

Government of Tripura  
**DIRECTORATE OF BIOTECHNOLOGY**  
Department of Science, Technology & Environment  
VigyanBhawan, Pandit Nehru Complex  
Kunjavan, Agartala -799006

**NOTICE INVITING QUOTATION**

Sealed quotations are hereby invited by the undersigned on behalf of the Governor of Tripura from interested lawful owners of **Maruti Eeco** vehicle for providing 1(one) Maruti Eeco vehicle 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.dste.tripura.gov.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: **28th June, 2024 up to 03.00 pm IST**  
Date of Opening of quotation: **28th June, 2024 at 04.00 pm IST**

**Note:** The quotations may be opened on **28<sup>th</sup> June, 2024, if possible**. In case of any un-scheduled holiday(s) or occurrence of some event beyond control of the inviting authority or force majeure on the day of opening, the quotations will be received & opened on the next working day at the same time scheduled above.

**General Information and Terms & Conditions:**

1. 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.
2. The desired Technical specification of the vehicle is attached at **Annexure-I**.
3. The quotationers should submit Technical bid and financial bid in two different envelopes. **Envelope-I for Technical bid as per Annexure-II** and **Envelope-II for Financial bid as per Annexure-III**. Both the Envelope-I & Envelope-II should be wrapped in a **single envelope** superscripting the NIQ number & name and subscripting the name of the quotationer with address. If the outer envelope is not sealed & marked properly as above, this Directorate will not assume any responsibility for its misplacement, premature opening, late opening & so on. The Quotationer whose Technical bid is found to be acceptable, shall be considered for opening of respective Financial bid.
4. All pages of the quotation documents (Technical & Financial) and envelopes should be signed & stamped by the quotationer before submission.
5. The successful quotationer will be required to give an undertaking that he/she/they has/have understood clearly all the terms and conditions mentioned in this

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- quotation 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 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 **1<sup>st</sup> January, 2020**.
  8. The vehicle should have facility of running by CNG & Petrol both.
  9. The rate should be quoted for within the ceiling limit hiring of vehicle as DFPRT-2019. (**Detention charge/ day = Rs. 700.00 and Rate/km run = Rs. 8.00 for Petrol and Rs. 5.00 for CNG mode**).
  10. The vehicle should run first on CNG mode upto a distance of 120 km per day as per requirement of concerned official using the vehicle. If the vehicle is run beyond 120 km on that day, it should be refuelled with CNG again if possible, otherwise the vehicle might be operated in Petrol mode with due intimation to the officer using the vehicle.
  11. The lowest quotationer will be decided considering the sum of detention charge plus rate/km (considering the average use of vehicle 23 days & 1840 km run by **CNG** mode only)
  12. The vehicle should have insurance coverage throughout the contract period.
  13. The vehicle should be provided with 1(one) Driver having valid driving license for driving the vehicle.
  14. 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.
  15. The vehicle would be used for performing journey throughout the State of Tripura.
  16. Normal duty hours of the vehicle would be 9.55 am to 6.30 pm 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 owner of the vehicle would be given prior intimation for this.
  17. The vehicle should be provided with proper meter for recording **km** reading.
  18. 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.
  19. 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

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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 released from the bill of the owner.

**20.** If the condition of the vehicle and service of the driver is not found satisfactory, the vehicle will be discontinued accordingly.

**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 01 (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.** No quotation will be accepted through courier/post.

**24.** A quotationer should submit only one quotation. Submission of multiple quotations by a single quotationer will lead to rejection of all such quotations.

**25. Rate:**

25.1 The rate quoted should be in Indian Rupees and be firm including of all taxes etc.

25.2 The rate should be legible written in English both in figure and in words. In case of any contradictions between the rates mentioned in figure and words, the rate mentioned in words shall be considered as final.

**26.** Once the rates are accepted by this Directorate, the rates would be valid upto 01 (one) year from the issuance of 1<sup>st</sup> work order.

**27.** The vehicle should be provided within 15 days of issuance of work order.

**28. 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 after applicable taxes, statutory deductions etc. for release of payment.
- (iii) Quotationer should provide Beneficiary ID if already created or photocopy of PAN Card and Bank Account Details etc.

**29.**Non submission of document(s) as per Technical Bid **(Annexure-II)** will lead to rejection of the quotation.

**30. The undersigned reserves the right to cancel the NIQ any time without assigning any reason thereon.**

Signed by Anjan Sengupta

Date: 14-06-2024 14:58:51

Reason: Approved

(A.Sengupta)

Joint Director & HoO

Directorate of Biotechnology

Govt. of Tripura

**Copy to:**

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

**ANNEXURE-I**

**Technical Specification of the Vehicle:**

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1.	Manufacturing date of the car	Not before 1 <sup>st</sup> January 2020
2.	Company Name	Maruti
3.	Model	Eeco
4.	Colour	White
5.	Sitting capacity	3+1

**ANNEXURE-II****Checklist for Technical Bid:**

<b>Sl. No.</b>	<b>Name of Document</b>	<b>Attached</b>	<b>Not Attached</b>	<b>Remarks</b>
1	GST Registration of the quotationer (if applicable)			Attachment of photocopy of the documents is mandatory.
2	Copy of PAN card of the quotationer			
3	Copy of the IT return of the quotationer for AY 2023-24			
4	Copy of Commercial license/Registration of the vehicle			
5	Catalogue/Supportive documents of the vehicle as per specification of <b>Annexure-I</b>			
6	Signed and Stamped blank quotation paper			
7	Letter of Undertaking <b>(Annexure-IV)</b>			

**Place:** (Signature of the authorised person of the Agency with seal)

**Date:**

**ANNEXURE-III****Financial Bid:**

<b>Name of the owner &amp; full address with contact details</b>	<b>Type of Vehicle</b>	<b>Detention Charge per day (in Rs.)</b>	<b>Running Charge per km (in Rs.)</b>
Name:  Address:  Contact No:	Maruti Eeco (non AC) with Commercial Registration		In CNG mode:  (in words ..... ..... only)
			In Petrol mode:  (in words ..... ..... only)

**Place:** (Signature of the authorised person of the Agency with seal)

**Date:**

**ANNEXURE-IV**

(On official stationery/letter head)

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

**Letter of Undertaking**

I, ..... Son/Daughter/Wife of Shri  
..... Proprietor/Director/authorized  
signatory of ..... (Name of the agency) is  
competent to sign this declaration and execute this NIQ and I am stating that my/our  
firm/company/agency is not black listed by any Govt./PSU office/department.

ii. We are submitting our offer in full compliance of the terms and conditions of the above  
cited NIQ. A blank copy of quotation duly signed on each page also submitted as a proof of  
our acceptance of all specifications as well as the Terms and Conditions. We have submitted  
quotation documents as per NIQ Terms and Conditions.

iii. I/We have gone through the General information and Terms & Conditions stipulated in  
the NIQ document and agree with the same.

iv. All information provided along with this quotation is true and correct to the best of  
my/our knowledge.

**(Authorized signatory  
Seal with date)**