13) This is for the information of all bidders that, all documents uploaded in the tender will be a part &

parcel of the agreement, to be signed with the successful bidders.

14) Tendering authority reserves the right to cancel the uploaded tender at any time before closing date of tender and to re-upload the tender document without assigning any reason.

Bidders are instructed to take action with newly uploaded document if any.

15) Preparatory Works of the bidder for e-bidding:

Sl. No	Bidder's work
1.	On publication of the e-tender, bidder should download the DNIT from website as mentioned in the PNIT and minutely go through the instructions/terms conditions/critical dates/eligibility criteria of the DNIT.
2.	The Bidder shall purchase Class 2 Digital Signature certificate from any certifying agency.
3.	The Bidder shall Enroll himself/herself in the e-procurement web site ' https://tripuratenders.gov.in ' and create User ID and Password.
4.	The Bidder shall Login into the website " https://tripuratenders.gov.in " using the created ID and Password.
5.	After login, the Bidder shall find ' My Document/space ' folder option in the page. The bidder shall upload his entire non sensitive documents like attested copies of relevant documents as mentioned above in specified folders only. Scanning resolution should be 200 x 100dpi.
6.	The Bidder shall Download and fill up rate quoting sheet (BOQ) of bid and save in the Bidder's computer for uploading at the time of e-bidding.
7.	Declaration sheet (Annexure A), Check list (Annexure-B), bidder's sheet (Annexure C) should be printed, filled up, ink signed & stamped, and thereafter scanned and saved in the Bidder's computer for uploading at the time of e-bidding.
8.	The Bidder shall Download DNIT document and save in the Bidder's computer for uploading at the time of e-bidding.
9.	The Bidder shall submit Tender fee (Non refundable) and EMD electronically using the Online Payment Facility provided in the portal
Thus, the Bidder shall be ready and start e-biding following the steps as per the e-procurement application and upload all the above documents with his/ her digital signature.	

GOVERNMENT OF TRIPURA
DIRECTORATE OF SOCIAL WELFARE & SOCIAL EDUCATION
ABHOYNAGAR, AGARTALA
(PH-(0381)-2326033, email id: cw.dswe@gmail.com)

PRESS NOTICE INVITING e-TENDER NO.F.87(1-119)-CW/DSWE/2015(L) Dt. 05/03/2020

Member Secretary, State Child Protection Society (SCPS) (Director, Social Welfare & Social Education) Government of Tripura invites e-tender (Single bid) for procurement of the following items from the eligible bidders up to 3 PM of 16/03/2020 as per following terms condition as well as DNIT.

SL NO	NAME OF THE ITEM	ESTIMATED COST (Rs.)	EARNEST MONEY	TENDER FEE	Bidding upto	TIME FOR e-bidding	OPENING	DOCUMENT DOWNLOADING AND BIDDING AT APPLICATION AT	CLASS OF TENDERER
1.	"Hiring of 1 (one) no Maruti Omni/Eeco vehicle incl. fuel and driver for use by the Member Secretary, SCPS (Director, SW&SE.	3,03,600.00/annum	6,100.00	500.00	Up to 3.00 PM of 16/03/2020		At 12.00 PM on 17/03/2020	https://tripuratenders.gov.in	Resourceful, confide Indian citizen/ agency/firm who is the owner of Maruti Omni/Eeco. Year of manufacturing of the vehicle should be 2015 or thereafter.

Eligible bidders shall participate in bidding only in online through website <https://tripuratenders.gov.in>.

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. *Submission of bids physically is not permitted.* For any enquiry, please contact by e-mail to cw.dswe@gmail.com or for any uploading/e-bidding problem contact at 0381 2326033 during office date and hours only.

2. Bidder should not be blacklisted by any central/state Government Department/agency regarding quality compromise or any other reason as on closing date of tender. Bidders having any ongoing litigation with any department / agency of central / state Government are also barred from participation in the tender.

3. Tender fee (Non refundable) and EMD are to be paid electronically using the Online Payment Facility provided in the portal. No tender form will be sold. Eligible bidders should participate in tender online through website <https://tripuratenders.gov.in> (for bidding).

4. Tender must be uploaded in single bid system. Bidder will participate in tender online through website <https://tripuratenders.gov.in> for which they have to register/enroll their name through the same website. No provision will be there to drop tender physically (hardcopy).

