

**DIRECTORATE OF AGRICULTURE, GOVERNMENT OF ASSAM
KHANAPARA, GUWAHATI- 781022**

No. Agri/RKVY/Administrative/685/2021-22/100

Dated: November 17, 2021

**Expression of Interest (Eoi)
for Empanelment of Travel Agencies/Vendors for Hiring of Vehicles on Daily/Monthly use**

Sealed quotations are invited from interested & eligible agencies/vendors for empanelment to provide vehicles on hired basis for daily/monthly use for the Directorate of Agriculture, Assam. Further details may be seen in the detailed RFQ at <https://diragri.assam.gov.in/documents/tender-and-procurement>.



Director of Agriculture
Khanapara, Guwahati - 781022



EXPRESSION OF INTEREST (EoI)
FOR
EMPANELMENT OF TRAVEL AGENCIES/VENDORS
FOR HIRING OF VEHICLES ON DAILY/MONTHLY USE

Agriculture Complex, Khanapara, G.S. Road, Guwahati-781022
Contact No. 0361-2332215, Email id: agri-dept@nic.in

**DIRECTORATE OF AGRICULTURE, GOVERNMENT OF ASSAM
KHANAPARA, GUWAHATI- 781022**

No. Agri/RKVY/Administrative/685/2021-22/99

Dated: November the 17th, 2021

Expression of Interest (Eoi)

for Empanelment of Travel Agencies/Vendors for Hiring of Vehicles on Daily/Monthly use

1. The Director of Agriculture, Assam invites Eoi for empanelment from registered travel agencies/vendors for hiring of vehicles on Daily/Monthly basis for official use at the Directorate of Agriculture, Assam, Khanapara, Guwahati- 781022. Interested and eligible agencies/vendors may submit signed documents in support of eligibility and send the same to this office following the information given below.

IMPORTANT INFORMATION		
Sl. no.	Particulars	Dates
1)	Date of release of Eoi	<u>21</u> -11-2021
2)	Last date & time for submission Eoi	<u>04</u> ...-12-2021 at 2:00 P.M.
3)	Time & date for opening of Eoi	<u>04</u> ...-12-2021 at 2:15 P.M.
4)	Venue for opening of Eoi	4 th Floor, Directorate of Agriculture, Assam
5)	Bid Validity	30 days
6)	Earnest Money Deposit	INR 5,000/-

2. The Eoi may be submitted by hand or sent by registered post to 'The Director of Agriculture, Assam, Krishi Bhawan, Khanapara, Guwahati- 780022' superscripting on the top of the envelop 'Expression of Interest (Eoi) for Empanelment of Travel Agencies/Vendors for Hiring of Vehicles on Daily/Monthly use; Not to be opened before 04...-12-2021 at 2:15 P.M.'
3. The sealed envelope is to be put inside the drop box which is kept on the 4th Floor at the Directorate's office. The office shall not be held responsible for late delivery of the bid document. The Director of Agriculture, Assam reserves the right to accept or reject any or all bids either in part or in full without assigning any reasons thereof.
4. We look forward to receiving your bid.



(Vinod Seshan, IAS)
Director of Agriculture, Assam
Khanapara, Guwahati- 781022

N.B.: The correspondences and agreements made earlier against the notice published by this Directorate vide no. Agri/RKVY/Administrative/ 685/2021-22/72 dated 14th July, 2021 have already been cancelled under clause no. 12 of the Eoi vide no. Agri/RKVY/Administrative/685/ 2021-22/98 dated 2nd November, 2021.

SECTION I

SCOPE OF WORK

Bidders are invited for empanelment to provide vehicles for the following types of vehicles on daily/monthly use:

TYPES OF VEHICLES

- 1) TOYOTA INNOVA CRYSTA (AC)
- 2) TOYOTA INNOVA (AC)
- 3) MAHINDRA SCORPIO (AC)
- 4) MARUTI SUZUKI ERTIGA (AC)
- 5) HONDA CITY-P (AC)/ HYUNDAI VERNA-P (AC)/MARUTI SUZUKI CIAZ-P (AC)
- 6) HONDA CITY- DIESEL (AC)
- 7) MAHINDRA BOLERO (AC)
- 8) MARUTI SWIFT DZIRE (AC)/HYUNDAI XCENT (AC)/ TOYOTA ETIOS (AC)/HONDA AMAZE (AC)
- 9) TRAVELLER- 17 SEATER (AC)
- 10) TRAVELLER- 26 SEATER (AC)
- 11) TRUCK- 207
- 12) TRUCK- 407
- 13) BOLERO PICK-UP VAN

SECTION II

BID FORM

(This form must be submitted using the official letterhead of the agency)

No. Agri/RKVY/Administrative/685/2021-22/99

Dated: November the 17th, 2021

Our reference no......

