



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

REQUEST FOR QUOTATION (RFQ) FOR
EMPANELMENT OF VEHICLE PROVIDERS
FOR
DAILY & MONTHLY USE ON RATE CONTRACT BASIS

RFQ REFERENCE NO: AGRI/ESTT/8862/VEH. HIRIING/2022/01

Dated 26-04-2022

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



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

NO. AGRI/ESTT/8862/VEH. HIRING/2022/01

Dated: 26-04-2022

REQUEST FOR QUOTATION (RFQ)
FOR
EMPANELMENT OF VEHICLE PROVIDERS FOR DAILY & MONTHLY USE

- 1) The Director of Agriculture, Assam invites Request for Quotation (RFQ) from eligible bidders for **'Empanelment of Vehicle Providers for Daily & Monthly Use on Rate Contract Basis'** for the official use at the Directorate of Agriculture, Assam, Khanapara, Guwahati- 781022. Bidders may submit their documents in the prescribed manner specified in the RFQ document after satisfying all conditions and send the same to this office as per the information given below:

IMPORTANT INFORMATION	
Date of publishing of RFQ document	26/04/2022
Last date & time for submission of RFQ	09/05/2022 upto 3:00 p.m.
Time & date for opening of Technical Bid	09/05/2022 at 3:30 p.m.
Venue for opening of RFQ	Directorate of Agriculture, Assam, GS Road, Khanapara, Guwahati- 781022, Assam
Time & date for opening of Financial Bid	Will be advised after empanelment
Availability of RFQ document online	https://diragri.assam.gov.in

- 2) Quotation should 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 **'Request for Quotation (RFQ) for Empanelment of Vehicle Providers for Daily and Monthly Use on Rate Contract Basis: Not to be opened before 9/05/2022 at 3:00'**. Quotation not accompanied by specified documents given in the bid document, self declarations, authorized signature may be rejected by the office as non-responsive and may not be evaluated further.
- 3) 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 RFQ document from the departmental website <https://diragri.assam.gov.in>.
- 4) We look forward to receiving your quotation.

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

SECTION I

SCOPE OF WORK

Empanelment of vehicle providers to provide vehicles on **Monthly** and **Daily** basis for local & outstation on **need basis** from reputed & registered Agencies/Companies/Operators engaged in the transport business since the last five (5) years with required State Permits/Licenses for a period of One (1) year. After expiry of the above prescribed period of one (1) year, the Directorate of Agriculture, Assam reserves the right to extend the period if it so desires at its discretion subject to satisfaction and mutual agreement between the parties for a period of another one (1) year.

The following types of vehicles are envisaged for hiring purpose:

- 1) Toyota Innova Crysta- AC
- 2) Tata Safari- AC
- 3) Tata Harrier - AC
- 4) Mahindra Scorpio- AC (*only S10; S11 model or higher*)
- 5) Mahindra Bolero- AC
- 6) Maruti Swift Dzire (AC)/Accent (AC)/Etios (AC)
- 7) Traveller- AC (17 Seater)
- 8) Truck- 207
- 9) Truck- 407
- 10) Mahindra Bolera Pick-Up Van
- 11) Any other type of vehicle if necessary called during submission of financial bid.

SECTION II

TECHNICAL FORM

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

RFQ NO. AGRI/ESTT./8862/VEH. HIRING/2022/01

Dated: 26-04-2022

OUR REFERENCE NO.....

Dated.....

To,

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

Sub: Request for Quotation (RFQ) for Empanelment of Vehicle Providers for Daily and Monthly Use on Rate Contract Basis.