5. The tender will be opened on **17/03/2020 at 12.00 PM** if possible. If the last date of submission and date of opening of tender happens to be a holiday or office work is affected due to any unforeseen reason, the date of submission / opening will be on next working day.

6. The department reserves the right to reject any submitted tender, not in conformity with relevant DNIT.

Member Secretary
State Child Protection Society (SCPS)
(Director, SW&SE)
Tripura, Agartala

GENERAL TERMS CONDITIONS

1. Attachment with tender:

1) Bidder shall have to upload valid **attested photo copies** (whichever is/are applicable to the bidder) of documents as mentioned under “documents to be uploaded”. If any of the above applicable paper is not attached with any tender, tendering authority reserves the right to declare the incomplete tender as informal or may ask the bidder to furnish wanted documents after opening of bid. Besides this, the department reserves the right to seek any additional information/document in any stage from the bidder after opening of the tender.

2. Sensitive and non sensitive Documents to be uploaded: As mentioned under “documents to be uploaded”.

To minimize the uploading time bidder may use the ‘My **Document / space**’ folder option in the e-procurement application after login and may upload all the relevant static (non sensitive) documents like attested copies of all relevant documents as. ‘**My Document**’ may be created prior to real time bidding. This will help the bidder to complete the e-bidding within the bidding session. **No unwanted /irrelevant documents** should be uploaded as these will increase the uploading size and may create problem in uploading the tender in time.

3. Eligibility of the bidder:- As mentioned in first page. No tender form will be sold. Only eligible bidders (having all required papers) should participate in the tender online through <https://tripuratenders.gov.in>. If any bidder suppresses any fact which could debar him from participation in the tender and the truth is revealed to the tendering authority subsequently, the bidder will be liable for legal prosecution as well as other stern action by the tendering authority within his/her jurisdiction.

4. Extraneous term condition: Bidder should accept all the term condition of the tender unconditionally and if they impose any extraneous term condition or offer any conditional discount, tendering authority reserves the right to declare the bid informal.

5. Action of bidder in e-bidding: Tender must be submitted online in single-bid system. Bidder should go through each and every page of the tender patiently , fill up the relevant points of bidder sheet, check list ,rate analysis sheet (where ever applicable)and quote rate in rate quoting sheet (BOQ), provide other wanted information ,digitally sign the documents and upload the same and also upload digitally signed attested copies of the relevant documents

with bid. In addition, filled up declaration sheet and rate analysis sheet must be ink signed with stamp of the bidder. Incomplete tender in respect to tender form or attachment may

attract rejection.

6. **Submission of tender fee and earnest money:** Tender fee and Earnest money will be deposited electronically through the portal.

7. **Explanation/clarification of tender:**

If any bidder requires any explanation or clarification of any term condition of the tender, it must be sought from the tendering authority before participation in the tender.

8. **Opening of tender:**

Tender will be opened online. The opening date and time is mentioned in the uploaded document. If opening schedule gets changed, revised schedule will be displayed in the office notice board of the undersigned and will also be reflected in website (<https://tripuratenders.gov.in>). Automatic generated computerized comparative Statement will not be final (which will be displayed as '**BOQ comparative chart**' during bid opening summary page). Department will prepare comparative Statement and scanned, signed statement will be uploaded in the website for information to the bidders. This will be displayed as '**finance_xx.pdf**' at financial bid opening summary page.

9) **Validity of rate:** - Rate should remain valid up to **31st December, 2020** without any price variation of clause for placement of supply order.

10) **Price variation clause:** - Price should be fixed and firm in all respect. No price variation will be allowed in case of variation in raw materials cost, transportation cost and revision in any duty/taxes/charges. The deduction of tax at source shall be at the rate as notified by the Government from time to time.

11) Any clarification/explanation if any regarding the tender should be sought from the undersigned before dropping of tender.

12) **Clarification of tender:** After opening of the tender (if required) lowest bidder will be asked to appear before a team of officers headed by the tendering authority for clarification, justification and analysis of the quoted rates along with all original documents as wanted in the tender and additional documents wanted subsequently if any. If they fail to attend the meeting as per programme or fail to produce any original document their bid will be rejected.

