

**OFFICE OF THE PROJECT DIRECTOR
ASSAM STATE AIDS CONTROL SOCIETY
KHANAPARA: GUWAHATI-22**

No. ASACS/NACP-IV/Proc/HVO/2013/388/Pt/48

Dated: 15.07.2017

NOTICE INVITING TENDER

Sealed quotation in single bid system affixing non-refundable court fees Stamp of Rs. 8.25 (Rupees eight and paise twenty five) only are invited from intending Tour and Travel Agencies / Vehicle Providers for providing different vehicles on hire on daily basis and on monthly basis for Assam State AIDS Control Society, Khanapara, Guwahati-22. The quotation must reach the undersigned on or before **07/08/2017** up to **1:30 P.M.** after which no quotation will be accepted. The quotation will be opened on the same day at **2:30 P.M.** in presence of the bidders or their authorized representatives, if any. No Complaint will be entertained and considered on the plea of postal delay or otherwise and also no correspondence will be made or entertained regarding non-compliance of any terms and conditions and submission of documents along with the quotations as required. **An EMD of Rs. 10,000/- (Rupees Ten Thousand)** only is required to submit along with the tender. The tender is valid for 90 (Ninety) days.

1. All quotations duly sealed must be addressed to the Project Director, Assam State AIDS Control Society, Khanapara, Guwahati-22, and super scribed as “**Tender for Hiring of Vehicles for Assam SACS**” on the top of the sealed cover. Full name and address of the bidder should be mentioned on the cover.

2. **ELIGIBILITY CRITERIA:-**

- (i) Vehicles should be on commercial registration.
- (ii) The bidder shall have market standing continuously for the last 3 years in providing vehicle to reputed organizations with satisfaction.
- (iii) Vehicles shall be hired directly from the bidder and not through any other agency.

3. **GENERAL CONDITIONS:-**

- (i) The vehicles will be hired for official tour as and when required under the office.
- (ii) Vehicle should be provided on priority basis. In case of failure, penalty will be levied as per penanlty clause no. 15.

4. **CONDITIONS FOR SUCCESSFUL BIDDER:-**

- (i) Vehicles should be in excellent running condition not more than one year old except bus. Maintenance, cleanliness will be borne by the provider.
- (ii) Vehicles should be registered with D.T.O. and insured, up to date.
- (iii) In case of breakdown or any problem the provider of the vehicles will have to arrange for another vehicle within 2-3 hours, failing which penalty of Rs. 500/- (Rupees Five Hundred) only per day will be levied and deducted from bills without further notice.
- (iv) The drivers should have at least 3 years of driving experience with up to date valid driving license.
- (v) Normal working hours will be 6.00 AM to 10:00 PM. However, vehicles may be engaged beyond these hours also, if necessary.

- (vi) The vehicles should have permit to run over the entire state.
- (vii) Record of the actual KM run by the vehicle shall be maintained in the log book on daily basis duly signed by the drivers and the official / authorized person using the vehicle as per **ANNEXURE-II**.
- (viii) The drivers should have mobile phone for communication.
- (ix) In case of outstation visit, the vehicle may have to stay out overnight.
5. **ESSENTIAL DOCUMENTS:-** The bidder must submit the following documents along with the others as mentioned above with the quotation:
1. GST Registration Certificate.
 2. Up to date valid Trade License.
 3. PAN Card bank account details
 4. Experience Certificate for supplying vehicle to reputed organizations.
6. **BID PRICE:-**
- a. Bidder should submit the quotation as per **ANNEXURE- I**.
 - b. Corrections, if any, shall be made by crossing out, initialing, dating and rewriting. Corrections done with correction fluid shall also be duly attested.
 - c. All duties, taxes and other levies payable by the bidder under the contract shall be included in the total price.
 - d. The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to change/ modification on any account.
 - e. The prices shall be quoted in Indian Rupee only.
7. **EARNEST MONEY DEPOSIT:-**
- All bids must be accompanied with **EARNEST MONEY DEPOSIT** amounting to Rs. 10,000/- in the form of Demand Draft/Bankers Cheque in favour of the Project Director, Assam State AIDS Control Society, payable at Guwahati. EMD of the successful bidder shall be retained till completion of the contract but shall not carry any interest. In case the successful bidder fails to execute the contract and/ or withdraws the bid within the validity period of the bid, the EMD shall be forfeited. The EMD of the unsuccessful bidders will be returned within 30 days after finalization of the tender.
8. **PERFORMANCE SECURITY DEPOSIT:**
- The successful bidder shall be required to submit Performance Security Deposit of Rs. 25,000/- (Twenty Five Thousand) only in the form of Bank Guarantee valid for a period of 1 (One) year 2 (Two) months from the date of issue of work of order. The Bank Guarantee / Security Deposit shall be released after 2 (two) months of successful completion of the validity period.

