



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

EXPRESSION OF INTEREST (EoI)

FOR

**EMPANELMENT OF TRAVEL AGENCIES FOR HIRING OF VEHICLES ON
DAILY/MONTHLY BASIS FOR OFFICIAL USE AT THE DIRECTORATE OF
AGRICULTURE, ASSAM, KHANAPARA, GUWAHATI- 781022**

EoI REFERENCE NO:

No. Agri/RKVY/Administrative/685/2021-22/72 Dated: 14TH July 2021

Contact No. 0361-2332215, Email id: agri-dept@nic.in



GOVERNMENT OF ASSAM
DIRECTORATE OF AGRICULTURE
ASSAM, KHANAPARA, GUWAHATI- 781022
Email Id: agri-dept@nic.in

No. Agri/RKVY/Administrative/685/2021-22/72

Dated Guwahati the 14th July, 2021

EXPRESSION OF INTEREST FOR EMPANELMENT OF TRAVEL AGENCIES

The Director of Agriculture, Assam invites Expression of Interest (EOI) in **two-bid system** from registered travel agencies for '**Empanelment of Travel Agencies for hiring of vehicles on daily/monthly basis**' for official use at the Directorate of Agriculture, Assam, Khanapara, Guwahati- 781022. Interested and eligible agencies may quote their rates in the prescribed proforma which is at **Section V** after satisfying technical conditions and send the same to this office along with other documents which are part of the EoI.

IMPORTANT INFORMATION	
EoI Ref. No.	No. Agri/RKVY/Administrative/685/2021-22/72 Dated: 14 th July'2021
Procuring Entity:	Directorate of Agriculture, Assam
Date of release for invitation of EOI:	14-07-2021
Last date & time for submission of EOI (Technical):	22-07-2021 at 3:00 P.M.
Time & date for opening of EoI (Technical):	22-07-2021 at 3:15 P.M.
Time & date for opening of EoI (Financial):	<i>To be decided later</i>
Venue for opening of EoI:	Directorate of Agriculture, Assam
Bid Validity	30 days

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 for Hiring of Vehicles: Not to be opened before 22-07-2021 at 3:15 P.M.*" The sealed envelope is to be put inside the drop box which is kept on the 4th Floor of 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. Bidders can download the EoI document from the departmental website <https://diragri.assam.gov.in>.

Sd/-
Director of Agriculture, Assam
Khanapara, Guwahati-22

SECTION I

SCOPE OF WORK

Bidders are invited to quote their daily/monthly rates against the vehicles (including & excluding driver as given in the financial bid) as mentioned below.

Types of Vehicles

- (i) Innova (AC)
- (ii) Maruti Swift Dzire (AC)/Accent (AC)/Etios (AC)
- (iii) Bolero (AC)
- (iv) Scorpio (AC)/Xylo (AC)
- (v) Honda City (AC)(Petrol)
- (vi) Honda City (AC) (Diesel)
- (vii) TRAVELLER- 17 SEATER (AC)
- (viii) TRAVELLER- 26 SEATER (AC)
- (ix) TRUCK- 207
- (x) TRUCK- 407
- (xi) BOLERA PICK-UP VAN

SECTION II
TECHNICAL-FORM

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

No. Agri/RKVY/Administrative/685/2021-22/72

Dated Guwahati the 14th July, 2021

Our reference no.....dated.....

To,

**Director of Agriculture, Assam
Khanapara, Guwahati-22**

Sub: Expression of Interest (EOI) for empanelment of Travel Agencies for hiring of vehicles on daily/monthly basis for official use at the Directorate of Agriculture, Assam, Khanapara, Guwahati- 781022'.

Sir,

1. I/We, the undersigned, hereby submit our Bid in two envelopes, namely:
 - (a) Technical Part, and
 - (b) Financial Part
2. In submitting Bid, we make the following declarations:
 - (a) **No reservations:** Having read EoI in its entirety and services to be provided, I/We, offer to participate in providing vehicles on hire to the Directorate of Agriculture, Assam, Khanapara, Guwahati-22 in conformity with the terms and conditions specified in the bid and have no reservations whatsoever;
 - (b) **Conformity:** We offer to provide service in conformity with the EoI document and in accordance with the specifications specified in the EoI document;
 - (c) **Bid Validity Period:** Our Bid shall be valid for the period of 30 days from the deadline fixed for submission of the EoI;
 - (d) **Eligibility:** We meet the eligibility requirements and have no conflict of interest. We are not participating in more than one bid in this bidding process and we have not been suspended or debarred by the World Bank or blacklisted or suspended by the Central or any State Government/PSU, etc in India;
 - (e) **Fraud and Corruption:** We hereby certify that 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:** We understand that you are not bound to accept any Bid you may receive and may also empanel more than one agency for the stated services under the 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, Khanapara, Guwahati-22 wish to take.