Sir,

- 1) I/We, the undersigned, hereby submit our Quotation, namely,
 - (a) Technical Part
- 2) In submitting the Quotation, we make the following declarations:
 - a. **No reservations:** Having read RFQ 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 RFQ document and in accordance with the specifications specified in the RFQ document;
 - c. **Bid Validity Period:** Our Bid shall be valid for the period of **45 days** from the deadline fixed for submission of the RFQ;
 - 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 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 Quotation you may receive and may also empanel more than one agency for the stated services under the RFQ.
 - 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 of the authorized signatory _____
In the capacity of _____ [insert legal capacity of the person signing the Bid]
Mobile no. _____
email id. _____
Dated on _____ day of _____, _____ [insert date of signing]

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	<i>(To be filled by the agency)</i>
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)	Address of the registered office in Assam	Address: Mobile no: e-mail id:
5)	Number of years in business providing cars on rental basis	<i>(To be filled by the agency)</i>
6)	Name of the organization(s) to which the Agency is providing vehicles in the last 5 (five) years (i.e. 2021-22; 2020-21, 2019-20, 2018-19 & 2017-18)	<i>(To be filled by the agency)</i>
7)	Annual Turnover (in Rs.)	FY 2019-20: FY 2020-21: FY 2021-22:
8)	Particulars of the authorized signatory for signing of the bid	Name: Position: Mobile no: e-mail id:
9)	Updated Trade License	<i>(To be filled by the agency)</i>
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)	Infrastructure Capabilities	<i>(To be filled by the agency as per Annexure 1)</i>

NB: Supporting documents with seal & signature to be submitted and arranged accordingly as per the 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 of the authorized signatory

.....
Designation

Dated.....

SECTION IV

TERMS & CONDITIONS

- 1) This RFQ is called for 'Empanelment of Vehicle Providers for Daily and Monthly Use on Rate Contract Basis' from registered and reputed travel agencies/companies/operators for official use at the Directorate of Agriculture, Assam, Khanapara, Guwahati- 781022 for a period of one (1) year from the date of contract agreement.
- 2) This RFQ 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. Vehicles should be in excellent running condition and **should not be not more than one (1) year old, i.e., vehicle models should be on or after April 1, 2021.**
- ii. **A Bid Security of Rs. 10,000/- (Rupees Ten Thousand only)** in the form of Demand Draft (DD) issued by any nationalized/scheduled bank in favour of the 'The Director of Agriculture, Assam, Khanapara, Guwahati-22' payable at Guwahati with **45 days validity period** is to be submitted along with the quotation (*the Bid Security will be returned to unsuccessful bidders without any interest after signing of the contract with the successful bidder*).
- iii. The agency shall be responsible for **providing vehicles with driver and also without driver, if written instruction is made to the selected agency.**
- iv. The Agency must have a registered office in Assam under Shops & Establishments Act and/or any other applicable laws and conform to all such rules of DTO/rules of the State government/Transport Act & Rules, etc.
- v. Vehicles should be registered with the D.T.O. and has to have up-to-date insurance coverage.
- vi. The vehicles should have license to ply in the entire state of Assam.
- vii. **Vehicle should be provided to the Directorate of Agriculture, Assam, Khanapara, Guwahati-22 on priority basis. The Bidder shall also be required to provide taxi on short notice to the Directorate of Agriculture (say within an hour in case of emergency).**
- viii. 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.** During the period of maintenance, the Bidder shall provide suitable standby vehicle of same make and model, which again shall be in good condition and road worthy and safe in all respects.
- ix. If the vehicle is provided with the driver, he 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 Assam thoroughly.
- x. **The driver shall always wear mask whilst on duty and fully vaccinated.**
- xi. It would be the responsibility of the bidder 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 Directorate of Agriculture, Assam using the vehicles. Payment to the driver engaged and paid by the agency should conform to the existing Labour Laws & Rules.
- xii. The driver employed by the bidder 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.

