

TRIPURA JUDICIAL ACADEMY
NARSINGARH, AGARTALA

F.2(39)-TJA/TENDER/2024-25/2969

Dated, Agartala, the **8th August, 2025**

NOTICE INVITING TENDER

Tripura Judicial Academy, Narsingarh, Agartala, invites sealed Tenders for hiring of **01(one) Light Motor Vehicle (LMV)**, preferably **Mahindra Bolero/Mahindra Scorpio** as pool car for use in the Office of the Director, Tripura Judicial Academy, Narsingarh on temporary basis from **01.10.2025 to 30.09.2027**, which may be extended for a further period of One Year, as per the discretion of Tripura Judicial Academy based on satisfactory performance.

Interested owners of above-specified vehicles may submit their tender to the office of the undersigned **within 05:00 PM of 30.08.2025**.

The date for the schedule of key events of this tender is given as under: -

Sl. No.	Events	Details, Date and Time
1.	<i>Tender No.</i>	<u>F.2(39)-TJA/TENDER/2024-25/</u>
2.	<i>Bid Security/Earnest Money Deposit</i>	₹ 5,000/-
3.	<i>Bid Validity</i>	60 days from the opening of Technical Bid
4.	<i>Last Date & Time for submission of Bid</i>	30th Aug'2025 at 05:00 PM
5.	<i>Date & Time of opening of Technical Bid</i>	2nd Sep'2025 at 03:00 PM
6.	<i>Date & Time of opening of Financial Bid</i>	9th Sep'2025 at 03:00 PM
7.	<i>Venue of opening of the Technical & Financial Bid</i>	Chamber of the Director, Tripura Judicial Academy, Narsingarh, Agartala, on different dates as mentioned above.
8.	<i>Commencement of Works as per Schedule</i>	01.10.2025

Terms & Conditions for hiring of 01(one) Light Motor Vehicle (LMV):

1. The vehicle should have a **valid & proper commercial registration**.
2. The detention charge & per K.M. Run charge should be within the **ceiling / limit** as per Notification mentioned in **Annexure – I of the Delegation of Financial Power Rules, 2019 (DFPRT, 2019)**.
3. The vehicle shall be maintained properly, and it will be kept in up-to-date condition for long journey at owner's expense.
4. The vehicle should have **up to date Insurance Policy, Tax token, Pollution Control certificate** and authorized Driver having **valid Commercial Driving Licence** and the salary of the Driver should be paid by the owner himself /herself.
5. **The engaged driver must adhere to the dress code specified for drivers of Tripura Judicial Academy i.e. White Shirt (Full/Half sleeve), Navy Blue Pants & Chauffeur cap (white crown with a black brim).**
6. The contract of Hiring vehicle will be terminated at any point of time by the Tripura Judicial Academy, if service provided is not satisfactory. The decision taken by the Tripura Judicial Academy in this regard shall be final and conclusive.
7. Incomplete tender(s) will be rejected summarily.
8. The undersigned is not bound to accept the lowest rate and may reject all or any of the tenders without assigning any reason.
9. The service should be provided 24 X 7 as per request of the concerned authority.
10. The successful bidder should make alternative arrangement of similar category vehicle in case of provided vehicle being out of order. The alternative vehicle should have valid documents as indicated in item Nos. 1 & 4 above.
11. Required tax will be deducted as per prescribed rate from the bill.
12. Both the Technical Bid (ANNEXURE – I) & Financial Bid (ANNEXURE – II) should be submitted along with the tender in 2(two) separate Envelopes (inscribed with the words **“Technical Bid – NIT No:_____ (Providing Hired LMV in Tripura Judicial Academy, Narsingarh, Agartala)** and **“Financial Bid – NIT No:_____ (Providing Hired LMV in Tripura Judicial Academy, Narsingarh, Agartala)**).
13. The interested bidders should deposit Earnest Money of **₹5000/- (Rupees five thousand) only** through Demand Draft in favour of *“The Director, Tripura Judicial Academy”* Payable at Agartala.

(Ashutosh Pandey)
Director
Tripura Judicial Academy

PROFORMA FOR TECHNICAL BID

Sl. No.	Particular	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.	Details official address of the Owner/Agency (if any)	
5.	Vehicle Registration No. (Copy of Registration Certificate should be enclosed)	
6.	In case of Agency, submit the Agency Registration No. (Copy of Registration should be enclosed)	
7.	GST Registration Number (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 anywhere in India	
9.	Length of experience in the field	
10.	Experience in dealing with Govt. Department (Indicate the names of the Department and attach copies of contracts order placed on the agency).	
11.	Whether a copy of the terms and conditions, duly signed, in token of acceptance or the same is attached.	
12.	List of documents submitted with the tender	

Date: _____

(Signature of the Tenderer)

Place: _____

Name and Address (with seal)

ANNEXURE-II**PROFORMA FOR FINANCIAL BID**

Name of the vehicle with model No.	Nature of energy consumed (Petrol/Diesel/CNG)	Detention charge per day (in ₹)	Rate per kilometre run (in ₹)
(1)	(2)	(3)	(4)

Note:

- All figures should be written in words also
- Rates should be exclusive of GST

Date: _____

(Signature of the Tenderer)

Place: _____

Name and Address (with seal)