



TRIPURA GRAMIN BANK

Head Office: Abhoynagar, Agartala, Tripura (West)-799005

TGB/HO/DeV/F-2(168)/3521-2022

DATE: 30/09/2022

NOTICE
FOR INVITING TENDERS OF
HIRING VEHICLES FOR REGIONAL OFFICE(S) OF TRIPURA GRAMIN BANK

Tripura Gramin Bank invites sealed quotations from interested lawful owners/proprietors/reputed agencies having commercial license who are/is engaged in the business of providing vehicle for outsourcing the service of hiring of 03 (three) Nos. of M.M.Bolero Car for the use of respective Regional Offices of the Bank for the period of 3 (three) years subject to annual review satisfactorily. The details of vehicle requirement/ period covered are as under:

Sl. No.	Category of vehicle	Nos. of vehicle required	Remarks
01	Bolero white in colour	03 Nos.	To be used on monthly rental basis subject to maximum limit of 1500 KMS. (23 days in a Month)

- Last date for submission of bid/ tenders is **21/10/2022 upto 5.00 PM.**
- Tender can be sent through speed post only clearly mentioning on the envelope "Tender for Hiring of Vehicle on Monthly Basis".
- Tender will be opened on **27/10/2022 at 11.00 AM** in the aforesaid address by the tender committee in presence of tenderers, if available. In absence of tenderer the respective quotation shall be opened.
- Tripura Gramin Bank reserves the right to amend any clause of this tender and also reserve right to reject any quotation(s) including lowest one without assigning any reason thereof and/or to reject the whole process of the tender any point of time without assigning any reason.
- All other terms and conditions in form of Annexure-I and Prescribed Format in form of Annexure-II and III would be available on the website of the Bank.



Annexure-I
:- TERMS AND CONDITIONS :-

1. Separate sealed Technical and Financial Bids in the different envelopes should be kept together in a single sealed envelope indicating "Tender for Hiring of Vehicle on Monthly Basis for the RM Office(West Tripura-Undivided/South Tripura-Undivided/North Tripura-Undivided) of Tripura Gramin Bank". The intending bidder(s) may select any District by marking tick against the appropriate region OR may select the whole by marking tick against three regions. Separate Technical and Financial bids should be clearly marked in the respective envelope as "Technical Bid" and "Financial Bid", strictly in the enclosed proforma as the case may be.
2. Tender will be opened on **27/10/2022 at 11.00 AM** in the Conference Hall of Tripura Gramin Bank, Head Office, Opposite side of Radhanagar stand, Agartala, Pin No. 799005 by the tender committee in presence of tenderers, if available.
3. Technical bid shall be opened first. If the bidder(s) qualify the technical bid as per requirement, then the financial bill would be opened against the said bidder(s).
4. Agreement mentioning terms and conditions as deems fit and proper shall be executed after bidding process in between the Bank the Successful Bidder(s) and the same shall be valid for a period 03(Three)years starting from date of execution of agreement subject to review/renew of the same on satisfactory performance on the part of such bidder.
5. Tripura Gramin Bank can utilize the 1500 maximum KM in any manner on monthly basis. No garage to Office & back mileage shall be allowed.
6. Tripura Gramin Bank shall be liable to pay the hiring charges in the name of monthly rent as per the agreement only would be executed based on the lowest quoted price. Contract charges include monthly charges of driver, repair and maintenance of vehicle, insurance, CNG/Oil/ fuel, Road Tax, RTO charges, Municipal Tax, work contract tax, license fee, registration charges, etc and any other incidental expenses.
7. Agreed quoted Rate(lowest) as per agreement will not revise during the agreement period.



8. The vehicle will be kept neat and clean and in perfect running condition with shining body and clean interior with good upholstery by the Successful bidder.
9. In case the vehicle(s) as provided is not found satisfactory, the same shall be returned for immediate replacement. In case no replacement is provided in time as provided by the Bank, Tripura Gramin Bank would have a right to hire vehicle from the market and the cost including the additional cost, if any incurred by this Bank for the said purpose shall be borne by the Successful Bidder.
10. Generally, Vehicle(s) shall be utilized for 08(eight) hours in a day. Timing schedule of days' activities may be adjusted/allocated as per the requirement of the concerned Regional Manager of respective Region. Once, the vehicle(s) is placed at the reporting place(i.e the respective region), the counting of time is started on. However, the vehicle may be utilized for outside West Tripura(RM Office of West Tripura)/North Tripura(RM Office of North Tripura/South Tripura(RM Office of South Tripura).
11. In case of urgency, the service may be given continuously without any time limit. The vehicle must be available at any time on any day as desired by the Tripura Gramin Bank.
12. The vehicle and the driver should not be changed unless requested by Tripura Gramin Bank.
13. The Successful Bidder would ensure that the drivers employed have valid driving license and should be neatly dressed. The successful bidder must submit a Police verification report of the driver to the Bank time to time. The driver of the vehicle must follow traffic rules and regulations prescribed by the Govt. from time to time.
14. The Driver shall observe all the etiquette and protocol while performing the duty and should must carry a mobile phone in working condition for which, no separate payment shall be made.
15. The vehicle should be registered with the concerned authority of Central/ State Govt. The Successful bidder shall provide a certificate to this effect.
16. The Successful Bidder should have an adequate number of telephones or contact numbers round the clock.