Dated.....

To:

The Director of Agriculture, Assam
Khanapara, Guwahati- 781022.

Sub: EoI for Empanelment of Travel Agencies/Vendors for Hiring of Vehicles on Daily/Monthly use.

Sir,

1. I/We, the undersigned, hereby submit our EoI involving Technical Part;

2. In submitting the EoI, we make the following declarations:

(a) **No reservations:** Having read the EOI in its entirety and services to be provided, I/we, offer to participate in providing vehicles on hired to the Directorate of Agriculture, Assam in conformity with the terms and conditions specified in the bid and have no reservations whatsoever;

(b) **Conformity:** I/We offer to provide service in conformity with the EOI document and in accordance with the specifications specified in the document;

(c) **EoI Validity Period:** My/Our EoI shall be valid for the period of 30 days from the deadline fixed for its submission;

(d) **Eligibility:** I/We meet the eligibility requirements and have no conflict of interest. I/We am/are not participating in more than one EoI in this bidding process and I/we have not been suspended or debarred or blacklisted by any Central Government/State Government/PSU, etc in India;

(e) **Fraud and Corruption:** I/We hereby certify that I/we have taken steps to ensure that no person acting for us or on our behalf will engage in any type of corrupt, fraudulent, collusive, coercive, or obstructive practices, and we will strictly observe all the laws against fraud and corruption in force in India including, "Prevention of Corruption Act, 1988 (including any modifications thereafter)."

(f) **Annulment:** I/We understand that you are not bound to accept any EoI you may receive and may also empanel more than one agency for the stated services under this EOI.

(g) **Declaration:** It is hereby declared that particulars furnished herewith are true and correct as per my/our knowledge and belief. In the event of any particulars are found to be false, I/we shall be liable to such consequences/lawful actions as the Directorate of Agriculture, Assam wish to take.

(Signature of the authorized person)

Name of Signatory _____

Date _____

Seal

SECTION III

BIDDER'S PROFILE

(This form must be submitted using official letterhead of the agency)

Sl. no.	Bidder's information	Details
1)	Name of the Agency	
2)	Status of the firm (whether Proprietorship/ Partnership/Company/any other)	
3)	Address of the registered office in Guwahati with mobile no. & email id	a) Address: b) Mobile number: c) e-mail id:
4)	Name of the Sole Proprietor/Managing Partner/etc.	
5)	Number of years in business providing cars on rental basis	
6)	Name of organization(s) to which the Agency has provided/is providing vehicles	1) 2) 3) etc.
7)	Particulars of the Authorized Signatory of the Bidder	a) Name: b) Designation: c) Mobile number: d) e-mail id:
8)	Make & number of cars owned/held under rent by the agency as on date	Make: Nos.
9)	Updated Trade License	
10)	PAN no. details	
11)	GST no. details	

I/We hereby declare that the information furnished above is true and correct. I/We am/are also attaching the copies of license/authorization documents claimed above.

(Signature of the authorized person)

Name of Signatory _____

Date _____

Seal

SECTION IV

GENERAL TERMS & CONDITIONS

(Throughout this document, the term bidder/bidding are interchangeable with EOI; agency/firm are interchangeable with bidders)

1) This Expression of Interest (EOI) is called for 'Empanelment of Travel Agencies/Vendors for Hiring of Vehicles on Daily/Monthly use' from registered travel agencies/firms for official use at the Directorate of Agriculture, Assam Khanapara, Guwahati- 781022 for a period of three (3) years from the date of contract. **However, rates of vehicles will be freshly invited from amongst the empanelled agencies after a period of one (1) year.**

2) This EOI is not an offer by the Directorate of Agriculture, Assam but an invitation to receive responses from the eligible bidders.

3) CONDITIONS FOR BIDDERS:

- (i) The Agency must have a registered office in Guwahati under Shops & Establishments Act and/or any other applicable laws and conform to all such rules of DTO Guwahati/rules of the state government.
- (ii) Vehicles should be in excellent running condition and should not more than three (3) years old.
- (iii) Maintenance/cleanliness of the vehicle shall be borne by the selected agency. The car must be kept clean (interior & exterior) and periodically serviced. **Weekly sanitization of the car should be ensured.**
- (iv) The agency shall be responsible for providing vehicles with driver and also without driver if written instruction is made to the selected agency.
- (v) Vehicles should be registered with the D.T.O. and shall have up-to-date insurance.
- (vi) **Vehicle should be provided to the Directorate of Agriculture, Assam on priority basis and no explanation due to other exigencies whatsoever shall be entertained.**
- (vii) Driver of the car should have at least five (5) years of driving experience with up-to-date valid driving license. He should know the roads of the city and outside the city thoroughly.
- (viii) The driver shall always wear mask whilst on duty and fully vaccinated.
- (ix) It would be the responsibility of the selected agency to check the antecedents of the drivers engaged with the hired vehicles and ensure that drivers' conduct are clean and do not cause any kind of hassle to the officials of the Directorate of Agriculture, Assam using the vehicles.
- (x) In case of misbehavior by driver, such driver shall have to be removed from the service. The agency will have to ensure that such driver shall not get re-appointment with other car dealing with the Directorate of Agriculture, Assam.
- (xi) The driver should mandatorily have mobile phone. The driver engaged should not be out of communication by switching off mobile phone. However, while driving, the driver should strictly avoid attending to mobile phones.
- (xii) The driver employed by the Agency should hold valid driving license, is well behaved and conversant with the rules and regulations of traffic. **The driver shall report to the user on**

time and maintain punctuality during duty hours. The driver shall not consume alcoholic drink or other addictive substances while on duty.

- (xiii) Vehicles may be required on Sundays & other government holidays and also beyond the normal working hours.
- (xiv) The vehicles should have permit to ply in the entire state of Assam.
- (xv) **In case of officials travelling outside Assam, the empanelled agencies shall have to arrange vehicles at the outside destinations. Bills against such hired vehicles will be raised by the empanelled agency only.**
- (xvi) Record of the actual KM run by the vehicle shall be maintained in the log book on daily basis duly signed by the driver and the official using the vehicle (*sample log sheet is given at Annexure I*).
- (xvii) In case of outstation visit, the vehicle may have to stay overnight and charges will be paid for the night halt @ Rs 500/- (Rupees Five Hundred only). However, no accommodation for the driver will be provided by the Directorate of Agriculture, Assam.
- (xviii) Parking charges, municipal taxes, night halt charges, if any, will be paid by the Directorate of Agriculture, Assam at the time of payment of the monthly bills.
- (xix) Agency will be responsible for drivers lodging, boarding and any other expenses during duty hours.
- (xx) **A Bid Security for an amount of Rs. 5,000/- (Rupees Five Thousand only)** in the form of Demand Draft (DD) issued by nationalized/scheduled bank in favour of the 'Director of Agriculture, Assam' payable at Guwahati with 30 (thirty) days validity beyond the bid validity period is to be submitted along with the bid. (*Bid Security will be returned to unsuccessful bidders after signing of the contract with the successful bidders*).
- (xxi) **The Bid Security may be forfeited:**
 - a. if a Bidder makes any statement which turns out to be false/incorrect at any time prior to signing of Contract;
 - b. if the successful Bidder fails to accept Work Order and/or sign the Contract with the Directorate of Agriculture, Assam or furnish Performance Bank Guarantee within the specified time period as per Letter of Intent to Award.
- (xxii) The successful agency shall have to submit a **Performance Bank Guarantee (PBG) of Rs. 12,000/- (Rupees Twelve Thousand) only in the form of Fixed Deposit Receipt (FDR)** at the time of signing of the Contract with the Directorate of Agriculture, Assam. If there is extension of the contract period, the PBG shall have to be extended accordingly.
- (xxiii) The Director of Agriculture, Assam reserves the right to enter into parallel Rate Contract with more than one agency for the purpose of hiring of vehicles for monthly/daily use.
- (xxiv) **SUBMISSION OF BIDS:** The Bid should be put inside a sealed envelope supercribed as '*Empanelment of Travel Agencies/Vendors for Hiring of Vehicles on Daily/Monthly use.*'
- (xxv) Bidders should write agency's names, contact details, etc. on the reverse of the envelope.
- (xxvi) This bid with stamp & signature along with all self attested supporting documents shall be part of the EOI.

(xxvii) **The selected vendor shall indemnify Director of Agriculture and hold harmless & all claims, damages, losses, cause of action, liabilities in each of any untoward incidents.**

(xxviii) Bidders are requested to obtain clarifications, if any, by email (*agri-dept@nic.in*) prior to closure of the bid submission.

