



GOVERNMENT OF ASSAM
ASSAM STATE RURAL LIVELIHOODS MISSION SOCIETY
PANCHAYAT AND RURAL DEVELOPMENT DEPARTMENT.
SIVA NATH GOGOI PATH, PANJABARI, GUWAHATI, ASSAM-781037
Landline: 0361-2330542 Email: asrlms.india@gmail.com website: www.asrlms.in

No: ASRLMS/395/2015-16/130

Dated: 13-04-2017

Notice Inviting Tender for Providing Vehicle on Hire Basis

ASRLMS invites sealed tender affixing non refundable Court Fee Stamp of Rs 8.25 (Rupees Eight and Twenty Five paise) only from Registered Travel Agencies for providing Vehicle on hire basis annually. The detailed Tender document may be obtained from the Office of the State Mission Director, Assam State Rural Livelihoods Mission Society, Sivanath Gogoi Path, Nabajyotinagar, Panjabari, Guwahati-37 from **13/04/2017** onwards or may be obtained from official website asrlms.assam.gov.in. The tender must be submitted on or before **2.00 PM** till **20/04/2017** and will be opened at **3.00 PM** in the same day. The Society will not be responsible for any damage or lost in transit in case of delivery. The tendering process may be cancelled in any stage without notice and shall not liable for any legal liabilities. Interested parties may submit the tender document to the following address:- **State Mission Director, Assam State Rural Livelihoods Mission Society, Sivanath Gogoi Path, Nabajyotinagar, Panjabari, Guwahati-37.**

Nandini Hazarika

State Mission Director
ASRLMS

No: ASRLMS/395/2015-16/130

Dated: 13-04-2017

- The Accounts Section, ASRLMS, for information and record in file.
- The MIS Section, ASRLMS for information and necessary action.

Nandini Hazarika

State Mission Director
ASRLMS

Tender for Providing Vehicle on Hire Basis

ASRLMS invites sealed tender affixing non refundable Court Fee Stamp of Rs 8.25 (Rupees Eight and Twenty Five) from Registered Travel Agencies for providing Vehicle on hire basis annually. The detailed Tender document may be obtained from the Office of the State Mission Director, Assam State Rural Livelihoods Mission Society, Sivanath Gogoi Path, Nabajyotinagar, Panjabari, Guwahati-37 from 13/04/2017 onwards or may be obtained from official website asrlms.assam.gov.in. The Interested and eligible bidders are required to submit the Technical and Financial Bids in separate sealed Envelopes. The Technical Bid should be accompanied by requisite Earnest Money and Court Fee Stamp as specified in this bid document by the prospective bidders. The Earnest Money should be included in the same envelope containing the Technical Bid along with the detailed terms & conditions, while the Financial Bid will have to be furnished in the Second sealed envelope.

The Tender must be submitted on or before 2.00 PM till 20/04/2017 and will be opened at 3.00 PM in the same day in presence of Bidders or their authorized representative who choose to attend.

The Society will not be responsible for any damage or lost in transit in case of delivery. The tendering process may be cancelled in any stage without notice and shall not liable for any legal liabilities. Interested parties may submit the tender document to the following address:- **State Mission Director, Assam State Rural Livelihoods Mission Society, Sivanath Gogoi Path, Nabajyotinagar, Panjabari, Guwahati-37.**

Scope of Work:- The Scope of Work for this Tender is to provide vehicles of different categories to ASRLMS on monthly basis/Call on basis within Guwahati & outside Guwahati as per terms & conditions specified herein.

1) TECHNICAL BID:-

- a) The Bidder should affix non-refundable Court Fee Stamp of Rs 8.25 (Rupees Eight and Twenty Five Paise) in the Bid.
- b) The Bidder must be registered under Competent Authority for providing vehicles on hire. (Copy of evidence of Registration or Trade Licence issued by Competent Authority).
- c) The Vehicle that are proposed to be provided on monthly hire basis to SMMU office (excluding Call basis) must not be older than following period or Kms running as stated below as on date of submission of Tender.

