

Government of Tripura  
**DIRECTORATE OF BIOTECHNOLOGY**  
Department of Science, Technology & Environment  
Vigyan Bhawan, Pandit Nehru Complex  
Kunjawan, Agartala -799006

NIQ No.F.4 (22)/DSTE/DBT/03/P-III/ 242

Date 04/02/2019

**NOTICE INVITING QUOTATION (3<sup>rd</sup> call)**

Sealed quotations are hereby invited by the undersigned on behalf of the Governor of Tripura from interested lawful owners of **Maruti (OMNI) Van (Non AC)** for providing 1(one) Maruti OMNI Van to this Directorate as on hire basis in Two Stage Bid System.

The Quotation Paper is available & can be downloaded from the Directorate of Biotechnology, Tripura website [www.dbttripura.nic.in](http://www.dbttripura.nic.in) and the same may be submitted after being duly filled in prescribed formats along with all required documents as per NIQ.

Last Date of quotation submission: **28<sup>th</sup> February, 2019 up to 3.00 pm IST**  
Date of Opening of quotation: **28<sup>th</sup> February, 2019 at 4.00 pm IST**

**Note:** The quotations may be opened on **28<sup>th</sup> February, 2019 if possible**. In case the day happens to be a holiday, the quotations will be received up to **3.00 pm IST** and will be opened at **4.00 pm IST** of the next working day.

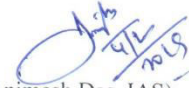
**General Terms & Conditions:**

1. The rate should be inclusive of GST and other charges as applicable.
2. The quotations will be opened in the presence of the Quotationer or their authorized representative (having valid authorization letter) who may like to be present.
3. The detail specification of Hiring of Vehicle is attached at **Annexure-I**.
4. The quotationers should submit **Technical and Financial Bid**. Technical Bid is attached at **Annexure-II** and Financial Bid is attached at **Annexure-III**.
5. The successful quotationer will be required to give an undertaking that he/she has understood clearly all the terms and conditions mentioned in this document and bind itself to the same for the period of the contract. A proforma of undertaking is attached at **Annexure –IV**.
6. The vehicle should have appropriate valid registration (**commercial**) from the transport authority of Tripura.
7. The vehicle should be **white in colour** and in good running conditions and not have been manufactured before **January, 2012**.

8. The rate should be quoted within the **ceiling for hiring of vehicle limit of Finance Department circular vide No.F.9 (2)-FIN(G)/07, dated 8<sup>th</sup> February, 2017. (Detention charge/ day (in Rs.) = 600.00 and Rate/ km run = Rs 6.00)**
9. The lowest quotationer will be decided considering the sum total of rateof detention plus rate/km.(**considering the average use of vehicle 24 days & 1500 km**)
10. The vehicle should be provided with 1(one) Driver with valid driving license for driving the vehicle.
11. The owner of the vehicle should have income tax clearance certificate.
12. All expenditure towards the driver, day-to-day requirement of fuel, lubricant including maintenance cost etc. will have to be borne by the owner of the vehicle.
13. The vehicle would be used for performing journey throughout the State of Tripura.
14. Normal duty hours of the vehicle would be 9.30 a.m. to 6.30 p.m. on all working days. However, if for any reason, the vehicle is engaged beyond this normal duty hour, no extra payment will be made for that. Moreover, the vehicle may be engaged on holidays also and the ownèr of the vehicle would be given prior intimation for this.
15. IT and other Service taxes as applicable will be deducted from the bills at source.
16. The vehicle should be provided with proper meter for recording **km.** reading.
17. Log book in prescribed format is to be maintained by owner and day to day journeys etc. are to be entered with signature of the controlling officer.
18. In case of any break down/ accident / defect/ etc. of the vehicle will have to be attended and to be repaired by the owner at his own cost and risk. Alternative arrangement of similar quality of vehicle is to be made by the owner within 1 (one) hour in case the vehicle becomes unfit for journey failing which, similar category of vehicle would be hired by the office whose payment will be realized from the bill of the owner.
19. If the condition of the vehicle and service of the driver is not fount satisfactory the vehicle will be discontinued accordingly.
20. Payment will be made on monthly basis on submission of bill in triplicate along with the log book to the Head of office, DBT for release of payment.
21. No additional claim except the normal detention and running charges will be accepted for day to day journey, out station journey and halt(s).
22. The engagement of the vehicle will be for one year initially which may be extended further, if considered so. However, the vehicle may be withdrawn / disengaged from any side with one month's notice.
23. **The undersigned reserves the right to accept/reject any or all quotations or part thereof without assigning any reason thereon.**