17. The Vehicle should be kept with sufficient stock of fuel. However, in case of any emergency, if any official pays for refuel, the Successful Bidder on production of the bill should reimburse the same OR the same may be deducted from the monthly bill.
18. As regards vehicle timings, the Successful Bidder shall not pass on the instructions directly to the driver concerned. All the instructions should be routed through the Officials of the Tripura Gramin Bank.
19. A daily record indicating time and mileage for the respective vehicle shall be maintained in a logbook and log book shall be submitted to the Regional Manager of the respective region of the Bank for regularly scrutiny and signing.
20. In case of breakdown of any vehicle during official duty, it shall be the responsibility of the Successful Bidder to provide a substitute vehicle immediately. In case, the substitute vehicle does not report on time/ does not report at all, Tripura Gramin Bank would have the right to hire a vehicle from the market and the cost, additional cost incurred by the Bank for that purpose will be borne by the Successful Bidder.
21. The Vehicle so provided should preferably be white in colour and should be in good running condition having valid commercial license issued by the Competent Authority. The Vehicle should not be of 'Make' prior to two year from the date of publication of this tender and should be in good running condition. Only good condition vehicles will be used by the Bank. The copies of such supporting documents/evidence must be attached with the sealed quotation(Technical bid).
22. The Vehicle should be placed 08 hours X 23(twenty three) working days in a month as per Delegation of Financial Powers Rules 2019. However on holidays if the vehicle is required for official purpose payment will be made as per quoted rate but not beyond the rate as prescribed in Rules 2019.
23. The contract shall not save with the previous consent in writing of the Bank sublet/ sub-contract-transfer or assign the contract or any part thereof in any manner whatsoever. However, such consent shall not relieve the contract from



any obligations, duty or responsibility under the contract and the Successful Bidder shall be fully responsible for the services hereunder and for the executions and performance of the contract.

24. In case of failure of the contractor in providing/ making available of vehicle on account of any defect/ fault/ breakdown/ not reporting timely, liquidated damages/ compensations or alternative arrangement with prior permission shall be made, otherwise penalty shall be imposed on the successful Bidder as deems fit and proper on the part of the Bank and shall be recovered the same from the Monthly bill without any notice as under.
25. The vehicle should be available/may be used for running in all the districts of Tripura so desires.
26. If the vehicle runs beyond 23(Twenty three)days, proportionate payment for the day(s) as ran would be paid accordingly.
27. The billing will be done on monthly basis. Bills preferably should be typed and in triplicate, and Original of the same should be submitted to the Office of the respective Regional Manager in the 1st week of the following month and duplicate of the same should be submitted to the Head Office. On scrutiny, the payment shall be made by the Bank within 03(three) working days of receipt of bill.
28. In the event, it is found that extra payment have been made by the Bank to the Successful Bidder on account of any discrepancies in the bills raised by such bidders or overcharging or otherwise, the Successful bidders shall promptly reimburse to the Bank all such extra amounts to the Bank.
29. In case of any accident, all the claims arising out of it shall be met by the Successful Bidder.
30. The Successful Bidder should approach to the respective Office of Regional Manager in case of any assistance or difficulty.