Sl No A	Vehicle Type.	Period or Kms running.	No of Vehicle
1	Toyota Innova	1 year or 30000 Kms	1
2	Bolero.	1 Year or 30000 Kms	1
3	Swift-Dzire /Etios/Ford-Fiesta/Verna/other, if any.	2 Years or 35000 Kms	2

- d) The Bidder must submit copy of Service Tax Registration Certificate and PAN Card.
- e) The Bidder must submit copy of VAT Registration Certificate.
- f) The Bidder should have experience in providing vehicles in last Three Years in the Govt Sector (State and Central Govt Dept, Undertakings, Boards, Mission etc) or in Public/Private Sector Companies .(Work Order to be submitted along with Bid).
- g) The Bidder should have Average Annual Turnover of Rs 15.00 Lakhs during the last three completed financial years i.e 2015-16, 2014-15, 2013-14. Photocopy of Audit reports or Annual Turnover Statement (Certified by CA) of last three Financial Years (2015-16, 2014-15, 2013-14) should be attached.
- h) The Bidder must not be blacklisted/terminated by any Govt Department/ or by any PSUs in the past.
- i) The Bidder should enclose details relating to the Technical Bid as per format at **Annexure I**.

Note:- The Bidder must qualify in all the parameters of the Technical Bid for opening of the Financial Proposal.

3. Financial Bid.

- a) Bids will have to be quoted as per Annexure II (Part A, B,C) in the bidder's letter pad and should be submitted in the Financial Bid.
- b) The Financial Bids of only those firms who qualify in the Technical Bids will be opened.
- c) The Price quoted by the Bidder shall remain fixed during the entire period of Contract as per agreement.

4. Other Terms & Conditions.

- A) The Vehicle offered on hire basis shall be registered in the State of Assam. The Successful Bidder must have submit Copy of R/C while placing the vehicle on duty for monthly basis. In case of Vehicle newly purchased and is without registration, Sale Certificate from dealer should be submitted till the time RC is issued by RTO.

B) PERIOD OF CONTRACT

The Contract will be for period of 1 year as per the agreement signed which may be extended for next two years (Annually) depending upon condition of vehicle and service of service provider. If the Contract is extended, then necessary price adjustment will be 2% of the Original Contract depending on market demand. The Price Quoted by the Bidder shall remain fixed during the entire period of Contract as per Agreement. The Society reserves the right to terminate the contract with Service Provider within the contract period at any stage, if the service is not found satisfactory.

C) MAINTENANCE OF LOG SHEET:

- (i) The Travel Agent has to provide log sheet to the driver of all vehicles which are placed on duty to ASRLMS as per requisition.
- (ii) The driver of the vehicle shall maintain the log sheet and must ascertain that the Log Sheet is duly filled and signed by the officer/staff using the Vehicle.
- (iii) The Travel Agent must ascertain that the odometer of the vehicle is working properly. In case, the Km reading is found to be faulty or inaccurate, a penalty of Rs 500.00 shall be imposed and the Vehicle will have to be replaced.

D) TAXES AND OTHER DUTIES

- (i) Payment of any Govt Tax/Duty for plying the vehicle shall be liability of the Agent.
- (ii) Other Tax like Service Tax shall be quoted as extra and same will have to be added to the bills.
- (iii) Income Tax will be deducted from the hire charge of the bills as per INCOME TAX Norms.

E) PERFORMANCE SECURITY:- The Successful Bidder must have to deposit Performance Security in the form of Bank Guarantee for an amount of **Rs 50000.00 (Rupees Fifty Thousand Only)** during the time of execution of Contract. The Performance Security will be released within One Month after expiry of Contract.

F) The Vehicle that are proposed to be provided on monthly hire basis to SMMU office (excluding Call basis) shall not be older than following period or Kms running as stated below as on date of submission of Tender.

Sl No A	Vehicle Type.	Period or Kms running	No of Vehicle
1	Toyota Innova	1 year or 30000 Kms	1
2	Bolero.	1 Year or 30000 Kms	1
3	Swift-Dzire /Etios/Ford-Fiesta/Verna/other, if any.	2 Years or 35000 kms	2

G) PLACING OF INDENT:- Vehicle along with driver has to be placed, as and when required, on giving information of the same within One day. The Requisition for Vehicle over telephone should be considered as notice. For regular requirement, requisition/telephonic information will be given one day in advance.

G) BREAK DOWN OF VEHICLES

(i) In case of Break down of vehicle within Guwahati, the vehicle have to be replaced within One hour. If for a particular vehicle the number of break down exceeds three times in a month, the vehicle shall be withdrawn and replaced with another one.