(xxix) **No conditional bids shall be accepted.**

4) ESSENTIAL DOCUMENTS TO QUALIFY TECHNICALLY: The bidder must mandatorily submit the following documents to be eligible for participating in the bid:

- (i) Date of commencement of business (the firm must be in tour and travel business for atleast 3 years (i.e. 2020-21, 2019-20 & 2018-19); *(enclose appropriate document)*;
- (ii) Name of state government/semi-government/corporation/PSU to which the agency has rendered/rendering similar services since the past 3 years for (i.e. from 2018-19); *(enclose work orders)*;
- (iii) Annual average turnover for the last three (3) financial years should be minimum Rs. 25.00 lakhs (Rupees Twenty Five Lakhs) for each of the three preceding financial years (FY 2018-19, 2019-20 & 2020-21); *(enclose audited statement of Chartered Accountant)*;
- (iv) Up-to-date Trade License; *(enclose copy)*;
- (v) PAN no. details; *(enclose copy)*;
- (vi) GST no. details; *(enclose copy)*;
- (vii) Current Bank Account; *(enclose copy of bank details)*;
- (viii) Bid Security of Rs. 5,000/- (Rupees Three Thousand) only; *(enclose original Bid Security)*;
- (ix) Non-Blacklisted Declaration as per Section VI *(enclose statement on the Agency's letterhead)*

5) EVALUATION OF BIDS: The purchaser shall evaluate the bids based on the following factors:

- (i) Technical bids are substantially responsive as per the terms & conditions laid down in the document; and
- (ii) are properly sealed & signed.

6) INCOMPLETE DOCUMENTS: Failure to furnish documents as per **Clause 4** above or submission of bid not responsive to this EOI will be at the bidder's risk and responsibility and the same may lead to rejection of bid.

7) Each bidder shall submit only one bid.

8) VALIDITY OF BID: Bid shall remain valid for a period not less than 30 days after the deadline date specified for Bid submission.

9) AWARD OF EMPANELMENT:

- (i) The purchaser will empanel Travel Agencies/Vendors whose bid has been determined to be technically responsive;
- (ii) Notwithstanding the above, the purchaser reserves the right to accept or reject any bid and to cancel the bidding process and reject all bids at any time prior to the award of empanelment;

(iii) **The bidder whose bid is accepted for empanelment will be notified by the authority and financial quotes will be invited from those empanelled Travel Agencies/Vendors. The terms of financial offer shall be incorporated therein;**

(iv) **It may be noted that during the period of empanelment, the Director of Agriculture, Assam shall have the right to issue Work Order to any one of the empanelled agency/vendor at the L1 price that have shown satisfactory service over the period or could provide vehicles at short notice irrespective of the agency/vendor that has become the lowest bidder. All empanelled bidders are bound to abide by the condition.**

10) PERIOD OF CONTRACT: The period of engagement with the Directorate of Agriculture shall be for three (3) years from the date of signing of contract and the successful agencies/vendors are bound to provide vehicle for the period. However, the purchaser may add other terms & conditions at the end of the empanelled period or **may terminate the contract during the period of empanelment on account of unsatisfactory service giving a notice thereof.**

11) REPAIRS AND MAINTENANCE: All repairs and maintenance will be the sole responsibility of the agency.

12) FUEL: The Directorate of Agriculture, Assam may ask the agency/vendor to provide fuel. **Alternately, the Directorate of Agriculture may also provide fuel on its own. Decision in this regard shall be taken later.** The use of lubricants, oil, etc. will also be borne by the agency.

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 whatsoever.

14) PENALTY CLAUSE:

(i) In case of breakdown or any problem the provider will have to arrange for another vehicle within 1-2 hours, failing which **penalty of Rs. 500/- (Five Hundred) only per incident** will be levied and deducted from bills without further notice.

(ii) In case of failure to provide vehicles satisfactorily, a show cause notice shall be served to vendor(s) in writing. If the reason(s) are not acceptable, the Director of Agriculture, Assam shall have the right to nullify the contract & forfeit the **Performance Bank Guarantee (PBG).**

15) LAWS GOVERNING THE CONTRACT & JURISDICTION: The contract shall be governed by the laws in force in India. In the event of any dispute, such dispute would be subject to the courts in Guwahati only.

SECTION V
UNDERTAKING

(This must be submitted in the official letterhead of the agency)

To:

The Director of Agriculture, Assam
Khanapara, Guwahati- 781022.

Sub: Hiring of Vehicles on Rate Contract Basis for Daily/Monthly Use.

Sir,

This is inform you that my/our travel agency
(name of the agency) has not been blacklisted by Central/State Government/PSU or any other organization
and there has been no litigation with any Government or other agencies.

Yours faithfully,

.....
(Authorized Signature)

Name of Signatory _____

In the capacity of _____ *[insert legal capacity of person signing the EOI]*

Dated onday of2021 *[insert date of signing]*