

অসম চৰকাৰ



সত্যমেব জয়তে

GOVERNMENT OF ASSAM

DIRECTORATE OF AGRICULTURE
KHANAPARA ::: GUWAHATI-22

TENDER DOCUMENT

FOR

“HIRING OF VEHICLES”

Tender reference No. Agri/Engg/4486/V.H./2020-21/115

Dated. 24/02/2021

SECTION-I

Tender Notice

(To be published in newspapers/ website)

No. Agri/Engg/4486/V.H./2020-21/115

Date: 24/02 /2021

Sealed tender in two-bid system (Technical Bid and Price Bid) are invited for “Hiring of Vehicles” from experienced Vehicle Hiring Service Providers stationed in Guwahati, for empanelment to provide cars on hiring for monthly and day to day basis as per requirement to the Directorate of Agriculture, Assam, Khanapara, Guwahati-22. The document is made available in the website: <https://diragri.assam.gov.in/> Last date of submission of tender document along with related documents is **12/03/2021** from **11:00 AM** up-to **5:00 PM** in the office of the Chief Engineer, Assam, Khanapara, Guwahati-22. Bid security for an amount of **Rs.10,000/- (Rupees Ten thousand)** only in the form of FDR/ Banker’s Cheque pledged in favour of ‘Director of Agriculture, Assam, Khanapara, Guwahati-22’ is required to be submitted along with the tender document.

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

SECTION-II
INSTRUCTIONS TO BIDDERS (ITB)

1.	Invitation to Bidders: Experienced Vehicle Hiring Service Provider (to be called here-in-after as ‘VHSP’), stationed in Guwahati are invited by the Director of Agriculture, Assam, Khanapara, Guwahati-22 (to be called here-in-after as ‘Employer’) to participate in tendering for ‘Hiring of Vehicles’ through which successful bidders shall be empanelled to provide cars on hiring for monthly and day to day basis as per requirement (to be called here-in-after as ‘Contract’).																																					
2.	Bid Cost (non-refundable): The bidder shall have to deposit bid cost amounting to Rs.500/- (Five hundred) only to the revenue head of account vide ‘0401 – 800 other deposit’ through Treasury Challan. Bid cost is mandatory. Bid shall be rejected outright in case of failing to deposit of bid cost in accordance with this clause.																																					
3.	Bid Security: The bidder shall submit bid security for an amount of Rs.10,000/- (Rupees Ten thousand) only in the form of Fixed Deposit Receipt or Banker’s Cheque from any nationalized bank duly pledged in favour of ‘Director of Agriculture, Assam, Khanapara, Guwahati-22’, payable at Guwahati. The bid security must have validity covering the ‘Bid Validity Period’. Bid shall be summarily rejected on non-submission of bid security in accordance with this clause. Unsuccessful bidder’s bid security will be discharged/returned after the expiry of bid validity. The successful bidder’s bid security will be discharged upon furnishing of performance security.																																					
4.	Cost of Bidding: The bidder shall bear all costs associated with the preparation and submission of its tender, and the employer in no case shall be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.																																					
5.	Bid Validity Period: Bids shall remain valid for 90 days from the date of opening of technical bids.																																					
6.	Tender document & preparation of Bid: ‘Tender document’ means all Sections, Annexure, Forms, Notice etc. containing in this tender document. Corrigendum/ addendum (if any) shall also be part of the tender document. Bidders shall read the tender document carefully before submission of their bid. The bidders shall examine all instructions, forms, terms & conditions, specifications etc. containing in this tender document. Failure to furnish duly filled-up formats, annexure, certificates, information etc. required by this tender document or submission of a bid not per provisions of this tender document may result in rejection of bid. Bidder shall be disqualified on submission of more than one bid by a single bidder.																																					
7.	Signing of Tender document: As token of acceptance, bidder or his authorized signatory (if any) must put his seal & signature in each & every pages of this tender document and also in all the documents, annexure, certificates etc. included in technical & financial bids. In case of authorized signatory (if any), a ‘Letter of Authorization’ have to be furnished as per prescribed format in Annexure-1 . Duly filled-up & signed ‘Covering Letter along with Format of Bid’ as per Annexure-2 , must be furnished by bidder along with technical bid, failing which may result in rejection of bid.																																					
8.	Activity Schedule: Submission of tenders and other activities as per schedule stated below is only acceptable.																																					
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9.	<p>Submission of Bid: Bidders shall submit 'Technical Bid' and 'Price Bid'(Annexure-3) in separate sealed covers duly super scribed and both the sealed cover are to be put in a bigger cover which also to be duly sealed and super scribed. The outer envelope must be super scribe 'Hiring of Vehicles'. The envelope containing technical bid shall contain the following documents.</p> <ul style="list-style-type: none"> i) Copy of Letter of Authorization for authorized signatory (if any) as specified at clause No.7 of this Section; ii) Copy of this tender document as per clause No.6 & 7 of this Section; iii) Covering letter along with 'Format of Bid' as per clause No.7 of this Section; iv) Copy of Treasury Challan as specified at clause No.2 of this Section; v) Original copy of FDR or Banker's Cheque on account of Bid Security as specified at clause No.3 of this Section; vi) Copy of all supporting documents required to fulfill qualification criteria as per clauses in Section-IV; vii) All other documents, certificates etc. as per clause No. 7 of this Section.
10.	<p>Opening of Bids: Opening of technical bids shall be done as per activity schedule. Price bids of the bidders, whose technical bids are found responsive, shall only be opened and the Date & Time for the same shall be notified on completion of evaluation of Technical Bid.</p>
11.	<p>Clarification on Documents submitted: Bidder(s) may be required to produce the original copy of the documents submitted along with the bid or any additional information or clarifications as and when sought for, during the course of evaluation or processing of the bid(s). Non-submission or delayed submission of such documents/ information/ clarifications may be a ground for rejecting the bid(s).</p>
12.	<p>Pre- bid meeting: A pre-bid meeting will be held as per activity schedule to meet up queries from intending bidders.</p>
13.	<p>The employer will not be liable for any delay in submission of tender by the bidder.</p>

