



**GOVERNMENT OF TRIPURA  
OFFICE OF THE COLLECTOR OF EXCISE  
SEPAHIJALA DISTRICT  
Email ID: [excisespj@gmail.com](mailto:excisespj@gmail.com)**

No. F.21 (123)/CESPJ/HV/2023/1268-76

Dated, Bishramganj 02/03/2024

**Spot Quotation For Hiring of Vehicle**

Spot Quotation in sealed cover is hereby invited from the owners or their authorized agents for providing **1(one) no. Maruti Eeco Vehicle** for office of the Collector of Excise, Sepahijala District, Bishramganj.

Spot quotation in sealed cover may be addressed to **the Collector of Excise, Sepahijala District, Bishramganj** should be reached by speed post/courier/registered post or may be dropped in tender box on or before **11/03/2024 up to 5:30 PM** on all working days between 10:30 AM to 5:30 PM from the date of publication of the quotation. Quotation received after stipulated date & time will be summarily rejected.

On the top envelop, "**Spot Quotation for Hiring of Vehicle for Office of the Collector of Excise, Sepahijala District**" and Quotation's full name and address with phone number are to be mentioned. Quotation will be opened on **11/03/2024 at 5:45 PM** quotationers or their authorized representatives may remain present during opening of quotation.

The detailed terms and condition along with prescribed format may be seen at [www.sepahijala.nic.in](http://www.sepahijala.nic.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 rate should be quoted "Per day detention charge and road mileage as per Kilometer" both in figures and words. Rate of hiring shall be guided by the Finance Department Notification dated 29<sup>th</sup> November, 2019(DFPRT 2019).
2. The vehicle should be in good running condition and the year of manufacturing not before than 2022.
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 03 (three) month 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 day's written notice intimating his/her inability. If the authority decides to terminate the agreement, 07 days written notice is to be given expressing the decision of the authority.

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7. The vehicle should have valid Commercial Registration, Route Permit, 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.
8. Fuel, lubricants, duster and maintenance etc for vehicle is the responsibility of the supplier/owner for quality of service.
9. The vehicle should be placed for duty within 3 days from the date of issue of the order.
10. The driver should be given prescribed liveries by the supplier himself/herself.
11. 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.
12. The successful Quotationer shall make the vehicle available with a driver from 8:30 am to 9.30 pm for office duty. In case of emergency the vehicle may be used during holiday(s) also.
13. The driver should have valid driving license and the concerned driver should maintain a Log Book in respect of the journey undertaken.
14. 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 the 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.
15. 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.
16. No enhancement of rates within the validity period of the contract shall be entertained.
17. An amount of Rs.5,000/- (Rupees five thousand) only as Earnest Money Deposit (EMD) is to be submitted in favour of "Superintendent of Excise, Sepahijala District, Bishramganj 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.
18. 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, time of commencement and end of journey. Bill claim against the journey not dully certified by the concerned official will not be paid.
19. In any circumstances, the vehicle and the driver should not be out of the Office premises for any reason other than office works without the permission of the authority.

20. The successful quotationer shall have to enter into an agreement based on the terms and conditions.
21. (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 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.
22. The duty area of vehicle will be generally within Sepahijala District but as per requirement it shall be required to perform its duty in part of the State including night stay (no additional charge for night stay will be permissible)
23. In case of need of any circumstances, the driver has to be changed within 24 hours of being informed and if the vehicle is not available in any working day, no payment (detention charge) would be made for the day and also for the next day. Any change in vehicle or driver will only be allowed in exceptional circumstance that with the prior information of the authority.
24. The undersigned reserves the right to cancel or accept the tender without assigning any reasons. The successful quotation shall have no right to claim any compensation for such cancellation.

  
(N. Reang, TCS)  
Superintendent of Excise  
Sepahijala District.

Copy to :-

1. The Commissioner of Excise, Government of Tripura, Gurkhabasti, Agartala for kind information please.
2. The Collector of Excise, Sepahijala District, Bishramganj for kind information please.
3. The Director, Information Technology, Indranagar, Agartala for information with a request to upload in the State portal.
4. The Sub-Divisional Magistrate, Bishalgarh/Sonamura/Jampuijala for kind information and copy of Notification is enclosed herewith for displaying in their office Notice Board.
5. The DIA, NIC, O/o the DM & Collector, Sepahijala District for information with request to upload the same in the website <https://sepahijala.nic.in>.
6. The Account Section of this office for information.
7. The Notice Board of this office.

  
Superintendent of Excise  
Sepahijala District.

**GOVERNMENT OF TRIPURA**  
**OFFICE OF THE COLLECTOR OF EXCISE**  
**SEPAHIJALA DISTRICT**  
Email-excisespj@gmail.com

**QUOTATION FOR HIRING OF VEHICLE BY**

1. Name and address of the bidder:-
2. PAN No:-
3. GST No:-
4. Contract No:-
5. Quoted Rate:-
6. Aadhaar No:-

SL No	Types of vehicle	Detention Charge per day (In Rs.)	Running Charge per KM (In Rs.)
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
1.	Maruti Suzuki Ecco		

I have gone through the terms and conditions stipulated in the quotation Notice and agree to provide the vehicle for Office of the Collector of Excise, Sepahijala District, Bishramganj as per the rates mentioned, abiding all the terms and condition.

Signature with seal

Place:-

Date:-