

GOVERNMENT OF TRIPURA  
OFFICE OF THE DISTRICT LABOUR OFFICER  
WEST DISTRICT LABOUR OFFICE, SHRAM BHAVAN, AGARTALA  
Email:- [westtdlo123@gmail.com](mailto:westtdlo123@gmail.com)

Dated, Agartala, the                      December, 2024.

**NOTICE INVITING TENDER**

Sealed quotation is hereby invited from the resourceful and bonafide vehicle owner for hiring of **1 (one) Maruti Suzuki Ecco/Omni(CNG) vehicle only for a period of 1 (one) year for official use of the Labour Officer of West District Labour Office, Shram Bhavan, Agartala.**

The details terms and conditions are available in the website of the Labour Directorate [www.labour.tripura.gov.in](http://www.labour.tripura.gov.in)

The sealed quotation shall reach to the office of the undersigned on or before **13-12-2024 at 03:00 p.m.** and the same will be opened on the same day at **04:00 p.m.** if possible; otherwise date will be intimated accordingly. The bidder may personally remain present at the time of opening of the quotation or they may send their authorized representative(s). The undersigned reserved the right to cancel the tender including the lowest one without assigning any reason whatsoever thereof.

**Signed by Prabir Ranjan**

**Das**

**Date: 04-12-2024 13:32:19**

Labour Officer  
West District Labour Office  
Shram Bhavan, Agartala

Copy to:-

1. PA to the Labour Commissioner, Govt. of Tripura, Labour Directorate for kind information to the Labour Commissioner.
2. The Director, Information & Cultural Affairs, West Tripura for kind information with request to publish the same in local dailies for wide publicity.
3. Nodal Officer, IT, Labour Directorate is requested to upload the same in the Departmental Website.

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Dated, Agartala, the                      December, 2024.

Sealed tender for hiring vehicle for Official use of the Labour Officer of West District Labour Office, Shram Bhavan, Agartala.

**Details terms & conditions etc. is mentioned below:-**

**TERMS & CONDITIONS.**

1. The vehicle should be in absolutely good running conditions.
2. The bidder must submit following documents of vehicle with the bid: - Valid Insurance, Pollution Under Control Certificate, vehicle Registration, Road Tax Clearness etc.
3. The bidder must submit Driving License of the proposed Driver, PAN card of the bidder along with the bid.
4. Permit of the vehicle should be commercial in nature or it is to be converted to commercial within 3 months of issue of hiring order.
5. One driver possessing valid driving license should be placed with the vehicle, if selected.
6. Offered rates should be in compliance to Delegation of Financial Power Rules Tripura, (DFPRT) 2019.
7. Rate should be quoted only as per format mentioned below.
8. The bidder may submit IT return of 3(three) Financial Years, copy of GST registration along with the tender.
9. The vehicle should not be older than **01-01-2021**.
10. EMD for Rs.2,000/- in the form of DD drawn in favour of **District Labour Officer, West District Labour Office, Agartala, West Tripura** is to be submitted along with the tender.
11. The vehicle must be white in colour.
12. **Last date of submission of tender is 13-12-2024 up to (03.00 PM) in the store section of the West District Labour Office, West Tripura, Ground Floor, Shram Bhavan, Office Lane, Agartala.**
13. Date of Opening **13-12-2024 at 04.00 PM**. If required, Labour Officer may alter date of opening of the tender.
14. Interested bidders or their representative may remain present during opening of the tender.
15. No tender will be received or accepted after the due date and time as mentioned above.
16. The vehicle will be normally engaged in Government working days but if required, office may engage the vehicle on holidays also.
17. Overtime would be paid as per the Government approved rate.
18. The vehicle will have to run in all weather and on all kinds of roads in plain and hill areas.
19. The vehicles should be kept in the office of the **West District Labour Office, Agartala, West Tripura, Shrama Bhavan, Office Lane** during off days/period also.
20. The vehicle must be fitted with Kilometer reading meter in good condition.
21. The running maintenance and repairing of the vehicle should be done by the selected bidder at his own cost and risk.

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22. If the vehicle remains off on the road for more than two hours the selected bidder will have to arrange another vehicle at his/ her own cost and risk failing which **West District Labour Office, Agartala** may have to arrange another vehicle at the cost of the selected bidder.
23. In case of failure of placement of the vehicle on any day(s) by the selected bidder, Office may hire another vehicle for the day(s) / period as the case may be. The cost involved in this case will be recovered from the selected bidder.
24. In case if driver fails to do his duty due to illness or unavoidable issues or if driver resigns from his job, selected bidder should made immediate replacement with a new driver having valid driving license with intimation to this office.
25. A log book in the Government prescribed form will have to be maintained with the vehicle in which the day to day journey will be recorded. A copy of the said log book should be submitted along with the bill for payment.
26. All expenditures of the driver including their pay etc. will have to borne by the selected bidder of the vehicle.
27. The vehicle if required will have to halt any place/station for one or more days and no extra payment will be made for that.
28. Cost of fuel /lubricants etc. of the vehicle will have to be borne by the selected bidder of the vehicle. The vehicle should be refueled beyond office hours.
29. Bill in triplicate may be submitted to the West District Labour Office, West Tripura, Shram Bhavan, Office Lane, Agartala **after** completion of each month for processing release of payment.
30. GST & Income Tax as per rate will be deducted from monthly bill.
31. No claim for interest in case of delayed payment will be made. Payment would be made after monthly submission of bill.
32. Either party has the right to terminate the contract by giving 30 days notice in advance.
33. Selected bidder should submit written request to extend the contract period before 45 days of expiring the contract period.

**Format for quoting rate is given below:-**

Sl. No	Name of vehicle	Quantity	Rate for detention per day in Rs.( In Figures & Words)	Rate per Km in Rs. in Figures & Words
(i)	(ii)	(iii)	(iv)	(v)
1	Maruti Suzuki Eeco/ Omni(CNG)	01		

**Signed by Prabir Ranjan  
Das**

**Date: 04-12-2024 13:08:41**  
Labour Officer

West District Labour Office  
Shram Bhavan, Agartala