



**GOVERNMENT OF TRIPURA  
OFFICE OF THE COLLECTOR OF EXCISE  
KHOWAI DISTRICT: TRIPURA**

No. 519-26 / F. I-(144)/CEX/KHW/2023

Dated the Khowai 25 /08 /2025

**Notice Inviting e-tender (3<sup>rd</sup> Call) for hiring of Maruti Eeco, (White Colour) Vehicle and driver for use in the O/o the Collector of Excise, Khowai District.**

Tender is hereby invited by the undersigned from the bonafied Agencies/Firms/transporter/vehicles owner/co-operative society having experience for quoting the rates.

The above tender is invited for hiring of vehicles in connection with Excise related work for office duty & enforcement activities within the Khowai District.

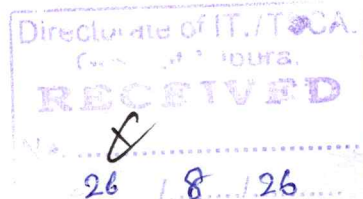
The tender will be received only through e-tendering from **28/08/2025 at 11 AM to 17/09/2025 at 5.30 PM** from the bidders and will be opened on **18/09/2025 at 12 Noon**, if possible.

**Instruction to the bidder, general terms and conditions for hiring of Maruti Eco, (White Colour) vehicle in the office of the Collector of Excise, Khowai District.**

1. The Tender treat as a single cover open tender.
2. Bid fee of ₹ 1,000/- (Rupees one thousand) only to be deposited by the bidder which is non-refundable.
3. An earnest money amounting to ₹ 10,000/- (Rupees ten thousand) only will have to be deposited while submitting e-tender through payment gateway in online mode. For the successful bidder, the said amount of earnest money shall have to be deposited in the form of D.Call from any Initialized Bank or TGB/TSCB as security money. All the earnest money deposited online would be refunded, after finalization of the work order.
4. Bid fee and Earnest Money are to be paid electronically over the online payment facility provided in the portal any time after start date of bid submission and before bid submission end date using Net Banking facility by the bidder. The Bid fee, as said above, to be paid electronically over the online payment facility, which is Non-Refundable and to be deposited to the Government account automatically as revenue.
5. The Contract will be till 31<sup>st</sup> March 2026.
6. The vehicle should in absolutely good running condition.
7. Each bidder should upload the following documents in specific folder of my document (language of all uploaded documents/certificates should be English). The bidder must submit the following: i) Registration certificate of vehicles, ii) Valid Insurance of vehicles, iii) Pollution Clearance certificate, iv) Road tax clearance, v) Commercial Registration vi) Driving License of the Driver, vii) Vehicles permit, if any viii) GST registration certificate and PAN Card etc.
8. Permit of the vehicle should be commercial in nature or if not, then it is to be converted to commercial within 3(three) weeks from the date of issuance of the requisition.