(ii) In case of Break down outside Guwahati, Vehicle have to be replaced within the shortest possible time, failing which the user will hire an alternate vehicle for which the hiring charge of the alternate vehicle will be deducted from the bill.

(iii) No cost will be borne by user for repairing of vehicle used for the journey.

(iv) In case the selected bidder fails to provide requisite vehicle on duty as per requisition submitted, the Travel Agent will be liable for strict action.

H) POL (Petroleum Oil & Lubricants)

The POL will be provided by the selected agency for all the vehicle on hire. The selected bidder shall have to place vehicles with sufficient POL. Hence, the selected bidder shall have to provide sufficient fund to the driver to meet the expenditure for POL required for each separate journey.

I). MAINTENANCE COST & INSURANCE:- The selected bidder shall bear the all Maintenance cost & Insurance of the vehicle.

J. SPECIAL TERMS AND CONDITIONS

(i) In circumstances, the hired vehicle is involved in an accident resulting in loss or damage to property or life with respect to vehicle driver, passenger or any third party as per the liability under relevant sections of Motor Vehicle Act, 1986 as amended time to time and IPC, the hiring authority shall have no responsibility whatsoever and will not entertain any claim in this regard under the said provision of the Law. This will also include award given by Motor Accident Claims Tribunal (MACT) or any other Court or Competent authority, and the Agency/selected bidder will be liable to pay any such award or compensation for damages caused to life and property by the vehicle.

(ii) The engagement and employment of drivers and payment of remuneration to them is the sole responsibility of the selected bidder.

(iii) The selected bidder shall assign the job of driving of the offered hired vehicles only to qualified, experienced and licensed drivers for ensuring safe driving and assuming full responsibility for the safety of the officers/staff while on the vehicle.

(iv) The Selected bidder shall send the vehicle for periodic servicing at his own cost.

(v) The selected bidder shall have the responsibility for arrangement of food and accommodation of the driver. The Mission will not bear any cost for providing accommodation and food during the period for which the vehicle is hired.

(vi) Any legal dispute arising out is subjected to Guwahati Jurisdiction only.

(vii) The Vehicles provided on monthly hire basis should be stationed in the specified premises after duty hours.

5) BID VALIDITY PERIOD

Bids shall remain valid for a period of 60 days from the date of opening bids.

6) Evaluation of Bid: The Evaluation of Bids will be done separately for following items as stated below:-

- a) Monthly Rate of Vehicle with Driver Remuneration & Fuel Charges per Km.
- b) Call on basis rate within & Outside Guwahati, airport pickup & dropping.

The lowest Price quoted in Financial Bid as mentioned in Annexure II (Part A, B,C) will be evaluated separately for awarding the Contract.

7) The Selected Bidder should be financially sound to provide credit limit for a period of 2 month.

8) SIGNING OF AGREEMENT

Upon acceptance of the rates the Assam State Rural Livelihoods Mission reserves the right to select single qualified bidder or empanel the bidders. The Bidder will be intimated to sign the agreement and accordingly the bidder will have to sign the same.

9) TERMINATION OF CONTRACT:-

(i) Notwithstanding any other provisions made in the Contract, ASRLMS reserves the absolute right to terminate the Contract forthwith if it is found that continuation of contract is not in public interest. The Agent will not be eligible for any compensation or claim in the event of any such cancellation.

(ii) If at any later date, if it is found that the documents submitted by the contractor are forged or have been manipulated, the Work Order issued to the Agent shall be cancelled and will be liable for action under extent laws.

ASRLMS reserves the right to accept or reject any or all bids without assigning any reason thereof.

State Mission Director.
ASRLMS.

COVER A: TECHNICAL BID

To,

Dated:

The State Mission Director
Assam State Rural Livelihoods Mission Society
Sivanath Gogoi Path, Panjabari, Guwahati-37

OFFER SUBMITTED FOR PROVIDING VEHICLE ON HIRE BASIS.