- xiii. 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.
- xiv. The driver should mandatorily have 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.
- xv. **Vehicles may be required on Sundays & other government holidays and also beyond the normal working hours.**
- xvi. **The selected vendor shall indemnify Director of Agriculture, Assam and hold harmless & all claims, damages, losses, cause of action, liabilities in each of any untoward incidents.**
- xvii. **The rates of the hired vehicles shall be fixed for the contract period, i.e., 12 months from the signing of the contract.** *However, the Director of Agriculture, Assam may increase charges of hired vehicles in the second year, if given an extension, at his discretion depending on satisfactory performance, considering market values, etc.*
- xviii. In case of outstation visit, the vehicle may have to stay overnight and charges will be paid for the night halt @ Rs. 500 per night. However, no accommodation for the driver will be provided by the Directorate of Agriculture, Assam, Khanapara, Guwahati-22. Agency shall be responsible for driver's lodging, boarding and any other expenses.
- xix. 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 on production of such receipts.
- xx. **Directorate of Agriculture, Assam, Khanapara, Guwahati-22 reserves the right to enter into Contract with more than one Bidder for the purpose of hiring of vehicles.**
- xxi. The Bidder shall be responsible and answerable for all claims from third parties including the employees of the purchaser in the event of any accident or injury, death, loss or damage leading to/involving any liability caused by the Bidder's driver. If during the contract period, any loss or damage to property or life, death due to accident etc., is caused either to the passenger, driver or any other third party, the Director of Agriculture, Assam shall not be responsible for the same.
- xxii. All the cars should be provided with full size floor mats so as to cover the entire carpet, mobile charger, sun shields, tissue boxes, car perfume and first aid box.
- xxiii. Record of the actual KM run by the vehicle shall be **strictly maintained in the log book** on daily basis duly signed by the driver and the official using the vehicle (*sample log sheet given at Annexure 2*).
- xxiv. **No dead mileage will be paid for by the purchaser for reporting/return of vehicles to or from place of duty, i.e., the purchaser shall not pay for the kilometers covered from bidder's garage to/from any of the reporting points.**
- xxv. Bidders should write their Agency's names, contact details, etc. on the reverse of the envelopes. RFQ document with seal & signature along with seal & signature of supporting documents should be part of the Quotation submitted.
- 4) OFFICE OF THE BIDDER-** The Bidder shall have its office/set-up in Guwahati for effective co-ordination in booking of vehicles and timely availability of vehicles.
- 5) The Bid Security (EMD) 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.

6) Performance Bank Guarantee: The successful bidder will have to **submit a Performance Bank Guarantee of Rs. 50,000/- (Rupees Fifty Thousand only) in the form of Fixed Deposit Receipt (FDR)** at the time of signing of the Contract (within 3 days) with the Director of Agriculture, Assam, Khanapara, Guwahati-22 **with a validity for 13 (thirteen) months** from the date of signing of the contract. If there is extension of the contract period, the PBG shall have to be extended accordingly.

7) ESSENTIAL DOCUMENTS TO QUALIFY TECHNICALLY: The bidder must mandatorily submit the following documents to qualify technically:

- (i) **Date of commencement of business** (*the firm must be in travel business for the past five (5) years leasing out vehicles on hired basis to government institutions/PSUs/reputed private organizations (copies of relevant documents to be furnished since 2017-18 upto 2021-22);*
- (ii) **Name of state government/semi-government/corporation/PSU to which the agency is rendering similar services for the past five (5) years** (*copies of work orders showing continuation of work in FY 2021-22; 2020-21, 2019-20, 2018-19 & 2017-18);*
- (iii) **Annual Turnover for each of the last three (3) years Financial Year should be Rs. 50.00 lakhs** (2019-20; 2020-21 & 2021-22); (*CA certified copies*)
- (iv) Up-to-date Trade License;
- (v) PAN no.;
- (vi) GST no.;
- (vii) Current Bank Account details;
- (viii) **Bid Security (EMD) of Rs. 10,000/- (Rupees Ten Thousand) only.**
- (ix) Non-Blacklisted Declaration as per **Section IV.**
- (x) **List of vehicles owned as per Annexure 1.**

8) EVALUATION OF QUOTATIONS:

i) TECHNICAL: The purchaser shall evaluate the Quotations based on the following factors:

- a) Technical bids are substantially responsive as per the terms & conditions laid down in the document;
- b) are properly sealed & signed.

ii) FINANCIAL: Bidders who are successful in the technical bid will be empanelled with the Directorate of Agriculture, Assam. Price bids (**with drivers and without drivers**) will be called **only from the empanelled bidders** for quoting rates against vehicles for daily and monthly use. **Lowest rate will be determined vehicle wise.**

9) Notwithstanding the above, the lowest evaluated responsive rate may be offered to any other empanelled agency which shows satisfactory performance and vehicle(s) may be hired from that agency at the discretion of the Director of Agriculture, Assam.