Contd...P/2

*State postal*



Page-2

9. During submission of bid , bidder may keep in mind that maximum limit for detention charge @ ₹ 700/- per day and @ ₹ 5/- per kilometer for CNG and @ ₹ 8/- per kilometer for Petrol shall be quoted during quotation as per limit provided in the Delegation of Financial Power Rules Tripura, (DFPRT) 2019.
10. During payment of bills etc. rule of DFPRT, 2019 should be strictly followed.
11. For the purpose of bid evaluation, total distance per day 50(fifty) Kms and 1(one) day detention rate will be considered. However, payment will be made based on the actual travel distance and detention period based on log book certified by the Excise officers accompanying the vehicles.
12. The vehicle must be of Top model.
13. The vehicle should not be older than 01-01-2021.
14. The vehicle would be paid as per the DFPRT 2019 provided rate.
15. The vehicle will be normally engaged in Government working days and time but if required, office may engage the vehicle on holidays and beyond office hours.
16. The vehicle will have to run in all weather conditions and on all kinds of roads in plain and hill areas.
17. The vehicle must be fitted with kilometre reading meter in good condition.
18. The running maintenance and repairing of the vehicle should be done by the owner at his own cost and risk.
19. The vehicle should be duly registered with the competent authority and should have all necessary documents.
20. If the vehicle remains off on the road for more than two hours the owner of the vehicle has to arrange another vehicle at his own cost.
21. In case of failure of placement of the vehicle on any day(s) by the owner, the office may hire another vehicle for the day(s)/period as the case may be. The cost involved in this case will be recovered from the owner of the contracted vehicle.
22. One driver possessing valid driving license should be placed with the vehicle.
23. In case, if driver fails to do his duty due to illness or unavoidable issues or its driver resigns from his job, owner should made immediate replacement with a new driver having valid license with intimation to this office.
24. A log book in the Government prescribed form will have to be maintained with the vehicle in which the day to day Journey will be recorded. A copy of the said log book should be submitted along with the bill for payment.
25. All expenditures of the driver including their pay etc. will have to be borne by the owner of the vehicle.
26. The vehicle if required will have to halt any place/station for one or more days and no extra payment will be made for that.
27. Cost of fuel/Lubricant/maintenance etc. of the vehicle will have to be borne by the owner of the vehicle.

Contd...P/3



28. Bill in triplicate may be submitted to the ADM & Collector, Khowai District of this office in the following month for processing release of payment.
29. GST & Income Tax as per rate will be deducted from monthly bill at source.
30. The office has the right to terminate the contract by giving 15 days notice.
31. Fooding and lodging cost of the driver shall be borne by the bidder.
32. In case of more than one bidder quoting the same rate, the decision of the purchase Committee shall be final.
33. The undersigned reserve the right to reject any/ all quotation including the lowest quotation without assigning any reason as well as without prejudice to the Court of Law.
34. No advance will be given to the bidder in this regard.
35. No interest can be claimed in case of delay of making payment beyond the stipulated period of payment. Interested eligible bidders should register in the website <https://tripuratenders.gov.in> for participation in the said e-bid.
36. To participate in e-bid, the bidder should have a valid Digital Signature Certificate (DSC).
37. Bidder should take print out from the e-bid portal, details of all folders, where documents to be uploaded.
38. Bidder shall download and carefully read all terms & conditions and other contents of the Tender. Downloaded DNIT has to be uploaded back and digitally signed as a proof of acceptance of all terms & condition in the DNIT.
39. Attested copies of all relevant documents as mentioned above has to be digitally signed and uploaded.
40. Rate quoting sheet (BOQ) shall be downloaded, filled up properly and uploaded in the bid after digital signature. Name of bidder must be written in the appropriate field of rate quoting sheet by each bidder. Any comments like "Not applicable" etc. should not be written as these will not be accepted by the system.
41. To view the details of the BOQ bidder should have to enable **Macros/contents**.
42. After scrutiny of bid/preparation of comparative statement/during signing of agreement, if required eligible bidders will have to produce original copy of the uploaded document for verification.
43. After opening of bid and before issuance of supply order, successful bidder will be asked to show all original documents which were uploaded relevant DNIT.
44. This is for the information of all bides that, all documents uploaded in the bid will be a part & parcel of the agreement, to be signed with the successful bidders.

Page-4

45. Requirement of documents etc. are mentioned in ANNEXURE-I and specimen of BOQ mentioned in ANNEXURE-II.
46. Bidding authority reserves the right to cancel the uploaded bid at any time before closing date of bid and to re-upload the bid document without assigning any reason. Bidders are instructed to take action with newly uploaded document if any.
47. Monthly ceiling should not exceed Rs. 25,300/- (Rupees Twenty Five Thousand Three Hundred) only for CNG & Rs. 30,820 /- (Rupees Thirty Thousand Eight Hundred Twenty) only for petrol Vehicle.
48. The Monthly ceiling for such purpose may be worked out on the basis of 1500 KM run for 23 days in a month.
49. In case of the lowest rate to be quoted by the successful bidders is found to be same, in that case CNG vehicle will be preferred.
50. The Collector of Excise, Khowai District reserved the right to accept or cancelled any bid including the lowest one without assigning any reason thereof.