SECTION-III
GENERAL TERMS & CONDITIONS (GTC)

1.	Service: Provision of hiring of cars belonging to different segments such as Mini Hatchback, Hatchback, Compact Sedan, Sedan, Compact SUV / UV and SUV / MUV on monthly basis and day to day basis.																																																																																																									
2.	<p>Quoting of Price:</p> <p>a) Bidders shall quote their price in the ‘Format for Price Bid’ as per Annexure-3. Quoted price should be inclusive of cost of Salary, daily allowances & wages of drivers; Cost of Petrol, Diesel & Lubricants; Cost of all Maintenance including Tyre puncture repairing; Washing & Servicing of vehicles, AC Gas filling, Cost of All statutory taxes (excluding parking fees), cost of Insurance fees etc.</p> <p>b) Quoted price shall be valid for one year from the date of finalization of rate and may be extended on mutual consent and approval of the employer. The price quoted by the bidder shall remain fixed during entire validity period of rates and shall not be subject to variation on any account. A bid submitted with an adjustable price quotation will be rejected.</p> <p>c) Quoting of exorbitant price may be liable for rejection of tender.</p>																																																																																																									
3.	<p>Evaluation of Bids:</p> <p>a) The evaluation of the bids shall be done in two stages. First, evaluation of technical bids shall be done on the basis of the responsive/non-responsiveness towards the clauses of this bidding document and thereafter price bids of only responsive technical bids shall be compared against each segment separately for monthly basis and day to day basis.</p> <p>b) The L-1 price against each segment for monthly basis and day to day basis shall be determined as illustrated below. All the technically responsive bidders, subject to their acceptance of L-1 price shall be considered as successful bidders for empanelment against monthly basis and day to day basis.</p> <p style="text-align: center;">Day to day hiring (Illustration)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2">Bidder</th> <th rowspan="2">Quoted rate for full day (up to 8 hrs & 80 km) (Rs)</th> <th colspan="2">Additional distance</th> <th colspan="2">Additional time</th> <th rowspan="2">Quoted rate for night halt</th> <th rowspan="2">Total after normalization (2+4+6+7)</th> <th rowspan="2">Remarks</th> </tr> <tr> <th>Quoted rate (Rs/km)</th> <th>Normalized rate by assuming 40km additional distance (Rs)</th> <th>Quoted rate (Rs/hr)</th> <th>Normalized rate by assuming 4hr additional time (Rs)</th> </tr> </thead> <tbody> <tr> <td><i>I</i></td> <td><i>2</i></td> <td><i>3</i></td> <td><i>4</i></td> <td><i>5</i></td> <td><i>6</i></td> <td><i>7</i></td> <td><i>8</i></td> <td><i>9</i></td> </tr> <tr> <td>A</td> <td>800</td> <td>10</td> <td>400</td> <td>100</td> <td>400</td> <td>350</td> <td>1950</td> <td>L-1</td> </tr> <tr> <td>B</td> <td>900</td> <td>10</td> <td>400</td> <td>80</td> <td>320</td> <td>350</td> <td>1970</td> <td>L-2</td> </tr> <tr> <td>C</td> <td>1000</td> <td>8</td> <td>320</td> <td>80</td> <td>320</td> <td>350</td> <td>1990</td> <td>L-3</td> </tr> </tbody> </table> <p style="text-align: center;">Monthly hiring(Illustration)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2">Bidder</th> <th rowspan="2">Quoted rate for full month (up to 3000 km per month & 8 hours per day) (Rs)</th> <th colspan="2">Additional distance</th> <th colspan="2">Additional time</th> <th colspan="2">Quoted rate for night halt</th> <th rowspan="2">Total after normalization (2+4+6+8)</th> <th rowspan="2">Remarks</th> </tr> <tr> <th>Quoted rate (Rs/km)</th> <th>Normalized rate by assuming 500km additional distance (Rs)</th> <th>Quoted rate (Rs/hr)</th> <th>Normalized rate by assuming 30hr additional time (Rs)</th> <th>Quoted rate (Rs/night)</th> <th>Normalized rate by assuming 7 night halts (Rs)</th> </tr> </thead> <tbody> <tr> <td><i>I</i></td> <td><i>2</i></td> <td><i>3</i></td> <td><i>4</i></td> <td><i>5</i></td> <td><i>6</i></td> <td><i>7</i></td> <td><i>8</i></td> <td><i>9</i></td> <td><i>10</i></td> </tr> <tr> <td>A</td> <td>15000</td> <td>10</td> <td>5000</td> <td>100</td> <td>3000</td> <td>400</td> <td>2800</td> <td>25800</td> <td>L-1</td> </tr> <tr> <td>B</td> <td>17000</td> <td>10</td> <td>5000</td> <td>120</td> <td>3600</td> <td>300</td> <td>2100</td> <td>27700</td> <td>L-3</td> </tr> <tr> <td>C</td> <td>18000</td> <td>9</td> <td>4500</td> <td>80</td> <td>2400</td> <td>300</td> <td>2100</td> <td>27000</td> <td>L-2</td> </tr> </tbody> </table>	Bidder	Quoted rate for full day (up to 8 hrs & 80 km) (Rs)	Additional distance		Additional time		Quoted rate for night halt	Total after normalization (2+4+6+7)	Remarks	Quoted rate (Rs/km)	Normalized rate by assuming 40km additional distance (Rs)	Quoted rate (Rs/hr)	Normalized rate by assuming 4hr additional time (Rs)	<i>I</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>	<i>7</i>	<i>8</i>	<i>9</i>	A	800	10	400	100	400	350	1950	L-1	B	900	10	400	80	320	350	1970	L-2	C	1000	8	320	80	320	350	1990	L-3	Bidder	Quoted rate for full month (up to 3000 km per month & 8 hours per day) (Rs)	Additional distance		Additional time		Quoted rate for night halt		Total after normalization (2+4+6+8)	Remarks	Quoted rate (Rs/km)	Normalized rate by assuming 500km additional distance (Rs)	Quoted rate (Rs/hr)	Normalized rate by assuming 30hr additional time (Rs)	Quoted rate (Rs/night)	Normalized rate by assuming 7 night halts (Rs)	<i>I</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>	<i>7</i>	<i>8</i>	<i>9</i>	<i>10</i>	A	15000	10	5000	100	3000	400	2800	25800	L-1	B	17000	10	5000	120	3600	300	2100	27700	L-3	C	18000	9	4500	80	2400	300	2100	27000	L-2