However, if the supplier fails to execute the order or fails to perform the services as per agreed terms of contract, in addition to other penal actions, the Bank Guarantee shall be en-cashed & the amount will be forfeited.

9. **EVALUATION OF QUOTATIONS:-**

The purchaser shall evaluate and compare the quotations determined to be substantially responsive which are properly signed and confirm to the terms and conditions and specifications.

The bidder to quote the lowest rate (L1) may not be the successful bidder if he fails to fulfill the technical criteria. Conditional discounts shall not be taken into account for price comparison.

Quotations will be evaluated item wise. However Local and Out Station will of a same vehicle will be evaluated as a package.

10. **VALIDITY OF QUOTATION**

Quotation shall remain valid for a period of 90 (Ninety) days after the deadline date specified for submission of quotations.

11. **VALIDITY OF RATE**

The rate will be valid for 1 (one) year from the date of finalization of the tender. The validity of rates may further be extended with mutual consent. However, the Tendering Authority reserves the right to reduce/ cancel the validity period.

12. **AGREEMENT:-**

The successful bidder shall execute an agreement on non-judicial stamp paper of value of Rs.50/- (Rupees Fifty) only (stamp duty to be paid by the bidder) within 15 days from the date of the intimation from Tender Inviting Authority informing that his tender has been accepted.

13. **NON ASSIGNMENT:-**

The bidder shall not, at any time, assign, sub-let or make over the contract or the benefit thereof or any part thereof to any person or persons what so ever.

14. **COMMUNICATION:-**

All notices or communications relating to or arising out of this agreement or any of the terms thereof shall be considered duly served on or given to the bidder if delivered to him or left at his premises, places of business or abode.

15. **ANNULMENT OF AWARD, FORFEITURE OF EMD & FRESH AWARD:-**

Failure of the successful bidder to comply with the requirements shall constitute sufficient grounds for annulment of the award and forfeiture of the Earnest Money Deposit.

Under such situation, the proposal may be reviewed for award of the contract on the next lowest evaluated technically qualified bidder or go for a fresh bid depending on the circumstance.

16. **PENALTY CLAUSE:-**

- a. In case of breakdown or any problem the provider will have to arrange for another vehicle within 2-3 hours, failing which penalty of Rs. 500/- (Five Hundred) only per day will be levied and deducted from bills without further notice.
- b. In case of failure to provide vehicle security money will be forfeited and the bidder will be liable for disqualified to participate in any tender for the next 5 years.

17. **AWARDS OF CONTRACT:-**

The purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who will be qualified to be the lowest evaluated bidder.

Notwithstanding the above, the purchaser reserves the right to accept or reject any quotation and to cancel the bidding process and reject all quotations at any time prior to the award of the contract.

The bidder whose bid is accepted will be notified of the award of the contract by the purchaser prior to the expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order.

18. **SAVING CLAUSE:-**

No suit, prosecution or any legal proceedings shall lie against Tender Inviting Authority or any person for anything that is done in good faith or intended to be done in pursuance of tender.

19. **LAWS GOVERNING THE CONTRACT & JURISDICTION:-**

The contract shall be governed by the laws in force in India. In the event of any dispute arising out of the tender such dispute would be subject to the contract shall be governed by the laws in force in India. In the event of any dispute arising out of the tender such dispute would be subject to the jurisdiction of the Civil Court within the city of Guwahati only.