Yours faithfully,

(Authorized Signature)

Name & Title of Signatory _____

In the capacity of _____ [insert legal capacity of person signing the Letter of Bid]

Name of the Bidder _____

Address _____

Telephone no. _____

email id. _____

Dated on _____ day of _____, _____ [insert date of signing]

SECTION III
BIDDER'S PROFILE & ELIGIBILITY CRITERIA TO QUALIFY TECHNICALLY
(This form must be submitted using official letterhead of the agency)

Sl. no.	Essential information to qualify technically	Mention the document name submitted as proof of eligibility
1	Name of the Agency/Firm	Certificate of Incorporation/Trade License
2	Status of the firm (whether Proprietorship/ Partnership/ any other)	<i>(To be filled by the agency)</i>
3	Name of the Proprietor/Managing Partner/ etc.	<i>(To be filled by the agency)</i>
4	Complete address of the Firm with telephone, mobile no., email id.	1) Address: 2) Mobile: 3) e-mail id:
5	Date of commencement of business <i>(the firm must be in tour and travel business for the past 5 years (i.e. 2020-21, 2019-20, 2018-19, 2017-18 & 2016-17)</i>	Date of Incorporation, etc.
6	Name of state government/semi-government/ corporation/PSU to which the Firm has rendered/rendering similar services in the past 5 years (i.e. 2020-21, 2019-20, 2018-19, 2017-18 & 2016-17)	Attach copies of minimum three (3) Work orders/Completion Certificates for the period (starting from latest)
7	Annual Turnover for each of the last three (3) years Financial Year should be Rs. 25 lakhs (2017-18; 2018-19 & 2019-20)	CA certified copy for the last three (3) FY
8	Trade License	Attach up-to-date copy of trade license
9	License to supply vehicles on hired basis	Attach copy of valid certification by the government
10	PAN no.	<i>(To be filled by the agency)</i>
11	GST no.	<i>(To be filled by the agency)</i>
12	Bank Details	<i>(To be filled by the agency)</i>
13	EMD of Rs. 5,000/-	<i>(Details of Demand Draft be provided by the agency)</i>
14	Non-blacklisted declaration	<i>As per Section VI</i>
15	Any other related document/information which the firm desires to inform Directorate of Agriculture, Assam in relation to the EoI	<i>(To be given by the agency)</i>

NB: Relevant documents to qualify technically to be submitted serially as per the listed table above.

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/etc., claimed above.

(Authorized Signature)

Name & Title of Signatory _____

Date _____

SECTION IV

GENERAL TERMS & CONDITIONS

- 1) This Expression of Interest (EoI) is called for empanelment from registered travel agencies for 'Empanelment of Agencies for hiring of vehicles on daily/monthly basis for official use at the Directorate of Agriculture, Assam, Khanapara, Guwahati- 781022 for a period of three (3) years from the date of contract agreement.
- 2) **This EoI consists of two parts, namely TECHNICAL and FINANCIAL. Bids which qualify technically shall only be considered for opening of FINANCIAL bids.**
- 3) **CONDITIONS FOR BIDDERS:**
 - (i) Vehicles should be in excellent running condition and not more than three (3) years old. Maintenance/cleanliness of the vehicle will be borne by the vehicle provider.
 - (ii) Vehicles shall be hired directly from the empanelled firms/agencies only.
 - (iii) The vehicle agency shall be responsible for providing vehicles with driver and also without driver as per communication made to the selected agency.
 - (iv) Vehicles should be registered with the D.T.O. and has insurance up-to-date.
 - (v) Vehicle should be provided to the Directorate of Agriculture, Assam, Khanapara, Guwahati-22 on priority basis.
 - (vi) **The rate of the hired vehicles shall be fixed for a period of two (2) years.** However, the Director, Agriculture may increase charges of hired vehicles @ 5% in the third year at his discretion depending on satisfactory performance, considering market values, etc.
 - (vii) In case of cars with driver, he should have at least five (5) years of driving experience with up-to-date valid driving license.
 - (viii) It would be the responsibility of the Agency/Firm 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 Director of Agriculture, Assam, Khanapara, Guwahati-22 using the vehicles.
 - (ix) Vehicles may be required on Sundays & other government holidays and also beyond the normal working hours.
 - (x) The vehicles should have permit to ply in the entire state of Assam & North East India.
 - (xi) 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.
 - (xii) In case of cars with driver, he should have mandatorily mobile phone for connection. 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.
 - (xiii) In case of outstation visit, the vehicle may have to stay overnight and charges will be paid for the night halt. However, no accommodation for the driver will be provided by the Directorate of Agriculture, Assam, Khanapara, Guwahati-22.
 - (xiv) Parking charges, municipal taxes, if any, will be paid by the Directorate of Agriculture, Assam, Khanapara, Guwahati-22 at the time of payment of the monthly bills.