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4.	<p>Special Requirement:</p> <ul style="list-style-type: none"> i) The drivers must adhere to the traffic rules and other regulations prescribed by the competent authority from time to time. They must observe all the etiquette and protocol and should be in uniform while performing the duty. ii) The VHSP must have at least one 24x7 telephone number for requisition of vehicle. iii) Payment of all applicable tax/ duty or other charges for plying the vehicle shall be the liability of the bidder. However parking fees and toll tax for outstation Journey will be paid by the users. iv) The odometer reading should tally the actual distance of run. The employer may check the odometer for its correctness and if found to be faulty, a penalty of Rs.100/- shall be imposed and the vehicle shall be replaced, which shall not be taken back on duty. v) The distance travelled in Km and duty hours claimed shall be reckoned from the original place of reporting (OPR) i.e. Directorate of Agriculture, Assam, Khanapara, Guwahati-22. Extra Km and hours like Garage to Garage, Garage to OPR, Dead mileage etc. shall not be entertained. In case of reporting place other than OPR, distance and time required from the OPR to the reporting place may also be considered. vi) The VHSP shall ensure that vehicle provided for hiring shall be tidy and clean in all respect.
5.	<p>Other Terms and Conditions</p> <ul style="list-style-type: none"> a) 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 1968 as amended time to time and IPC, the hiring authority shall have no responsibility of whatsoever and will not entertain any claim in this regard under the said provision of the Law. b) The engagement and employment of drivers and payment of wages to them as per existing provisions of various labour laws and regulations is the sole responsibility of the VHSP and any breach of such laws or regulations shall be deemed to be breach of this contract. c) The VHSP shall assign the job of driving only to experienced drivers having commercial license and do not have any criminal records and by ensuring safe driving, they shall assume full responsibility for the safety of the officers/staff while on the vehicle. The employer shall have no direct or indirect liability arising out of such negligent, rash and impetuous driving which is an offence under relevant section under IPC and any loss caused to the officers/staff have to be compensated by the VHSP. d) The VHSP shall send the vehicle for periodical servicing at his cost. The employer will not pay any mileage run for such servicing nor shall any bills be raised for the duration involved in such servicing. e) The expenditure on POL (Petrol, Diesel, lubricants etc.), repairs, maintenance, taxes, insurance etc. for hiring of vehicle shall have to be borne by the VHSP in full.
6.	<p>Performance Security: The successful bidders shall have to furnish performance security for an amount of Rs. 25,000 (Rupees Twenty-five thousand) only in the form of Fixed Deposit Receipt or Banker's Cheque from any nationalized bank duly pledged in favour of 'Director of Agriculture, Assam, Khanapara, Guwahati-22', payable at Guwahati, within 7 days from the date of intimation prior to empanelment.</p>
7.	<p>Hiring of vehicle:</p> <ul style="list-style-type: none"> a) The employer or Vehicle Requisition Officers (VRO) notified by the employer shall hire vehicle by issuing a formal 'Indent for Hiring of Vehicle' mentioning type of vehicle required, reporting date & time, place of reporting, probable duty hour and travel distance, place of travel, name of passengers etc. b) The vehicle should report at specified place & time without delay. c) In case of non-reporting of vehicles at specified place & time upon requisition, a penalty @ Rs.500/- shall be imposed against each default and shall be deducted from the next bill of the VHSP. d) The VHSP shall provide specified vehicle from the segment for which he has been empanelled for day to day basis or monthly basis as the case maybe.
8.	<p>Break-down of Vehicles:</p> <ul style="list-style-type: none"> a) In case of break down within Guwahati, vehicles have to be replaced promptly (within maximum one hour). If for a particular vehicle the number of break down exceeds three times in a month, the vehicle shall be withdrawn. b) In case of break down outside Guwahati, replacement will be arranged by the user at the cost of the VHSP, provided the VHSP fails to provide a suitable replacement vehicle promptly (within maximum one hour), and deduction accordingly will be made from the next bill of the VHSP.