Signed by

Rajat Pant

Date: 25-08-2025 18:02:49

Collector of Excise

Khowai District, Tripura

Copy to :-

1. The Director, DIT. Indranagar, Agartala for information with a request to upload in the State portal.
2. The Commissioner of Excise, Government of Tripura, Gurkhabasti, Agartala for kind information.
3. The Director, ICA Department with a request to arrange display the advertisement in 3 (three) Nos. of "A" category leading Newspapers at a time.
4. The Sub-Divisional Magistrate Khowai/Teliamura for kind information and 2(two) Nos. copies of Notifications are enclosed herewith for displaying in their office Notice Board.
5. The DIO, NIC, DM & Collector office, Khowai District for information with request to upload the said bid in the <https://khowai.nic.in>.
6. The officer in-charge, Excise Section/Accounts Section of this office for information.
7. The Notice Board of the office of the undersigned.



### ANNEXURE-I

Following valid and self attested documents to be uploaded only in the specific folder of My document (Language of all uploaded documents/certificates should be in English).

SL No. of my documents list	Category name	Subcategory name /Documents to be uploaded	Remarks
A	Documents in support of eligibility	i) Registration certificate of vehicle, ii) Valid Insurance of vehicles, iii) Pollution Clearance certificate, iv) Road Tax Clearance certificate, v) Commercial Registration ,vi) Driving License of Driver, vii)Vehicles permit, if any ,viii) GST registration Certificate and PAN Card etc.	Required documents to be uploaded in the specific folders only

### ANNEXURE- II

#### BOQ FORMAT

Name of Item: Hiring of 1(one) no. Maruti Eco, Fuel/CNG (white colour) vehicle including fuel and driver for use by the O/o the Collector of Excise, Khowai District.

DNIT No: No. F. I-(144)/CEX/KHW/2023/ 527

Dated 25 / 08/2025

Name of the Bidder/ Bidding Firm/Company:

#### PRICE SCHEDULE

(This BOQ template must not be modified /replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender.

Bidders are allowed to enter the Bidder name and Values only)

NUMBER#	TEXT#	TEXT#	NUMBER	NUMBER
Sl. No.	Name of item & other particulars	Unit	Detention charge per day per vehicles incl. All taxes & charges(₹)	Per KM running charges per vehicle incl. All taxes & charges (₹)
1	Hiring of Maruti Ecco (white colour) vehicle including fuel and driver for use by the o/o the Collector of Excise, west Tripura District.	1(one) No of vehicle	₹	₹

\*\*\*\* For the purpose of bid evaluation, total distance per day 50(fifty) Kms and 1(one) day detention rate will be considered. However, payment will be made based on the actual travels distance and detention period based on log book certificate by the officer accompanying the vehicle.

Signed by

Rajat Pant

Date: 25-08-2025 18:00:29  
Collector of Excise

Khowai District, Tripura

FORMAT-A  
(For Publication in the local  
dailies)

No. 528 F. I-(144)/CEX/KHW/2023/

Dated, the Khowai 25/08/2025

**SHORT NOTICE INVITING TENDER (3<sup>rd</sup> CALL)**

Quotations are hereby invited for hiring of Maruti Eco Fuel/CNG (White Colour) Vehicle and driver for use in the office of the Collector of Excise, Khowai District, Tripura ( details in e-tender portal). The tender will be received through e-tendering from 28/08/2025 at 11Am to 17/09/2025 at 5.30<sup>pm</sup> from the bidders and will be opened on 18/09/2025 at 12 Noon, if possible. Details on website [https:// tripuratenders.gov](https://tripuratenders.gov).

Signed by

Rajat Pant

Date: 25-08-2025 17:59:31

Collector of Excise  
Khowai District, Tripura

Copy to:-

1. The Director, ICA Department with a request to arrange display the advertisement in 3 (three) Nos. of "A" category leading Newspaper at a time.