With reference to your advertisement in the local dailies dated _____ I/We hereby agree to offer vehicles for hiring by your office:

I/We, as a Bidder have submitted the following documents along with Technical Bid:-

Sl No	Particulars	To be filled in by Bidders.
1	Non-refundable Court Fee Stamp of Rs 8.25 (Rupees Eight and Twenty Five Paise) in the Bid.	
2	Registration under Competent Authority for providing vehicles on hire. (Copy of evidence of Registration or Trade Licence issued by Competent Authority).	
3	Copy of Service Tax Registration Certificate and PAN Card.	
4	Copy of VAT Registration Certificate .	
5	Experience in providing vehicles in last Three Years in the Govt Sector (State and Central Govt Dept, Undertakings, Boards, Mission etc) or in Public/Private Sector Companies .(Work Order to be submitted along with Bid).	
6	Average Annual Turnover of Rs 15.00 Lakhs during the last three completed financial years i.e 2015-16, 2014-15, 2013-14. Photocopy of Audit reports or Annual Turnover Statement (Certified by CA) of last three Financial Years (2015-16, 2014-15, 2013-14) should be attached.	
7.	Whether, the Vehicle that are proposed to be provided on monthly hire basis to SMMU office (excluding Call basis) is not older than the prescribed period or Kms running as on date of submission of Tender.	
8.	Whether, the Bidder has been blacklisted/terminated by any Govt Department/ or by any PSUs in the past. If Yes, Please specify.	

Declaration by the Bidder:-

This is to certify that, I/We before signing this Tender have read and fully understood the terms & conditions contained herein and undertake to abide by the them.

Name of the Firm/Agency.....

Signature of Authorized Signatory.....

Seal:

FINANCIAL BID: PART-A. (To be Submitted in Separate Cover)

(I) Monthly Rate of Vehicle.

Sl No A	Vehicle Type (SUV/MUV) Preferably as mentioned below:-	Rate Per Month (In Rs)	Taxes.	Total Cost Per Month (In Rs)
1	Toyota Innova			
2	Bolero.			
3	Swift-Dzire/Ford-Fiesta/Etios/ Verna /Other Sedan, if any.			

(ii) Fuel Charges Per Km.

Sl No A	Vehicle Type (SUV/MUV) Preferably as mentioned below:-	Rate per Km (In Rs)
1	Toyota Innova	
2	Bolero.	
3	Swift-Dzire/Ford-Fiesta/Etios/ Verna /Other Sedan, if any.	

We agree to provide the above vehicles in accordance to the terms and conditions with total cost as mentioned above:

Name of Authorised Signatory:

Name of Firm/Agency:

Date:

Place:

Seal of the Firm:-

FINANCIAL BID: PART-B**(II) Call on Basis Rate of Vehicle within Guwahati.**

Sl No A	Vehicle Type (SUV/MUV) Preferably as mentioned below:-	Rate Per day (In Rs)	Rate per Km	Taxes
1	Innova			
2	Scorpio			
3	Bolero			
4	Xylo			
Sl No B	Vehicle Type (LMV) Preferably as mentioned below:-			
1	Indigo/Swift-Dzire/Ford-Fiesta/Etios/Verna Other Sedan class, if any.			
Sl No C	Vehicle Type (HMV) Preferably as mentioned below:-			
1	Bus (35-40 Seater)			
2	Traveller (26 Seater)			
3	Traveller (16-17 Seater)			
4	Mini Truck(3-5 Ton Capacity)			

Airport Pick up/Dropping

Sl No A	Vehicle Type (SUV/MUV) Preferably as mentioned below:-	Rate for Pick-up/Dropping (In Rs)	Taxes
1	Innova		
2	Scorpio		
3	Bolero		
4	Xylo		
1	Indigo/Swift-Dzire/Ford-Fiesta/Etios/Verna Other Sedan class, if any.		

We agree to provide the above vehicles in accordance to the terms and conditions with total cost as mentioned above:

Name of Authorised Signatory:

Name of Firm/Agency:

Date:

Place:

Seal of the Firm:-

FINANCIAL BID: PART-C

(I) Call on Basis Rate of Vehicle outside Guwahati.

Sl No A	Vehicle Type (SUV/MUV) Preferably as mentioned below:-	Rate Per day (In Rs)	Rate per Km	Taxes	Driver Halting Charges.
1	Innova				
2	Scorpio				
3	Bolero				
4	Xylo				
Sl No B	Vehicle Type (LMV) Preferably as mentioned below:-				
1	Indigo/Swift-Dzire/Ford-Fiesta/Etios Other Sedan class, if any.				

We agree to provide the above vehicles in accordance to the terms and conditions with total cost as mentioned above:

Name of Authorised Signatory:

Name of Firm/Agency:

Date:

Place:

Seal of the Firm:-