9.	<p>Force Majeure:</p> <p>a) If any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reason of any war, or hostility, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts, or act of God (Hereinafter referred to as events) provided notice of happenings, of any such eventuality is given by either party to the other within 10 days from the date of occurrence thereof, neither party shall by reason of such events be entitled to terminate the contract nor shall either party have any claim for damages against the other in respect of such non performance or delay in performance under the contract.</p> <p>b) The performance shall be resumed as soon as practicable after such an event may come to an end or cease to exist, and the decision of Director of Agriculture, Assam, Khanapara, Guwahati-22, as to whether the provision of vehicles by the VHSP have been so resumed or not shall be final and conclusive, provided further that if the performance in whole or part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days either party may, at his option terminate the contract.</p>																																	
10.	<p>Payment Terms: For release of payment, respective VHSP should submit Tax invoice/ Bills in triplicate, duly countersigned by notified VRO along with duty slips signed by the user of vehicle, to the employer. Payment against the bills shall be made promptly, barring force majeure conditions.</p> <table border="1" data-bbox="212 831 1497 1010"> <thead> <tr> <th>Date</th> <th>Vehicle Reg. No</th> <th>Type of vehicle</th> <th>From</th> <th>To</th> <th>Distance travelled</th> <th>Duty hours</th> <th>Name & address of driver</th> <th>Sign. of driver</th> <th>Name of designation of user</th> <th>Sign of user</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Date	Vehicle Reg. No	Type of vehicle	From	To	Distance travelled	Duty hours	Name & address of driver	Sign. of driver	Name of designation of user	Sign of user																						
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11.	<p>Right to Withdraw or Accept or Reject of Bids: The bidding process may be withdrawn or cancelled by the employer at any time without assigning any reason thereof. The employer reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to empanelment, without thereby incurring any liability to the affected bidder(s).</p>																																	

