

**GOVERNMENT OF TRIPURA**  
**OFFICE OF THE BLOCK DEVELOPMENT OFFICER**  
**PADMABIL R.D BLOCK (Khowai District)**

No.F.5(14)/BDO/PDL/MGNREGA/2016-17/ 822-41

Dated: 29/06/2019

**“SHORT QUOTATION”**

The Programme Officer (BDO) , Padmabil R.D. Block , Khowai District invites sealed cover “quotation” (s) from the Owner (s)/Organization(s)/firm(s)/for hiring of one no. **Maruti Omni Van ( Maruti Omni E MPI STD. BSIV 2018 Mfr. or higher Model)/EECO (of latest manufacture)** either **white or Silver color** (Annexure-A) for using of Block Development officer (BDO), Padmabil R.D. Block, Khowai, Tripura for monitoring and supervision of MGNREGS works.

Quotation in sealed cover will be received till 11/07/2019, 3.00 pm in the office room of the undersigned and will be opened on the same day at 3.30 p.m if possible. Quotationer may drop their quotation in the Tender Box and may remain present during the time of opening the Tender Box on 11/07/2019 at 3.30p.m.

Quotationers will have to submit the following documents with the quotation. In absence of any one of the following documents, no quotation will be considered for acceptance:

1. **Valid commercial Registration Certificate**
2. **Upto date Vehicle insurance copy**
3. **Road tax clearance certificate from the competent authority**
4. **Upto date Pollution certificate**

**TERMS & CONDITION**

1. Monthly Ceiling limit of the Bill is **Rs. 23,400/-** and yearly ceiling limit of the Bill is **Rs. 2,80,800/-** as per the ceiling limit fixed by Finance Department, Government of Tripura.
2. The Model of the car should be **Maruti Omni Van ( Maruti Omni E MPI STD. BSIV 2018 Mfr. or higher Model)/EECO (of latest manufacture)** either **white or Silver color**.
3. The rate should be quoted for detention per/run per KM and night halt in the form prescribed at **ANNEXURE – A**.
4. The car should have all valid **Commercial Registration certificate/insurance certificate/Road tax /Pollution certificate etc. as well as commercial license** as per motor vehicle Act of the vehicle.
5. The Driver should be given prescribed liveries by the vehicle owner.
6. The car should be placed within 7(seven) days from the date of final order.
7. In case of need, the driver has to be changed within 24(twenty four) hours of being informed and if the car is not available on any day no payment (hiring charge) would be made for the day and also for the next day.
8. Payment would be made on the monthly basis against bill raised by the supplier supported by appropriate certificate from the user.
9. Fuel/maintenance/Driver will maintained by the owner himself.
10. Quotationer will have to deposit D-Call of 10,000/- (Rupees ten thousand ) only in favour of the Block Development office , Padmabil Block , Khowai District in the shape of deposit at call of any recognized Bank which will be retained in this office as security deposit in case of successful quotationer.
11. The tender should be submitted in sealed cover duly superscripted as **“Tender for hiring Maruti Van/ECCO”** addressed to the Block Development Office, Padmabil Block, Khowai District.
12. Tender box will be kept in the chamber of the undersigned.
13. The hiring of the vehicle shall be valid for 1(one) year subject to extension of hiring on the basis of satisfactory service.
14. The vehicle (hiring) may be discontinued by the undersigned at any time with a short notice of 1(one) month.
15. The authority reserves the right to reject or accept any quotation even the lowest one also, without assigning any reason.
16. Tax would be deducted as per stipulated guideline.

Sd/-

Block Development Officer  
Padmabil RD. Block  
Khowai District.

**Copy to:-**

1. The District Magistrate & Collector, Khowai, Tripura for favour of his kind information please.
2. The Sub Divisional Magistrate, Khowai Tripura for favour of his kind information please.
- 3-7. The Block Development Officer, Khowai/Kalyanpur/Tulashikhar/Teliamura/Mungiakami for his kind

information & requested to display the above 'Notice' in the Notice Board please.

- 8-16. The Supdt. Agriculture Padmabil/ Supdt. Horticulture, Khowai/ Supdt. Fisheries, Khowai/ The Sub ZDO, Baijalbari Sub-Zonal/The Ranger, Padmabil Forest Range/The VAS, ARDD, Padmabil /The SDO, DWS, Padmabil/The SDO, PWD, Padmabil/The Sr. Manager, TSECL, Padmabil for his kind information & requested to display the above 'Notice' in the Notice Board please.
17. The DIO, Khowai Tripura for information and requested to published to the Website of Khowai District.
18. The SIO, ICAT, Khowai for information & requested to display the 'Notice' in the Notice Board please. He is also requested to make wide publicity by publishing it in the Newspapers.
19. The In-Charge of all 17 ADC Villages for information & requested to display the above 'Notice' in the Notice Board.
20. Notice Board of this office.

Sd/-  
Block Development Officer  
Padmabil R.D. Block

To  
The Block Development Office  
Padmabil Block  
Khowai District.

Sub :- Submission of Short Quotation .

Ref . SQ No. \_\_\_\_\_

Date :-     /     /

Sir ,

With due respect, I would like to inform you that, I am submitting short quotation which is published in the daily news paper/ District NIC website/ Tripura state portal,as per following format :-

Sl No.	Particulars of vehicle	
1.	Model No.	
2.	Date mfg. and date of purchase of the vehicle	
3.	Commercial Registration No.	
4.	Detention charge per day figure & words	` .....(Rupees ..... .....)
5.	Rate of per KM figure & words	` .....(Rupees ..... .....)
6.	Night halt figure & words	` .....(Rupees ..... .....)
	Remarks if any	

So , I therefore request to please accept my quotation and issue valuable requisition order from your kind end. I have accepted all terms & condition as per your short quotation .

Yours faithfully ,

Signature of the  
Owner(s)/person(s)/agency(s).  
Date :-

To  
The Programme Officer(BDO)  
Padmabil RD Block  
Khowai, District Tripura

Sub: Submission of Quotation for Hiring of Vehicles.

Ref:

Sir,

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

1. Name of the Vehicle Owner:

2. Address of Vehicle Owner:

3. Registration Number of Vehicle:

4. Type of Vehicle:

5. Detention Charge per Day:

6. Rate per KM:

7. Contract No.:

(Signature of the Vehicle Owner)