13) **Supply order:** - Supply order will be placed by the tendering authority.

14) Right to Accept/Reject the Bid: Tendering authority reserves the right to accept or reject any Bid and to annul the tender process and reject all such bids at any time prior to award of contract, without thereby incurring any liability to the affected applicant(s) or any obligation to inform the affected applicant(s) of the grounds for such decision.

Annexure – A (to be filled up in specific folder)**DECLARATION**

Item:- "Hiring of 1 (one) no Maruti Omni/Eeco vehicle incl. fuel and driver for use by the Member Secretary, SCPS (Director, SW&SE..

DNIT No: **NO.F.87(1-119)-CW/DSWE/2015(L)** **Dt. 05/03/2020.**

I do hereby declare that I have personally gone through the relevant Draft Notice Inviting Tender and understood all the clauses, specifications of tendered items, instruction of the DNIT and having been fully satisfied, I have quoted the rate of item. This is further to certify that I have suppressed no facts in the tender which could debar me to participate into the tender. If it is revealed after opening of the tender that any fact is suppressed by me, tendering authority shall have the right to reject my tender along with other stern action against me as per term condition of the tender. I do affirm that all the term conditions of DNIT are unconditionally accepted by me.

AND

I do hereby also declare that I am not blacklisted by any department / agency of central or state regarding quality compromise or any other reason in connection with similar work and there is no ongoing litigation with any department / agency of central / state Government as on closing date of tender. If subsequently it is revealed after opening of the tender that my declaration is false, my tender /concerned agreement will be cancelled, deposited earnest / security money will be forfeited and other penalty to be decided by the tendering authority will be imposed.

(Full Signature of bidder
Full name & Seal)

Full name and designation of person signing the sheet:-

***(Bidder should take a printout of this page and put full ink signature with stamp and upload scanned copy with bid after digital signing).**

Annexure-B (to be filled up in specific folder)**Checklist**

<u>CHECK LIST TO BE FILLED UP BY THE BIDDER AT THE TIME OF SUBMISSION OF TENDER BID.</u>		
Sl. NO	Particulars	Comments of Bidder (yes/no)
1	All the pages of tender form / DNIT digitally signed by the bidder after going through and acknowledged, accepted & uploaded.	
2	EMD and Tender Fee deposited electronically	
3	Whether the bidder's sheet is filled up properly.	
4	The name of the person to contact/the person who signed the tender has been written clearly indicating detailed address, telephone No, Fax No. & Mobile No. and the detailed address of the bidder etc. filled up.	
5	Whether all required documents have been uploaded.	
6	Whether GST document of the bidder uploaded.	
7	Whether BOQ is filled properly and uploaded.	
8	Whether Rate quoted in/c all taxes & charges as per terms and conditions of DNIT.	
9	Whether any extraneous terms beyond the tender terms condition given during submission of tender.	
10	Whether the validity period of tender is accepted.	
11	Whether the bidder defaulter in the department or any other department in Tripura and any Court case pending with the department.	

(Full Signature of bidder
Full name & Seal)

Annexure-C (to be filled up in specific folder)

BIDDER'S SHEET

Bidders are requested to provide wanted information in this sheet. All the points are not required for all bidders. They should select their relevant points and fill up accordingly. Other points, not related may please be marked as Not Applicable.

1. Name and detailed mailing address of the Bidder (Firm / agency) who has participated in the tender along with phone, mobile no, fax number with STD code & email.

2. PAN number of bidder:-

3. Name of person (proprietor) who have signed the tender paper:-
Mobile, Phone, Fax No:-
email address:-

4. Experience of bidder (if any):-

5. List of enclosures :-

6. Any other information if any:-

(Full Signature of bidder
Full name & Seal)

Bidder's Name :

PRICE SCHEDULE

(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder's Name and Values only)

NUMBER #	TEXT #	NUMBER #	TEXT #	TEXT #
Item No of DNIT	Name of item	Unit	Detention charge <u>per day per vehicle</u> incl. all taxes & charges (Rs.)	Per KM running charges <u>per vehicle</u> incl. all taxes & charges (Rs.)
1	"Hiring of 1 (one) no Maruti Omni/Eco vehicle incl. fuel and driver for use by the Member Secretary, SCPS (Director, SW&SE.	1 (one) no of vehicle		