SECTION IV

QUALIFICATION CRITERIA (QC)

1.	The bidder should be an experienced vehicle hiring service provider (VHSP) having registered office in Guwahati. Bidder should submit Firm Registration certificate and/ or trade license as documentary evidence.																					
2.	The bidder should have experience of minimum 3 years in providing similar vehicles on hiring basis to the Central or State Govt. agency/PSU/University. Experience certificates issued by competent authority in this regard must be furnished.																					
3.	The bidder shall not be under a declaration of ineligibility for corrupt and fraudulent practices issued by any Government Department.																					
4.	Bidder should submit Audited Balance Sheet along with Profit & Loss statement for the year 2015-16, 2016-17 & 2017-18 audited by Chartered Accountant;																					
5.	<p>a) The vehicles provided for hiring should be registered as commercial vehicle for running within the jurisdiction of Assam & Meghalaya.</p> <p>b) The vehicles should not be older than 2013.</p> <p>c) The bidder should have a minimum pool of 5 nos. of vehicles in the segment for which rates quoted by him.</p> <p>d) The name of segments and vehicles considered for hiring are specified below-</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">SN</th> <th style="text-align: center;">Name of Segments</th> <th style="text-align: center;">Name of vehicles</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">i)</td> <td>Mini Hatchback</td> <td>Maruti Suzuki Alto 800/ K10/ Wagon-R/ Celerio, Hyundai Eon, Renault Kwid, Chevrolet Beat, Datsun Go/ Redigo and Tata Tiago/ Indica</td> </tr> <tr> <td style="text-align: center;">ii)</td> <td>Hatchback</td> <td>Maruti Suzuki Swift, Hyundai i10 grand / i20 / Active, Toyota Etios liva, Ford Figo, Tata Vista / Bolt, Nissan Micra and VW Polo.</td> </tr> <tr> <td style="text-align: center;">iii)</td> <td>Compact Sedan</td> <td>Tata Indigo / Zest / Tigor, Maruti Suzuki Dzire / Baleno, Honda Amaze / Jazz, Hyundai Xcent, Ford Aspire and VW Ameo</td> </tr> <tr> <td style="text-align: center;">iv)</td> <td>Sedan</td> <td>Toyota Etios / Yaris / Altis, Maruti Suzuki Ciaz, Hyundai Verna, Honda City, Fiat Linea, Nissan Sunny, Mahindra Verito, Ford Fiesta and VW Vento</td> </tr> <tr> <td style="text-align: center;">v)</td> <td>Compact SUV/ UV</td> <td>Mahindra Bolero/ Xylo/ TUV300, Tata Sumo, Maruti Suzuki Ertiga/ S-cross / Brezza, Ford Ecosport, Honda VR-V/ WR-V, Renault Duster, Hyundai Creta and Chevrolet Tavera / Enjoy</td> </tr> <tr> <td style="text-align: center;">vi)</td> <td>SUV / MUV</td> <td>Toyota Innova / Fortuner, Mahindra Scorpio / XUV500, Tata Hexa and Ford Endeavour</td> </tr> </tbody> </table> <p>e) The pool of specified vehicles may be leased from others but the bidder should have minimum 5 nos. of vehicles registered in his own name across the segments. The bidder should submit list of vehicles to be provided for hiring along with copies of vehicle registration certificates. The bidder should also submit copies of lease agreements with the owners of vehicles in case of leased vehicles.</p> <p>f) Vehicles registered in the name of any employee of State Govt. / Central Govt. / PSU / Govt. Board / Govt. Agency shall not be considered.</p>	SN	Name of Segments	Name of vehicles	i)	Mini Hatchback	Maruti Suzuki Alto 800/ K10/ Wagon-R/ Celerio, Hyundai Eon, Renault Kwid, Chevrolet Beat, Datsun Go/ Redigo and Tata Tiago/ Indica	ii)	Hatchback	Maruti Suzuki Swift, Hyundai i10 grand / i20 / Active, Toyota Etios liva, Ford Figo, Tata Vista / Bolt, Nissan Micra and VW Polo.	iii)	Compact Sedan	Tata Indigo / Zest / Tigor, Maruti Suzuki Dzire / Baleno, Honda Amaze / Jazz, Hyundai Xcent, Ford Aspire and VW Ameo	iv)	Sedan	Toyota Etios / Yaris / Altis, Maruti Suzuki Ciaz, Hyundai Verna, Honda City, Fiat Linea, Nissan Sunny, Mahindra Verito, Ford Fiesta and VW Vento	v)	Compact SUV/ UV	Mahindra Bolero/ Xylo/ TUV300, Tata Sumo, Maruti Suzuki Ertiga/ S-cross / Brezza, Ford Ecosport, Honda VR-V/ WR-V, Renault Duster, Hyundai Creta and Chevrolet Tavera / Enjoy	vi)	SUV / MUV	Toyota Innova / Fortuner, Mahindra Scorpio / XUV500, Tata Hexa and Ford Endeavour
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6.	The drivers to be engaged in the hiring vehicle should possess valid commercial driving license. The bidder should submit list of drivers with detail address and mobile no. along with copies of driving license.																					
7.	Bidder must have PAN and GST registration certificate in his name.																					