- (xv) Agency will be responsible for drivers lodging, boarding and any other expenses during duty hours.
 - (xvi) An Earnest Money Deposit (EMD) in the form of Demand Draft issued by a any nationalized/scheduled bank in favour of the ***“The Director of Agriculture, Assam, Khanapara, Guwahati-22”*** payable at Guwahati with 30 days validity beyond the bid validity period is to be submitted along with the TECHNICAL BID *(the EMD shall be returned to unsuccessful bidders after signing of the contract with the successful bidders)*.
 - (xvii) **The successful bidder will have to submit a Performance Bank Guarantee of Rs. 25,000/- (Rupees Twenty Five Thousand)** only at the time of signing of the Contract Agreement with the Director of Agriculture, Assam, Khanapara, Guwahati-22 with a validity for the entire duration of the contract period.
 - (xviii) The car/vehicle should be maintained regularly and properly by the Agency and should have clean interior and exterior.
 - (xix) The driver employed by the Agency/Firm should hold valid driving license, is well behaved and conversant with the rules and regulations of driving. 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.
 - (xx) Directorate of Agriculture, Assam, Khanapara, Guwahati-22 reserves the right to enter into Contract with more than one Agency for the purpose of hiring of vehicles.
 - (xxi) **The TECHNICAL BID should be put inside a sealed envelope and the FINANCIAL BID should be put inside the second envelope. Both the sealed envelopes should be put inside the third sealed envelope. The Technical and Financial Envelopes should be marked as “TECHNICAL BID” & “FINANCIAL BID” respectively and supercribed as ‘Empanelment of Agencies for hiring of vehicles on daily/monthly basis for official use at the Directorate of Agriculture, Assam, Khanapara, Guwahati- 781022 on all the three envelopes.**
 - (xxii) Bidders should write their Agency’s names, contact details, etc. on the reverse of the envelopes.
 - (xxiii) This EoI document with seal & signature along with supporting documents with seal & signature should be part of the TECHNICAL BID.
 - (xxiv) The vendor shall indemnify the Director, Agriculture and hold harmless & all claims, damages, losses, cause of action, liabilities in each of any untoward incidents.
- 4) **ESSENTIAL DOCUMENTS TO QUALIFY TECHNICALLY:** The bidder must mandatorily submit the following documents in the TECHNICAL BID:
- (i) Date of commencement of business (the firm must be in tour and travel business for the past 5 years (i.e. 2020-21, 2019-20, 2018-19, 2017-18 & 2016-17)
 - (ii) Name of state government/semi-government/ corporation/ PSU to which the Firm has rendered/rendering similar services in the past 5 years (i.e. since 2016-17)
 - (iii) Annual Turnover for each of the last three (3) years Financial Year should be Rs. 25.00 Lakhs (2017-18; 2018-19 & 2019-20)
 - (iv) License to supply vehicles on hired basis
 - (v) Trade License
 - (vi) PAN no.
 - (vii) GST no.

- (viii) Bank Details
- (ix) EMD of Rs. 5,000/- (Rupees Five Thousand) only.
- (x) Non-Blacklisted Declaration

5) **BID PRICE**

- (i) Bidder should submit the bid price as per **SECTION V** of the Bid in a separate envelope mentioning as Financial Bid.
- (ii) Rates should be quoted for all vehicles mentioned in the bid. Incomplete bid will be rejected.
- (iii) Corrections, if any, shall be made by crossing out, initialing, dating and rewriting. Corrections done with correction fluid shall also be duly attested.
- (iv) The rates quoted should be inclusive of taxes.
- (v) The rates quoted by the bidder shall be fixed for two years and shall not be subject to adjustment/modification on any account.
- (vi) The prices shall be quoted in Indian Rupees only.

6) **Each bidder shall submit only one bid.**

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

8) **EVALUATION OF BIDS:** The purchaser shall evaluate the TECHNICAL BIDS and decide to open FINANCIAL BIDS later based on the following factors:

- (i) Technical bids are substantially responsive as per the terms & conditions laid down in the document;
- (ii) are properly sealed & signed.
- (iii) **The Bids will be evaluated vehicle-wise.**
- (iv) **Evaluation shall be carried out for each types of vehicles as well as for monthly and daily rates (within and outside Guwahati).**

9) **INTIMATION TO TECHNICALLY QUALIFIED BIDDERS:** Qualified bidders shall be intimated by the office through mail about the date of opening of the financial bids.