20. **PAYMENT TERMS:-**

The paying authority on production of the following documents shall make payment:-

- i. Invoice in triplicate on daily basis/ monthly basis are to be submitted along with original records of actual k.m. run by the vehicle on daily basis (As per format at Annexure-II) which is signed by the driver of the vehicle and the official/ authorized person using the vehicle.
- ii. Log Sheet as per Annexure – II must be maintained daily basis and place to place basis. In-proper maintenance of Log Sheet may result deduction of in Bill Amount or not payment of bill amount.

TeleFax. 0361-2360524

Sd/-
Project Director
Assam State AIDS Control Society
Khanapara, Guwahati-22

FORMAT OF PRICE- BID
RATE FOR HIRING OF VEHICLE

A. Monthly Basis (Including all taxes):-

Sr. No.	Type of Vehicle	Monthly Rent (In Rs.) (i)	Fuel Cost per KM (In Rs.)	Average Fuel Cost (1000 km per month) (ii)	Total Cost (Rs.) (iii)=(i)+(ii)
1	Maruti Van (Non AC)				
2	Indica Vista (AC)				
3	Indica DLS Model (AC)				
4	Indica (Non AC)				
5	Indigo (AC)				
6	Bolero (AC)				
7	Scorpio (AC)				
8	Travera (AC)				
9	XYLO (AC)				
10	Innova (AC)				
11	Sumo Delux (AC)				
12	Winger (Non AC)				
13	Swift Desire (AC)				
14	Verna (AC)				
15	Tata Magic (Non AC)				
16	Toyota Etios (AC)				

B. Local- Daily Basis (Including all taxes):-

Sr. No.	Type of Vehicle	Fare (In Rs.) (i)	Fuel Cost per KM (In Rs.)	Average Fuel Cost (40 km per month) (ii)	Total Fare (Rs.) (iii)=(i)+(ii)
1	Maruti Van (Non AC)				
2	Indica Vista (AC)				
3	Indica DLS Model (AC)				
4	Indica (Non AC)				
5	Indigo (AC)				
6	Bolero (AC)				
7	Scorpio (AC)				
8	Travera (AC)				
9	XYLO (AC)				
10	Innova (AC)				
11	Sumo Delux (AC)				
12	Winger (Non AC)				
13	Swift Desire (AC)				
14	Verna (AC)				
15	Star Bus Ultra (Non AC)				
16	Tata Magic (Non AC)				
17	Force Traveller (Non AC)				

C. Out Station- Daily Basis (Including all taxes):-

Sr. No.	Type of Vehicle	Fare (In Rs.) (i)	Fuel Cost per KM (In Rs.)	Average Fuel Cost (200 km per day) (ii)	Night Halt	Total Fare (Rs.) (iii)=(i)+(ii)
1	Maruti Van (Non AC)					
2	Indica Vista (AC)					
3	Indica DLS Model (AC)					
4	Indica (Non AC)					
5	Indigo (AC)					
6	Bolero (AC)					
7	Scorpio (AC)					
8	Travera (AC)					
9	XYLO (AC)					
10	Innova (AC)					
11	Sumo Delux (AC)					
12	Winger (Non AC)					
13	Swift Desire (AC)					
14	Verna (AC)					
15	Star Bus Ultra (Non AC)					
16	Tata Magic (Non AC)					
17	Force Traveller (Non AC)					

Sd/-

**Project Director
Assam State AIDS Control Society
Khanapara, Guwahati-22**

ANNEXURE – II

LOG SHEET

Vehicle Registration No: _____

Type of vehicle: _____

Driver's Name & Mobile No: _____

User Name, Designation & Mobile No.: _____

Reporting Date	Reporting Time	Place		Starting Meter	Closing Meter	Releasing Time	Signature of user	Remarks
		From	To					

Driver's Signature

Seal & Signature of the Firm

Sd/-

Project Director
Assam State AIDS Control Society
Khanapara, Guwahati-22