10) Empanelment will be formed among the eligible bidders as per the minimum qualifying criterion mentioned in the tender. However, all the empanelled vendors need to be agreeing to work on the L-1 rates arrived through financial bid at subsequent a stage. Those who do not agree to work on L-1 rates will be disqualified from the empanelment and their EMD will be returned.

11) INCOMPLETE DOCUMENTS: Failure to furnish information required in this RFQ or submission of Quotation not responsive to this RFQ or incomplete information will be at the Bidder's risk and responsibility and the same may finally lead to rejection of the Quotation.

12) Each bidder shall submit only one Quotation.

13) OFFER OF EMPANELMENT:

- (i) The purchaser will offer empanelment only to those bidders whose bid has been determined to be substantially responsive to the technical criteria as specified in the Quotation;
- (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 Quotation is accepted will be notified by the purchaser prior to the expiration of the bid validity period (i.e. 45 days from the end date of submission of bids).

14) DETERMINATION OF LOWEST BIDDER: For the purpose of arriving at lowest bidder (L1), the purchaser may give estimated kilometers to be run by the vehicle or fixed ceiling amount on monthly/daily basis or any other method and the bidder will quote price accordingly.

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

16) FUEL: The fuel shall be provided by the agency. The use of oil or other consumables will also be provided by the agency.

17) 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.

18) CONTRACT: The successful bidder will have to enter into a contract immediately (within 3 days) from the date of receipt of the award of empanelment. **No enhancement would be allowed on account of any reason, whatsoever, including increase in the fuel prices during the period of contract.** However, Director of Agriculture, Assam, Khanapara, Guwahati-22 reserves the right to cancel the empanelment at any time without citing any reason.

19) PENALTY CLAUSE:

- (i) In case of vehicles older than the model specified, penalty at the rate of **one day's vehicle rent will be levied per day;**
- (ii) In case the meter is found faulty/tempered on check, **penalty of Rs. 2000/-** shall be levied and the vehicle shall be replaced by another vehicle. The vehicle of which meter was found faulty shall not be taken back on duty;
- (iii) Late reporting for duty **beyond 30 minutes will be fined of Rs. 500/-**. In case, no alternate vehicle is arranged within half-hour, the cost incurred by the purchaser for using Taxi for the service will be borne by the Bidder.
- (iv) 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. 2,000/- (Two Thousand) only per day** shall be levied and deducted from bills without further notice;
- (v) In case of failure to **provide vehicles on 2 (two) occasions by the empanelled bidder**, Performance Bank Guarantee (PBG) of the bidder shall be forfeited. The purchaser shall cancel the contract immediately.
- (vi) **Wherever the Bidder or his driver, after the award of the contract, is/are found indulging in fraudulent acts and dishonest practices like fake duty slips, overwriting to increase the kilometers and hours and similar kind of wrong practices by the Bidder/driver**, the contract shall be liable to be cancelled by the Purchaser with immediate effect and the security deposit shall be forfeited.

20) 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.

21) 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/receipts countersigned by concerned officer(s).

SECTION IV
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.

.....
(Authorized Signature)

Name of the signatory

Designation _____

Dated _____

Particulars of vehicles available with the Bidder: **(minimum 7 commercial/private vehicles of the model and make as required under this tender or equivalent to these models and make)**

Sl. no.	Brand name	Model	Registration No.	Year
1)				
2)				
3)				
4)				
5)				
6)				
7)				

Attach the following documentary evidences:

- a) *Registration Certificate*
- b) *Insurance papers*
- c) *Taxi permit, if applicable*
- d) *Any other relevant document*

.....
(Authorized Signature)

Name of the signatory

Designation _____

Dated _____

Sample Log Sheet Details

Official's Name	Designation	Date of Start Journey	Date of End Journey	Night Halt, if any (Yes/ No)	Starting km.	Closing km.	Total km. travelled	Signature of Official