Sd/-

Director of Agriculture, Assam
Khanapara, Guwahati-22

Annexure-1
Format for 'Letter of Authorization for Authorized Signatory'
(To be on non-judicial stamp paper of Minimum Rs. 100/-)

Attach a passport
size photograph
of authorized
signatory

Know all men by these presents, We _____(name and address of the registered office of the bidder as applicable) do hereby constitute, appoint and authorize Mr./Ms. (name & residential address) who is presently employed with us and holding the position of _____ as our true and lawful authorized signatory, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to submission of our Bid against e-Tender for "Hiring of Vehicles" floated by the Director of Agriculture, Assam (hereinafter to be called as '**Employer**') vide No. _____ dated _____ including signing and submission of the Bid and all other documents related to the Bid, including but not limited to undertakings, letters, certificates, acceptances, clarifications, guarantees or any other document which the employer may require us to submit. The aforesaid authorized signatory is further authorized for making representations to the employer and providing information / responses to representing us in all matters before employer and generally dealing with employer in all matters in connection with Bid.

We hereby agree to ratify all acts, deeds and things done by our said authorized signatory pursuant to this Authorization and that all acts, deeds and things done by our aforesaid authorized signatory shall be binding on us and shall always be deemed to have been done by us. All the terms used herein but not defined shall have the meaning ascribed to such terms under the bid.

Signed by the within named
_____ (Insert the name of the bidder)
Dated this _____ day of _____

Accepted

Signature of Attorney
_____ (Name, designation and address of the Authorized Signatory)

Attested

(Signature of the bidder)

Signature and stamp of Notary of the place of execution

WITNESS

_____(Signature) Name _____ S/D/W of _____
Address (vill/PO/Dist) _____

_____(Signature) Name _____ S/D/W of _____
Address (vill/PO/Dist) _____

Annexure-2
Covering Letter along with Format for Bid

From: M/S _____

(Insert name and address of Bidder)

To: The Chief Engineer, Agriculture, Assam
 Khanapara, Guwahati-22

Sub: Technical Bid for “Hiring of Vehicles”

Ref: No. _____ Dated _____

Dear Sir,

I, the undersigned having read, examined and understood in detail, the terms & conditions of e-Tender for “Hiring of Vehicles” floated by the Director of Agriculture, Assam vide No. _____ dated _____ and hereby submit our bid comprising of technical bid and price bid. I/ We confirm that neither I/we nor any of our affiliate has submitted any bid other than this bid directly or indirectly in response to the aforesaid Bid.