31. In case of any dispute of any kind and in any respect whatsoever, the decision of the Tripura Gramin Bank shall be final and binding on the successful Bidder.
32. Terms & conditions is not found fulfilled during the period of agreement, Tripura Gramin Bank reserves right to discontinue the contract without assigning any reasons thereof.
33. TDS, if applicable and other Taxes shall be deducted as per statutory compliance.
34. An earnest money amounting to ₹ 50,000/- (Rupees Fifty Thousand) only for each vehicle in the form of Demand Draft(DD) drawn in favour of "Tripura Gramin Bank" payable at Agartala shall be submitted along with the technical Bid. Non-submission of such earnest money with the technical bid, tantamount to rejection from the bidding process. The said earnest money will be converted to security money for lowest successful bidder(s) who would be offered the work. The rest earnest money of unsuccessful bidder(s) would be refunded within 07(seven) working days from the date of opening of Tender. The earnest money of the successful bidder(s) shall be kept as security till the expiration of the agreement and the same without interest is returned back to the successful bidder. In case of breaching the terms & conditions as specified in this Tender and agreement within the period of hiring of the vehicle, the said earnest money would be forfeited summarily.
35. Interested eligible bidders may obtain tender document from website www.tripuragraminbank.org. The Cost of tender document is ₹ 1,000/- (One thousand) which is non-refundable and should be paid by means of DD drawn in favour of Tripura Gramin Bank payable at Agartala and the same should be attached with the Technical Bid. Bids not accompanied with cost of Tender document would be summarily rejected.
36. The Bank is not liable for parking of vehicle(s) in a garage. The successful Bidder has to arrange the vehicle on parked.
37. Rate should be quoted within the ceiling fixed by the Govt. of Tripura for hiring of vehicle.
38. A pre-bid briefing meeting of the intending tenderers will be held at 11:00 AM on October 12, 2022 in the Conference Hall. First Floor, Tripura Gramin Bank



Head Office, Opposite side of Radhanagar Stand, Pin No. 799005 to clarify any point/doubt raised by them in respect of the tender. No separate communication will be sent for this meeting. All the intending tenderers are advised to be present and study the tender documents. They may indicate any points/conditions/specifications which need to be clarified during the meeting. These issues will be discussed, and the intending tenderers will be advised suitably. The tenderers are expected to get all the issues clarified during this meeting and therefore should desist from deviating from the Bank's tender conditions/specifications. The intending bidders may place their query, if any, by communicating through mail at tgbhodev@gmail.com or dial at 7085065173.

39. The interested bidder(s) shall visit the website of this bank at www.tripuragraminbank.org for updating status of this tender. No separate communication and/or publication in the newspaper would be made.

40. Tripura Gramin Bank reserves the right to amend any clause of this tender and also reserve right to reject any quotation(s) including lowest one without assigning any reason thereof and/or to reject the whole process of the tender any point of time without assigning any reason.



Annexure-II
PROFORMA FOR TECHNICAL BID

Last date & time of submission :- 21.10.2022 at 5:00 PM

Opening of Bid :- 27.10.2022 at 11:00 AM

Name of the work :- For Hiring Of Vehicle For Regional Office(s) of Tripura Gramin Bank

Sl. No.	Particulars	Information/ documents submitted by the bidder	
01.	Name of the Intending bidder(Organisation/Firm/ Persons)		
02.	Corresponding address including e-mail ID and Mobile No. of the Organisation		
03.	Name(s) and address of the Proprietor/ Partners/Director of the Organisation with e-mail and Mobile Numbers		
04.	GST & PAN No. of the Organisation/Persons as applicable (self attested photo copies to be attached herewith)	GST No. :-	PAN No. :-
05.	Year of incorporation in the business/profession		
07.	(a)Past Experience of intending bidder works in Govt Departments(Central/State) (self attested photo copies to be attached herewith)		
	(b)PSUs/Banks (self attested photo copies to be attached herewith)		
	(c)Autonomous/Statutory Bodies(self attested photo copies to be attached herewith)		
	(d)Certificate regarding non-blacklisting of the firm by any Government Department/PSUs/Autonomous Organization etc (To be furnished on the letter head of the bidding organization)		
08.	List of Government Organizations/Banks/PSUs where the Successful Bidder is currently providing services. (Please attach the job order/ service certificate from Govt. Office/ Public Sector)		
09.	Total Nos. of Cars/ Vehicles available with intending bidder together with make/Model, please mention		
10.	Qualifications including technical qualification of Intending Bidder.		
11.	Whether Garage facility is available(please tick in the appropriate place)	Yes	No
12.	Whether commercial licence is available against the Vehicle for which the tender is submitted(please tick in the appropriate place and submitted the relevant documents)	Yes	No
13.	Whether all documents against the vehicle(s) are in order as on the date of submission of this Tender. Submit the relevant documents in support of this clause. commercial licence is available against the Vehicle for	Yes	No



	which the tender is submitted(please tick in the appropriate place and submitted the relevant documents)		
14.	Name of the person who is submitting this Tender, is he authorised to submit?(Submit the authorization letter), if applicable.	Name:-	
		Yes	No
15.	Particulars of Demand Drafts for Price of Tender & EMD	Price of Tender:-	
		Amount :- ₹ 1,000/-(One thousand)	
16.		DD No. & Date :-	
		DD issued by :-	
		EMD:-	
		Amount :- ₹ 50,000/-(Fifty thousand)	
		DD No. & Date :-	
		DD issued by :-	
17.	Mention the list of documents as submitted	(1)	
		(2)	
		(3)	
		(4)	
		(5)	