**24. PAYMENT TERMS:**

- (i) No advance payment will be made.
- (ii) Payment will be made on monthly basis on submission of bill in triplicate along with the log book to the Head of office, DBT for release of payment.
- (iii) Quotationer should provide Beneficiary ID if already created or photocopy of PAN Card and Bank Account Details.
- (iv) All payments should be made through 'Direct Benefit Transfer' to account after receiving bills in triplicate.
- (v) The Tax Deduction at source (TDS) shall be made as per the provision of Indian Income Tax Act, as amended from time to time.



(Animesh Das, IAS)  
Director

Directorate of Biotechnology

Copy to /

- ✓ IT Nodal Officer DBT, Agartala for uploading in DBT Website
2. Notice Board, DBT Agartala

ANNEXURE-I

Technical Specification of the Vehicle:

NIQ F.No.4(22)/DSTE/DBT/03/P-III/242

Date 04/02/2019

01.	Manufacturing date of the car	Not before January 2012.
02.	Company Name	Maruti
03.	Model	Omni
04.	Colour	White
05.	Sitting capacity	3+1

**ANNEXURE-II**

**Checklist for Technical Quotation:**

NIQ F.No.4(22)/DSTE/DBT/03/P-III/242

Date 04/02/2019

Sl. No.	Name of Document	Yes	No.	Remarks
01.	GST Registration of the quotationer			Attachment of photocopy of the documents is mandatory.
02.	Copy of PAN card of the quotationer			
03.	Copy of the IT return of the quotationer for last assessment year			
04.	Copy of Commercial license/Registration of the vehicle			
05.	Copy of Valid Driving license of the driver			
06.	Signed and Stamped blank quotation paper			

**OTHER RELEVANT INFORMTION (MANDATORY)**

Sl. No.	Items	Details
01.	Name of the quotationer	
02.	Profile of the quotationer	
03.	Name of the proprietor	
04.	Full address of quotationer	
05.	a. Telephone/Mobile No. b. E-mail	

(Signature of the authorised person of the Agency with seal)

Place:

Date:

**FINANCIAL BID:**

**ANNEXURE-III**

*NIQ No.F.4.(22)/DSTE/DBT/03/P-III/242*

*Date 04/02/2019*

Sl. No.	Particulars	Rate (in Rs.)
1.	Detention charge of the vehicle (Maruti OMNI Van) per day	
2.	Running charge of the vehicle (Maruti OMNI Van) per K.M.	

(Signature of the authorised person of the Agency with seal)

Place:  
Date:

**ANNEXURE-IV**

(On official stationery/letter head)

To  
The Director  
**Directorate of Biotechnology**  
Vigyan Bhawan, Pandit Nehru Complex  
Kunjavan, Agartala -799006

**Undertaking**

- i. I ..... Son/Daughter/Wife of Shri .....  
Proprietor/Director/authorized signatory of ..... (name of  
agency) is competent to sign this declaration and execute this tender document.
  
- ii. I/We have visited the premises and fully understand the scope of the work and terms and conditions  
of the quotation.
  
- iii. I/We have gone through the Term & Conditions given in the NIQ document and agree with the  
same.
  
- iv. All information provided in this quotation is true and correct to the best of my/our knowledge.
  
- v. I have submitted signed and stamped blank quotation paper with this quotation.

**(Authorized signatory)**

**Seal with date**