

GOVERNMENT OF TRIPURA  
DIRECTORATE OF SMALL SAVINGS, GROUP INSURANCE  
& INSTITUTIONAL FINANCE.  
P.N. COMPLEX, AGARTALA, TRIPURA (WEST).  
Email ID – dif\_agt@yahoo.in

Approved Date

**Quotation for hiring of vehicle**

Quotation in sealed cover is hereby invited from the owners or their authorized agents for providing 1(one) No. Maruti Wagon R White (CNG) vehicle for official use of the Joint Directorate of Small Savings, Group Insurance & Institutional Finance, Govt. of Tripura, Agartala.

Quotations in sealed cover may be addressed to the **Director, Directorate of Small Savings, Group Insurance & Institutional Finance, Govt. of Tripura, P.N. Complex, Gurkhabasti, Agartala** and should be reached to the office of the undersigned by speed post/courier/registered post or may be dropped in tender box on or before **05-05-2025 up to 3.00 P.M.** on all working days between 10.30 A.M to 4.00 P.M from the date of publication of the quotation. Quotation received after stipulated date & time will be summarily rejected.

On the top of envelop, " **Quotation for hiring of vehicle for Directorate of Small Savings, Group Insurance & Institutional Finance**" and Quotationer's full name and address with phone number are to be mentioned. Quotations will be opened on **06-05-2025 at 12.00 noon** Quotationers or their authorized representatives may remain present during opening of quotations.

The detailed terms and conditions along with prescribed format may be seen at [www.dif.tripura.gov.in](http://www.dif.tripura.gov.in). Interested bidders may quote their rates in the prescribed format. Rate quoted in other format will not be entertained and will be rejected.

**Terms and Conditions: -**

1. The vehicle should be in good running condition and the year of manufacturing not before than 2024.
2. The rate should be quoted for "Per day detention charge and road mileage as per Kilometer" both in figures and words. Rate of hiring shall be guided by the notification of the Finance Department dated 29<sup>th</sup> November, 2019.
3. The rate of over time per hour should be mentioned separately.
4. The acceptance of the quotation will be at the discretion of the authority based on the lowest rate quoted.
5. No insurance charge or any other charges including maintenance cost is admissible.
6. The contract for a period of 1(one) year subject to satisfactory services. In case of satisfactory service the contract period may be extended further on mutual consent. If the selected bidder during the pendency of the contract period is unable to provide vehicle in exceptional circumstance he/she will give at least 15 days written notice intimating his/her inability. If the authority decides to terminate the agreement, 7 days written notice is to be given expressing the decision of the authority.
7. The vehicle should have valid Commercial Registration, Copies of GST Clearance Certificate, Copies of Tax Clearance Certificate, Registration Number & valid Insurance and pollution certificate are to be submitted along with the quotation otherwise quotation will be rejected.

Contd.....P/2.

-:: 2 :: -

8. The Vehicle should be placed for duty within 7 days from the date of issue of the order.
9. Copy of the "Power of Attorney" in respect of the vehicle should be submitted, if the vehicle is not owned by the Quotationer himself/herself.
10. The successful Quotationer shall make the vehicle available with a driver from 9.00 am to 8.00 p.m. for office duty. Beyond this period overtime may be entertained as per the accepted quoted rate. In case of emergency the vehicle may be used during holiday(s) also.
11. The driver should have valid driving license and the concerned driver should maintain a Log Book in respect of the journey undertaken.
12. The successful Quotationer will be liable for any kind of loss, damage, breakage etc. of the vehicle and keep the vehicle plying in all occasions and in case the vehicle will be required to be withdrawn from service temporarily, a vehicle of same type should be placed to avoid interruption of services, failing which the department will hire vehicle and the hiring cost will be deducted from his / her bill.
13. Payment will be made through online after submission of Bill in duplicate along with relevant up-to date log book duly signed by the concerned official.
14. No enhancement of rates within the validity period of the contract shall be entertained.
15. An amount of Rs.10,000.00 (Rupees ten thousand) only as Earnest Money Deposit (EMD) is to be submitted in favour of "Director, Small Savings, Group Insurance & Institutional Finance, Govt. of Tripura, Agartala in the shape of Demand Draft (DD) from any nationalized Bank along with the Quotation, otherwise the quotation will be rejected. If the successful quotationer fails to provide the vehicle within the stipulated period, the earnest money deposited along with the quotation will be forfeited. In the event of withdrawal of the vehicle by the successful bidder within the contractual period, the earnest money will also be forfeited. However, the amount of earnest money of the successful bidder will be released on successful completion of contract period. The earnest money of unsuccessful bidders will be released after 1(one) month from the date of finalization of quotation.
16. The log book should be signed on the day of duty mentioned in date, kilometer reading and reporting and departure time. Journey should be certified by the officer who is availing the vehicle for journey mentioning kilometer reading and time of commencement and end of Journey. Bill claim against of the journey not dully certified by the concerned official will not be paid.
17. In any circumstances, the vehicle and the driver should not be out of Office premises for other than office works without the permission of the authority.
18. The successful quotationer shall have to enter into an agreement based on the terms and conditions.
19. The undersigned reserves the right to cancel or accept the tender without assigning any reason. The successful quotationer shall have no right to claim any compensation for such cancellation.

Contd....P/3.

-: 3 :-

20. (a) The rate quoted by the bidder shall be deemed to be inclusive of the sales and other levies, duties royalties, cess, toll taxes of the Central and State Government Local Bodies and authorities etc. that the bidder will have to pay for the performance of the contract. The office will perform such duties in regards to the deduction of such taxes at source as per applicable law.
- (b) In addition to deduction of Income Tax, GST and other such levies, duties royalties, cess, toll tax and other taxes would be required to be deducted at source will be deducted from the bill of the bidder(s) as notified by the Government, from time to time. Any revision or amendment in the tax pattern either State / Central Government or Local Bodies shall also be applicable.
21. The quotation is for providing 1 (one) no. Maruti Wagon R (CNG.) vehicle.
22. The duty area of vehicle will be generally within Agartala Municipal Corporation Area but as per requirement it shall be required to perform its duty any part of the State including night stay (no additional charge for night stay will be permissible).
23. Any change in vehicle or driver will only be allowed in exceptional circumstance that with the prior information of the authority.

Signed by

Rakhi Biswas

Date: 24-04-2025 14:09:08

**(Rakhi Biswas, IAS)**Addl. Secretary & Director,  
Small Savings, Group Insurance  
& Institutional Finance