Undertaking

I do hereby certify that all the information furnished are true to my knowledge. On the basis of terms and condition as stated in Annexure-I, I have participated the instant bid. I have no objection to TGB verifying any or all the information furnished in this documents with the concerned authorities, if necessary. I also certify that I have understood all the terms and condition indicated in the tender notice(i.e Annexure-I) and hereby accept the same completely.

(Signature of Intending Bidder/Authorized person with date)

Name & full address with Telephone No:-

Office:

Residence:

Mobile No:

Email:



Annexure-III(A)
"FINANCIAL BID for 03(Three years)"

Opening of Bid :- 27.10.2022

To be submitted in a separate sealed envelope subscribing "FINANCIAL BID"

For North Tripura District (Undivided)

Type/Category of Vehicle :- MM Bolero

Quoted Rate for 23 days in a month against 1500 KM for 08 hours in a day(Fixed amount should be quoted for a month only) valid for 3 years (1)		Quoted Rate beyond 08 hours per day (rate must be hour basis/per hour) valid for 3 years (2)	Night Charges (per Night i.e from 10.00 pm to 5.00 am), in exceptional cases. valid for 3 years (3)	Quote per KM, if exceed 1500 Km within 23 days valid for 3 years	Remarks, if any, use extra sheet if required (4)
Including GST	Excluding GST	₹	₹		
₹ (in Words)	₹ (in Words)	(in Words)	(in Words)		

Annexure-III(B)
"FINANCIAL BID"

For West Tripura District (Undivided)

Type/Category of Vehicle :- MM Bolero

Quoted Rate for 23 days against 1500 KM in a month for 08 hours in a day(Fixed amount should be quoted for a month only) valid for 3 years (1)		Quoted Rate beyond 08 hours per day (rate must be hour basis/per hour) valid for 3 years (2)	Night Charges (per Night i.e from 10.00 pm to 5.00 am), in exceptional cases. valid for 3 years (3)	Quote per KM, if exceed 1500 Km within 23 days valid for 3 years	Remarks, if any, use extra sheet if required (4)
Including GST	Excluding GST	₹	₹		
₹ (in Words)	₹ (in Words)	(in Words)	(in Words)		

Annexure-III(C)
"FINANCIAL BID"

For South Tripura District (Undivided)

Type/Category of Vehicle :- MM Bolero

Quoted Rate for 23 days against 1500 KM in a month for 08 hours in a day(Fixed amount should be quoted for a month only) (1)		Quoted Rate beyond 08 hours per day(rate must be hour basis/per hour). (2)	Night Charges (per Night i.e from 10.00 pm to 5.00 am), in exceptional cases. (3)	Quote per KM, if exceed 1500 Km within 23 days	Remarks, if any, use extra sheet if required (4)
Including GST	Excluding GST	₹	₹		
₹ (in Words)	₹ (in Words)	(in Words)	(in Words)		

- N.B:-** 1. The Intending Bidder(s) may quote against (03) three districts as mentioned in Annexure-III or may select any one/two of those districts as deems fit and proper.
2. The respective quote should not beyond the rules of State Govt. of Tripura.
3. KM means Kilometer.
4. The above rate is including of all expenditure, charges of Driver, taxes, GST, charges against the vehicle.

(Signature of Intending Bidder/Authorized person with date)



FINANCIAL BID UNDERTAKING Form:

(Full name and address of the Bidder) _____

To, Dear Sir/Madam,

1. I/We _____ (name) _____ submit the Financial Bid in form of Annexure-III(A)/Annexure-III(B) and Annexure-(C)(please tick which is applicable)for participating the Tender vide No.....dt..... for giving service by providing Vehicle(s) namely MM Bolero for Regional Office(North)/Regional Office(South)/ Regional Office(West)(Please strike out as applicable)works under Tripura Gramin Bank, if selected.
2. I/We have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.
3. I/We offer to work at the rates as indicated in the Financial Bid.
4. I/We undertake that I /We have carefully studied all terms and conditions of the tender and shall abide by them. Further, it is certified that I/We have never been blacklisted by any Central/State Government Department/Ministries/PSUs/Banks etc.

Full Signature Name of Authorized Signatory with date and seal

Name & Full address :

Telephone/ Mobile No:

Residence :

Email :

