

**GOVERNMENT OF TRIPURA**  
**OFFICE OF THE BLOCK DEVELOPMENT OFFICER**  
**DAMCHERRA R. D. BLOCK: NORTH TRIPURA**

No.F. 13(3)/BDO/DMC/NAZ/VEH/2019-20/ 48054-63

Dated, Damcherra,  
The 30<sup>th</sup> Nov, 2019

**SHORT NOTICE INVITING QUOTATION**

The undersigned on behalf of the Governor of Tripura invites Short Quotation from the local bona-fide vehicle owners in prescribed format (in Sealed cover) for hiring of 1(one) Commercial Vehicle (Maruti Alto/Wagon R) preferably of 2017 model or onwards in order to meet up the office works at the disposal of the Office of the Block Development Officer, Damcherra R.D. Block for the period of 6(six) months.

The rate should be quoted both in figures & words as per prescribed pro-forma enclosed. The Quotationer has to attach D-Call amounting Rs. 5,000/- (Rupees five Thousand) only in favour of the **"BLOCK DEVELOPMENT OFFICER"** Damcherra R. D. Block, North Tripura from any nationalized Bank, payable at Damcherra.

The detailed terms & conditions are mentioned in **Annexure-A** which is enclosed.

The stated sealed cover of the quotation should be captioned **"QUOTATION FOR RATE OF HIRING OF VEHICLE"**. Sealed quotation should be dropped in the Tender Box, kept in the chamber of the Programme Officer (BDO), Damcherra R.D. Block on and from **9<sup>th</sup> December, 2019 to 16<sup>th</sup> December, 2019 up to 3:00 PM.**

The Quotation will be opened on same day i.e. **16<sup>th</sup> December- 2019 at 4.00 P.M.** (if possible) in presence of the Vehicle Owners / authorized representatives who may remain present at the time of opening of the quotation.

  
(Pijush Deb)

Block development Officer  
Damcherra R. D. Block : North Tripura.

**Copy to:-**

1. The Director, Department of Information & Cultural Affairs, Govt. of Tripura, Agartala for favour of kind information with a request for a single insertion in 2 (two) local dailies (Benagli & English)
2. The District Magistrate & Collector, North Tripura, Dharmanagar for favour of kind information with a request to display in the Notice board.
3. The Sub-Divisional Magistrate, Panisagar/Dharmanagar/Kanchanpur, North Tripura for favour of kind information with a request to display the notification in the notice board.
4. The Block Development Officer, Panisagar/Jampui/Dasda/Laljuri/Jubarajnagar/ Kalacherra/Kadamtala R. D. Block, for information with a request to arrange for display the notification in the notice board.
5. The Secretary, Uttar Tripura Zilla Parishad, Dharmanagar for kind information with a request to arrange for display the notification in the notice board.
6. The Secretary, BMS, Damcherra/Panisagar/Dharmanagar for information with a request to arrange for display the notification in the notice board.
7. The DIA, North Tripura (e-mail- [tridmn@nic.in](mailto:tridmn@nic.in)) for information with a request to upload in Tripura State Portal and North District official website.
8. The Tripura State Portal ([portal.tripura@gmail.com](mailto:portal.tripura@gmail.com)) with a request to float the quotation at Tripura Portal. [www.tripura.gov.in](http://www.tripura.gov.in).
9. Notice Board of this Office.

  
(Pijush Deb)

Block development Officer  
Damcherra R. D. Block : North Tripura.

TERMS & CONDITIONS

1. The Vehicle should be in good conditions and the manufacture of 2017 or latest otherwise quotation will be rejected.
2. The Vehicle should have up-to-date Commercial Registration, Tax Clearance, Third Party covered insurance or other Tax/Charges as applicable.
3. The Car should comply with all pollution control regulations and norms.
4. Attested copies of fitness certificate, Tax Token, Insurance etc., are to be supplied along-with the Quotation.
5. Driver of the Vehicle is to be provided by the owner of the Vehicle and wages shall also be borne by the owner.
6. The Owner must have 24 Hours working telephone system so that he/she can be telephonically contacted at short notice and at odd hours and on holidays in case of requirement of Vehicle. It would be essential for the driver to have a mobile phone so that he/she could contact for duty.
7. The Vehicle & Drivers once deployed by the owner, should not be changed without prior notice. In case, the Vehicle/Driver is changed without prior notice and the substitute vehicle/driver is not found suitable, the authority is free to engage suitable vehicle/driver on hire. 100% of the charges payable for the new driver/vehicle deployed would be deducted on each working day.
8. In case of need, the driver has to be changed by the owner within 24 hours of being informed.
9. Payment of hiring charges will be made on monthly basis. The bills for the use of vehicle, accompanied by the log-book will be preferred within 10 (Ten) days after each completed month. No advance payment will be made under any circumstances.
10. No mileage would be payable from the owners premises to starting point and vice versa. A log-book for the vehicle in the format prescribed by the Govt. for each of the journey performed, dully signed by the officer in charge, who used the vehicle, would be maintained and submitted by the owner along with the bills.
11. Necessary Taxes as applicable will be deducted from the bill, if valid tax clearance certificate is not submitted along with Bill.
12. In case of non-availability of the vehicle with the owner, alternate arrangement of a similar car is to be made by the owner of the car.
13. In case of default on the part of owner to provide the vehicle for more than 3(Three) consecutive occasions during the hired period, the use of vehicle will be terminated and awarded to another vehicle owner at the risk and cost of defaulting vehicle owner.
14. The Vehicle will be hired initially for a period of 6 (Six) month which may be extended on necessity at the same rate under the terms and condition laid down herein.
15. The accepting authority reserve the right to accept or reject any quotation including the lowest without assigning any reason thereof. The vehicle will have to be placed by the bidder shall execute an agreement on engagement of vehicle.
16. The Office will not bear any cost of replacement of spare parts for the hired vehicle during the service entire engagement period. All maintenance charges shall be borne by the owner of the vehicle.
17. Cost of fuel & lubricant should be borne by the vehicle owner himself.

  
(Pijush Deb)

Block development Officer  
Damcherra R. D. Block : North Tripura.

SAMPLE FORMAT

To  
The Block Development Officer  
Damcherra R.D. Block  
Damcherra, North Tripura.

Sub:- Submission of quotation for Hiring charge of vehicle.

Ref:- No.F. 13(3)/BDO/DMC/NAZ/VEH/2019-20/\_\_\_\_\_

Dated, Damcherra,  
The 30<sup>th</sup> Dec., 2019

Sir,

In response to the above, I am submitting the rates for below mentioned items of the SNIQ as per terms & conditions:

- |    |                             |    |
|----|-----------------------------|----|
| 1. | Name of the Vehicle Owner   | :- |
| 2. | Address of Vehicle Owner    | :- |
| 3. | Registration No. of Vehicle | :- |
| 4. | Type of Vehicle             | :- |
| 5. | Detention Charge per day    | :- |
| 6. | Rate per KM                 | :- |

(Signature of the Vehicle Owner)