As a token of our unconditional acceptance to the terms & conditions of e-Tender, the tender document has been initialled by me and enclosed with the technical bid. I/We shall ensure that we execute as per the provisions laid down in the tender document and all the provisions of the said tender shall be binding on us.

We are pleased to submit our bid as per following ‘Format for Bid’ and accordingly submit bid security as detailed herein under:

Format for Bid

S N	Required particulars	Information/ reply to be filled by bidder	Particulars of supporting documents submitted in the technical bid		
1.	Name of the Bidder				
2.	The bidder shall have to deposit bid cost amounting to Rs.500/- (Five hundred) only to the revenue head of account vide ‘0401 – 800 other deposit’ through Treasury Challan. Bid cost is mandatory. Bid shall be rejected outright in case of failing to deposit of bid cost in accordance with this clause.				
3.	The bidder shall submit bid security for an amount of Rs.10,000/- (Rupees Ten thousand) only in the form of Fixed Deposit Receipt or Banker’s Cheque from any nationalized bank duly pledged in favour of ‘Director of Agriculture, Assam, Khanapara, Guwahati-22’, payable at Guwahati. The bid security must have validity covering the ‘Bid Validity Period’. Bid shall be summarily rejected on non-submission of bid security				
4.	Details of Bid security submitted -				
	FDR/ Banker’s Cheque	Amount	No. & date	Validity	Name of Bank & Branch

5.	The bidder should be an experienced vehicle hiring service provider (VHSP) having registered office in Guwahati. Bidder should submit Firm Registration certificate and/ or trade license as documentary evidence.				
6.	Registered Office Address				
7.	Telephone no. which will be available for 24x7 hrs for requisition of vehicle				
8.	Name of Authorized signatory (if any) with designation, address, contact No. and e-mail ID. In case of authorized signatory (if any), a 'Letter of Authorization' have to be furnished as per prescribed format in Annexure-1 .				
9.	Name of contact person with address, contact No. and e-mail ID to whom all references shall be made				
10.	The bidder should have experience of minimum 3 years in providing similar vehicles on hiring basis to the Central or State Govt. agency/PSU/University. Experience certificates issued by competent authority in this regard must be furnished.				
11.	The bidder shall not be under a declaration of ineligibility for corrupt and fraudulent practices issued by any Government Department.				
12.	Bidder should submit Audited Balance Sheet along with Profit & Loss statement for the year 2015-16, 2016-17 & 2017-18 audited by Chartered Accountant.				
13.	The vehicles provided for hiring should be registered as commercial vehicle for running within the jurisdiction of Assam & Meghalaya. The vehicles should not be older than 2013. The bidder should have a minimum pool of 5 nos. of vehicles in the segment for which rates quoted by him. The pool of specified vehicles may be leased from others but the bidder should have minimum 5 nos. of vehicles registered in his own name across the segments. The bidder should submit list of vehicles to be provided for hiring along with copies of vehicle registration certificates. The bidder should also submit copies of lease agreements with the owners of vehicles in case of leased vehicles.				
14.	Vehicles registered in the name of any employee of State Govt. / Central Govt. / PSU / Govt. Board / Govt. Agency shall not be considered.				
15.	For participation in different segments of vehicle, filled up table below-				
	Segments	Participation in the segment (Yes / No)	No. of cars available in the segment	No. of cars owned by bidder	No. of cars owned by other
	Mini Hatchback				
	Hatchback				
	Compact Sedan				
	Sedan				
	Compact SUV / UV				
	SUV / MUV				

16.	The drivers to be engaged in the hiring vehicle should possess valid commercial driving license. The bidder should submit list of drivers with detail address and mobile no. along with copies of driving license.		
17.	GST registration No.		
18.	PAN		
19.	As token of acceptance, bidder or his authorized signatory (if any) must put his seal & signature in each & every pages of this tender document and also in all the documents, annexure, certificates etc. included in technical & financial bids.		

Declaration:

I / we have carefully read and understood the enclosed Terms and Conditions of the e-Tender for “Hiring of Vehicles” floated by the Director of Agriculture, Assam vide No. _____ dated _____ and amendments thereof (if any) and are agree to abide by them otherwise me / us would be liable for summarily rejection, and proposal would be considered on Terms and Conditions finalized by the employer.