10) **AWARD OF CONTRACT:**

- (i) The purchaser will award the contract to the bidders whose bid has been determined to be substantially responsive and who has offered the lowest evaluated quoted price.
- (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 the contract.
- (iii) The bidder whose bid is accepted will be notified of the award of the contract by the authority prior to the expiration of the bid validity period. The terms of the accepted offer shall be incorporated in the award of contract.

11) **PERIOD OF CONTRACT:** The period of Empanelment with the Directorate of Agriculture, Assam shall be for three (3) years from the date of signing of contract and the successful bidder(s) is/are bound to provide vehicle for the period. The contract period may be further extended with mutual consent up to one (1) year on rendering satisfactory services without changing existing agreed norms. However, the purchaser may terminate the contract at any point of time on account of unsatisfactory service giving one month notice.

- 12) **CONTRACT:** The successful bidder will have to enter into a Contract immediately from the date of receipt of the award of contract. However, Director of Agriculture, Assam, Khanapara, Guwahati-22 reserves the right to cancel the Agreement at any time.
- 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 day will be levied and deducted from bills without further notice.
- (ii) **In case of failure to provide vehicles, Performance Bank Guarantee (PBG) will be forfeited. The purchaser shall have the right to empanel other agency thereafter.**
- 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.
- 16) **PAYMENT TERMS:** The payment will be made on monthly basis from the date of submission of invoice of the previous month duly supported by duty slips/log sheets countersigned by concerned officers.

SECTION V

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

PRICE BID (Not to be included in the TECHNICAL BID)

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

Dated Guwahati theJuly, 2021

Our reference no.....dated.....

To,

Director of Agriculture, Assam
Khanapara, Guwahati-22

Sub: Expression of Interest (EOI) for empanelment of Agencies for supply of vehicles on daily/monthly basis for official use at the Directorate of Agriculture, Assam, Khanapara, Guwahati- 781022'

Sir,

1. I/We, the undersigned, hereby submit the financial part of our Bid. In submitting our Financial Part, we make the following additional declarations:

(a) Our bid shall be valid for the period of 30 days from the deadline fixed for the bid submission;

(b) I/we have thoroughly read and understood all the terms and conditions as contained in the EOI and agree to abide by them. **Rate against Daily/Monthly basis is including of all taxes.**

Sl.	Type of Vehicle	Monthly rate (2000 kms for the purpose of evaluation)	Daily rate		Extra charges beyond 8 hrs. per hour	Fuel charges @ per km
			Within Guwahati city (200 kms for the purpose of evaluation)	Outside Guwahati city (200 kms for the purpose of evaluation)		
1	Innova (AC)					
2	Maruti Swift Dzire (AC)/Accent (AC)/Etios (AC)					
3	Bolero (AC)					
4	Scorpio (AC)/Xylo (AC)					
5	Honda City (AC) (Petrol)					
6	Honda City (AC) (Diesel)					
7	TRAVELLER- 17 SEATER (AC)					
8	TRAVELLER- 26 SEATER (AC)					
9	TRUCK- 207					
10	TRUCK- 407					
11	BOLERA PICK-UP VAN					

Note 1: For evaluation purpose: Monthly Rate/ Daily Rate multiplied by Fuel Charges + Extra charges beyond 8 hrs. per hour shall be calculated.

Note 2: Night Halt charges shall be Rs. 500/- per night.

Yours faithfully,

(Authorized Signature)

Name & Title of Signatory _____

Date _____

**SECTION VI
UNDERTAKING**

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

To,

Director of Agriculture, Assam
Agriculture Complex, Khanapara
G.S. Road, Guwahati-781022

Sub: Undertaking for not being blacklisted.

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]

Name of the Bidder _____

Address _____

Telephone no. _____

email id. _____

Dated on _____ day of _____, 2021 [insert date of signing]

SECTION- VII

LETTER OF AUTHORITY

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

To,

Director of Agriculture, Assam
Agriculture Complex, Khanapara
G.S. Road, Guwahati-781022

Sub: Letter of Authority

Sir,

I/We _____ confirm that Mr. _____ (Name and address) is authorized to represent us on our behalf with you against the EOI "Expression of Interest (EOI) for Empanelment of firms for supply of stationer, consumables etc.' at the Directorate of Agriculture, Khanapara, Assam".

We confirm that we shall be bound by all and whatsoever our said representative shall commit.

Authorised Person's Signature: _____

Name: _____

Yours faithfully,

Signature : _____

Name & Designation _____

For & on behalf of _____

Note: This letter of authority shall be signed by a person competent and having the power of attorney (Power of attorney shall be annexed) to bind such Bidder.