I/ we also declare that, we are a registered Vehicle Hiring Service Provider stationed in Guwahati.

I/we also declare that in the event of our selection for empanelment as Vehicle Hiring Service Provider, I/we are capable to provide cars on hiring as per requirement and as per T&C of tender, against the segment for which I/we have quoted price.

I/ we declare that we have not been black listed or otherwise debarred for any supply of Goods / Services / Works by any Ministry / Department / PSU of Central Government / Any of the State Government(s), anytime / anywhere in the Country.

I/ we solemnly undertake that the responsibility of execution of the contract as per the terms and conditions of the tender shall be entirely ours. If this Declaration is found to be incorrect or if any bid condition is found violated by us, then without prejudice to any other action our security deposit may be forfeited in full and the proposal to the extent of acceptance or anytime during execution of contract may be cancelled.

Acceptance:

We have submitted our bid strictly as per provision of this e-tender, without any deviations, conditions and without mentioning any assumptions or notes. We hereby unconditionally and irrevocably agree and accept that the decision made by the employer in respect of any matter regarding or arising out of the bid shall be binding on us. We hereby expressly waive any and all claims in respect of Bid process.

We confirm that there are no litigations or disputes against us, which materially affect our ability to fulfil our obligations with regard to execution of contract of capacity offered.

It is confirmed that our Bid is consistent with all the requirements of submission as stated in the tender document and subsequent communications from the employer. The information submitted in our Bid is complete, strictly as per the requirements stipulated in the tender document and is correct to the best of our knowledge and understanding. We would be solely responsible for any errors or omissions in our Bid. We confirm that all the terms and conditions of our Bid are valid for acceptance for a period as specified in the tender document. We confirm that we have not taken any deviation so as to be deemed non-responsive.

Acknowledgement of bidding document:

We have understood the instructions and the terms and conditions mentioned in the tender document and have thoroughly examined the tender document and are fully aware of the service required. We are hereby submitting our Bid as per provision made in the tender document only.

The price quoted includes all taxes and duties; we shall be entirely responsible for all taxes, duties, license fees, etc. All taxes payable as per Government income tax & service tax norms will be payable by us. TDS will be deducted from our payment as per the prevalent laws and rules of Government of India and Government of Assam in this regard.

Familiarity with Relevant Indian Laws & Regulations:

We confirm that we have studied the provisions of the relevant Indian laws and regulations as required to enable us to submit this Bid and execute the contract, in the event of our selection for empanelment as Vehicle Hiring Service Provider. We further undertake and agree that all such factors as mentioned in the Bid have been fully examined and considered while submitting the Bid.

Dated the _____ day of _____ 2018

Thanking you,
Yours faithfully,

Signature of bidder
For and on behalf of M/s

(or Signature of Authorized Signatory)

Name of the Person:

Designation:

Date:

Place:

Annexure-3
Format for Price Bid

SN	Vehicle Segment	Quoted rate for full month (up to 3000 km per month & 8 hours per day) (Rs.)	Quoted rate for full day (up to 8 hrs & 80 km) (Rs.)	Quoted rate for additional distance (Rs./Km)	Quoted rate for additional time (Rs./hr)	Quoted rate for night halt (Rs./night)
1	2	3	4	5	6	7
1.	Mini Hatchback					
2.	Hatchback					
3.	Compact Sedan					
4.	Sedan					
5.	Compact SUV/UV					
6.	SUV / MUV					

1. ***NB:*** *Quoted price should be inclusive of cost of Salary, daily allowances & wages of drivers; Cost of Petrol, Diesel & Lubricants; Cost of all Maintenance including Tyre puncture repairing; Washing & Servicing of vehicles, AC Gas filling, Cost of All statutory taxes (excluding parking fees), cost of Insurance fees etc. Quoted price must be valid up to one year from the date of publication of this NIQ and may be extended on mutual consent and approval of the employer. The price quoted shall remain fixed during entire validity period of rates and shall not be subject to variation on any account. The expenditure on POL (Petrol, Diesel, lubricants etc.), repairs, maintenance, taxes, insurance etc. for hiring of vehicle shall have to be borne by the bidder in full*

Signature of bidder
 For and on behalf of M/s

(or Signature of Authorized Signatory)
 Name of the Person:
 Designation:
 Date:
 Place: