



**ASSAM STATE DISASTER MANAGEMENT AUTHORITY**

**Dispur, Guwahati-6**

**BID DOCUMENT FOR PROVIDING VEHICLES ON HIRE BASIS**

**No.ASDMA.1/2011/51 dtd.8/5/2014**

Rs.100/-

Address for communication

**OFFICE OF THE CHIEF EXECUTIVE OFFICER  
ASSAM STATE DISASTER MANAGEMENT AUTHORITY (ASDMA)  
ASSAM SECRETARIAT CAMPUS (Opp. SBI SECTT. Branch) :: DISPUR:: GUWAHATI -06.**

Phone No.- 0361-2237221

Fax - 0361-2237010



No.ASDMA/1/2011/51

Dated: 10<sup>th</sup> May'2014

**NOTICE INVITING TENDER**

Assam State Disaster Management Authority invites sealed tenders affixing non-refundable Court Fee Stamp of Rs 8.25 (Rupees eight and twenty five) only from registered Travel Agencies for empanelment of agencies for providing different types of vehicles on hire basis.

Interested Agencies can obtain detailed tender document containing the terms & conditions from the office of Assam State Disaster Management Authority, Ancillary Block, Assam Secretariat Complex, Dispur-06, on payment of non refundable fee of Rs. 100/- (Rupees one hundred ) only by way of Demand Draft drawn on any Nationalised bank in favour of CEO, Assam State Disaster Management Authority, Dispur, Guwahati – 06 payable at Guwahati on all working days during working hours. The last date for issue of tender document is 26<sup>th</sup> May,2014 till 3.00 PM. The bids will be received upto 3.00 PM on 27<sup>th</sup> May 2014 and opened on the same day at 4.00 PM.

This advertisement and detailed tender document are also available in ASDMA's official website <http://www.asdma.gov.in>. In case it is downloaded from the website, the tender fee of Rs 100/- (Rupees one hundred) only maybe enclosed in the form of Demand Draft alongwith the Technical Bid.

ASDMA reserves the right to accept / reject any or all the tenders without assigning any reason thereof.

Sd/-  
Chief Executive Officer  
Assam State Disaster Management Authority

**TENDER FOR ENGAGEMENT/ EMPANELMENT OF AGENCIES TO PROVIDE VEHICLES ON  
HIRE BASIS FOR THE ASSAM STATE DISASTER MANAGEMENT AUTHORITY**

Interested and eligible Bidders are required to submit the Technical and Financial Bids in 2 (two) separate sealed envelopes. The Technical Bid should be accompanied by requisite Earnest Money and Court Fee stamp as specified in this Bid Document by the prospective Bidder. The Earnest Money should be included in the same envelope containing the Technical Bid along with the detailed terms and conditions, while the Financial Bid will have to be furnished in the second sealed envelope. The Technical and Financial Bid along with the Earnest Money should be delivered to the office of the Chief Executive Officer, Assam State Disaster Management Authority, Assam Secretariat, Dispur, Guwahati – 06.

The envelope containing the Technical Bid and the Earnest Money will be opened on the specified date and time in presence of Bidders or their authorised representative who choose to attend. In the event of the date specified for bid receipt and opening being declared as a holiday for Assam State Disaster Management Authority, Dispur, the due date for submission and opening of bids will be the following working day at the appointed times.

**SCHEDULE FOR INVITATION TO TENDER**

1.	Date & time of commencement of issue of tender documents	10 <sup>th</sup> May 2014
2.	Last date & time for issue of tender documents	26 <sup>th</sup> May 2014 upto 3.00 PM
3.	Last date & time for submission of tender documents	27 <sup>th</sup> May 2014 upto 2.00 PM
4.	Date and time for opening of Technical Bid	27 <sup>th</sup> May 2014 at 4.00 PM
5.	Date & time for opening of Financial bid	Will be intimated to the qualified bidders by ASDMA on the day of opening of the Technical Bid or on any subsequent days either through phone or through letter
8.	Place of issue of tender document, tender submission and opening of Technical and Financial bid	Office of the Assam State Disaster Management Authority, Assam Sachivalaya, Ancillary Block, Dispur – 781006
9.	Earnest Money Deposit (EMD)	Rs 10,000/-

The Assam State Disaster Management Authority reserves the right to accept or reject any bid and to annul the bidding process and reject all bids at any time, without thereby incurring any liability to the affected bidder or bidders, or any obligation to inform the affected bidder or bidders of the grounds for such action.

Sd/-  
Chief Executive Officer  
Assam State Disaster Management Authority  
Assam Sachivalaya, Dispur -6

A handwritten signature in black ink, consisting of a stylized 'D' followed by a flourish, located in the bottom left corner of the page.

## 1. SCOPE OF WORK

The scope of work for this tender is to provide vehicles of different categories to the Assam State Disaster Management Authority on daily basis / half day basis / monthly basis ,as and when required, for use on local as well as outside duties as per terms and conditions specified herein.

## 2. ELIGIBILITY CRITERIA (TECHNICAL BID )

- a) The bidder should have valid trade license/ registration as Travel Agent from the competent authority, for providing vehicles on hire basis.
- b) The bidder must be a registered travel agent under Service Tax of Central Excise Department.
- c) The bidder should have a permanent Income Tax Account No.
- d) The bidder should preferably have minimum 2 (two) vehicles registered in the name of the bidding agency as commercial vehicles.
- e) Qualifying experience of providing vehicles to Govt. Departments /reputed PSU / Public Limited Company / any reputed organisation by the Bidder's Firm, if any, should be specified.
- f) The bidder/bidder's firm must not be blacklisted/terminated out of turn by any Govt. Department/or by any PSU in the past.
- g) The Technical Bid must be submitted alongwith the Earnest Money amount of Rs 10,000/- in the form of Demand draft drawn on any Nationalised bank in favour of CEO, Assam State Disaster Management Authority, payable at Guwahati, which will be refundable in case of unsuccessful bidders.
- h) **The bidder should enclose details relating to the Technical Bid as per format at**

### Annexure I

## 3. FINANCIAL BID

- a) Bids will have to be quoted as per Annexure II, (Part-A,B &C) in the bidder's letter pad and should be submitted in the financial bid.
- b) The financial bids of only those firms will be opened who qualify / fulfil the technical bids.
- c)The price quoted by the bidder shall remain fixed during the entire period of contract as per agreement.



#### 4. OTHER TERMS AND CONDITIONS

##### i) SERVICE

Provision of light motor vehicles/ SUVs/ Buses, etc. with licensed drivers on hiring basis for running within the jurisdiction of Assam, Meghalaya, Arunachal Pradesh and other N.E. States including Sikkim and West Bengal.

##### ii) PERIOD OF CONTRACT

The contract will be initially awarded for a period of one year or will be as per agreement, subject to satisfactory performance and need of the Authority. The agreement may be extended by another year on the same rates, terms and conditions.

The Authority also reserves the right to discontinue the term of agreement at any time, if it is not pleased with the performance.

##### iii) PLACING OF INDENT

Vehicles with driver has to be placed, as and when required, on giving information of the same within one hour.

Information/requisition for vehicle over telephone should be considered as notice.

For regular requirement, requisition /telephonic information will be given one day in advance.

##### iv) MAINTENANCE OF LOG SHEET

The Travel Agent has to provide log sheet to the driver of all vehicles which are placed on duty as per requisition by ASDMA.

The driver of the vehicle shall have to keep the log sheet in the vehicle and must ascertain that the LOG SHEET is duly filled and signed by the officer/ staff using the vehicle.

The travel agent should ensure that the mile meter of the vehicle is working properly.

In case the KM reading is found to be faulty on checking, a penalty of Rs. 500/- shall be imposed and the vehicle will have to be replaced.

##### v) TAXES AND OTHER DUTIES

Payment of any Govt. TAX/DUTY for plying the vehicle shall be the liability of the travel agent.

Parking charges, if any, may be claimed by the agent producing the parking slip duly initialled by the user.

SERVICE TAX, as admissible, should be quoted as extra and the same will have to be shown as extra, and added to the bills.

VAT / INCOME TAX as maybe applicable, will be deducted from the hire charge of the bills as per VAT / INCOME TAX NORMS.



#### vi) INSURANCE

All vehicles must have up-to-date and valid insurance coverage and a copy of the same must be available alongwith a copy of the Registration Certificate with the driver of the vehicle.

#### vii) BREAK-DOWN OF VEHICLES

In case of break-down of vehicles within Guwahati, vehicles have to be replaced within one hour. If for a particular vehicle the number of break-down exceeds three times in a month, the vehicle shall be withdrawn.

In case of break-down outside Guwahati, vehicles have to be replaced within a possible short time, failing which the user will hire an alternate vehicle for which the hire charge of the alternate vehicle will be deducted from the bill.

No any cost will be borne by the user for any repairing of vehicle used for the journey.

#### viii) POL (Petroleum Oil & lubricants)

The selected bidder/ bidders shall have to place vehicles with sufficient POL.

The selected bidder/ bidders shall have to provide sufficient fund to the driver to meet the expenditure for POL required for each separate journey.

If, under exceptional circumstances, any expenditure on POL is incurred by the officer/staff using the vehicle, the Agency will have to re-imburse the same or the same will be deducted from the bill.

### 5. SPECIAL TERMS AND CONDITIONS

i) In circumstances where 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, 1986 as amended from time to time, and the IPC, and other relevant Acts and Rules in force, the hiring authority shall have no responsibility whatsoever and will not entertain any claim in this regard under the said provision of the law.

This will also include award given by MACT or any other Court or competent authority, and the Agency will be liable to pay any such award or compensation for damages caused to life and property by the vehicle.

ii) The engagement and employment of drivers and payment of wages to them as per existing provision of various labour laws and Regulations is the sole responsibility of the Agency and any breach of such laws or regulations shall be deemed to be breach of this contract.



iii) The agent shall assign the job of driving of the offered hired vehicles only to qualified, experienced and licensed drivers for ensuring safe driving and assuming full responsibility for the safety of the officers/staff while on the vehicle. Chief Executive Officer, Assam State Disaster Management Authority, shall have no direct or indirect responsibility arising out of such negligent, rash and impetuous driving which is an offence under IPC and any resultant loss/damage caused to the officers/staff have to be compensated by the agent.

iv) The agent shall send the hired vehicles for periodical servicing at his cost. ASDMA will not pay any mileage for such servicing nor shall any bill be raised for the duration involved for such servicing.

v) The agent shall have the responsibility for arrangement of food and accommodation of the driver. ASDMA will not bear any cost for providing accommodation and food during the period for which the vehicle is hired.

vi) Character and antecedents of the drivers of the vehicles provided on hire should be verified and they should be given proper ID by the Agency. The driver must not take any drugs or alcoholic drinks or intoxicating substances while on duty. The drivers are to be instructed to be attentive and courteous to the occupants of the vehicle.

vii) The drivers must ensure that the vehicles are neat and clean while placed for duty, both interior and exterior.

## **6. BID VALIDITY PERIOD**

Bids shall remain valid for a period of 150 days from the date of opening of bids.

## **7. PRICE SCHEDULE**

i) Bid Price shall have to be quoted as per Annexure-II (A,B &C), in the bidder's letter pad/quotation form and should be submitted in the financial bid.

ii) The price quoted by the bidder shall remain fixed during the entire period of contract as per agreement.

## **8. EARNEST MONEY DEPOSIT/ SECURITY DEPOSIT**

i) The Earnest Money of Rs 10,000/- should be in the form of Demand draft from a Nationalised Bank in favour of "CEO,ASDMA" payable at Guwahati.

ii) The Earnest Money will be retained as Security Deposit in respect of the successful bidders.

iii) In case of unsuccessful bidders, the Earnest Money will be refunded.

iv) The Security Deposit will stand forfeited in the event of any breach of contract, failure or default on the part of the successful bidder/ Empanelled Party subsequently.

## **9. SIGNING OF AGREEMENT**

i) Upon acceptance of the rates, ASDMA, reserves the right to select single bidder or all the qualified bidders or empanel the bidders, according to vehicles available with or offered by the bidder/Party/Agency.

ii) The bidder / bidders will be intimated by ASDMA to sign an agreement and accordingly the bidder/ bidders will have to sign the agreement. In case the successful bidder/ bidders refuse to sign the agreement or does not respond to the intimation within the date as maybe specified, the Earnest Money deposited will be forfeited without any prior information.



## 10. TERMINATION OF THE CONTRACT

i) Notwithstanding any other provisions made in the contract, ASDMA reserves the absolute right to terminate the contract forthwith if it is found that continuation of the contract is not in public interest. The contractor will not be eligible for any compensation or claim in the event of any such cancellation. If at any later date, it is found that the documents and certificates submitted by the contractor are forged or have been manipulated, the work order issued to the contractor shall be cancelled and the security deposit issued to ASDMA shall be forfeited without any claim whatsoever on ASDMA and the contractor is liable for action as appropriate under the extant laws.

ii) Empanelment of agencies shall stand cancelled in case the agency violates any of the terms and conditions

ii) Any relaxation in the terms and conditions will be at the sole discretion of the Chief executive Officer, Assam State Disaster Management Authority

**ASSAM STATE DISASTER MANAGEMENT AUTHORITY, ASSAM SECRETARIAT, DISPUR, RESERVES THE RIGHT TO ACCEPT OR REJECT ANY OR ALL BID(S) WITHOUT ASSIGNING ANY REASON THEREOF.**

Chief Executive Officer,  
Assam State Disaster Management Authority



## ANNEXURE-I

TECHNICAL BID

1.	Name of Firm / Agency	
2.	Registered Office address with contact details and e mail id	
3.	Name, Designation, Address & Tel. No. of Authorised person of firm/Agency to deal with.	
4.	Year of establishment	
5.	Registration No. of the Firm/Agency / Trade license No. (Attach photocopy)	
6.	Service Tax Registration No. (Attach photocopy)	
7.	Permanent Income Tax Account No.	
8.	VAT Registration under Govt. of Assam	
9.	Name & address of Govt. department /reputed PSU / Public Limited Company / any reputed organisation, if any, to whom vehicles have been provided ( attach copy of relevant document in support)	
10.	Whether the bidder/bidders firm has been blacklisted / terminated out of term by any Govt. Deptt.etc. or convicted of any offence etc. If yes, please specify	

**Declaration by the Bidder**

**This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.**

Signature of Tenderer  
With official seal



FINANCIAL BID

NAME OF FIRM/ AGENCY :

ADDRESS:

- a) Rates should be quoted legibly both in figures and words, for all category of vehicles that the bidder wishes to offer.
- b) Overwriting/corrections, if any, must be initialled by the bidder, otherwise the same is liable to be rejected.
- c) Rates quoted should be inclusive of driver/handyman's (as maybe applicable) allowances, etc.
- d) For airport dropping / pick up, a fixed amount inclusive of POL will be paid
- e) Service Tax should be quoted as extra and the same will have to be added to the bills.
- f) Parking charges, if any, maybe claimed, producing the parking slip duly initialled by the user.
- g) Night stay or haltage charges for local or outstation journey shall be paid only if the vehicle is kept beyond 12.00 midnight.
- h) If the service provider would be able to provide any other make or model of vehicle, the same maybe included alongwith the charges under each category. In any case, if the service provider provides, whether of his own or on the asking of ASDMA ,any other make or model of car,he/she will be paid according to the rates approved for similar category of cars.
- i) The lowest rates quoted under each category of vehicles by tenderers shall be applicable for all other tenderers. Only those tenderers shall be considered for empanelment who would agree in writing to work at lowest rates quoted under each category of vehicles by other Tenderer/s and accept all terms and conditions as specified.

SIGNATURE OF TENDERER

SEAL:

DATE:

PLACE:



Light Motor Vehicle/SUV (For Monthly hiring)

Annexure-II

PART-A

SL NO.	TYPE OF VEHICLE	LOCAL (WITHIN GUWAHATI)	
		RATE PER MONTH	RATE PER KM. FOR POL
1	Maruti Van		
2	Tata Sumo		
3	Tata Sumo Deluxe (AC)		
4	Indica (Diesel)		
5	Indica Diesel (AC)		
6	Indica Vista		
7	Indigo		
8	Bolero		
9	Scorpio		
10	Swift		
11	Tata Safari Dicor		
12	Tavera		
13	Ford Icon		
14	Innova		
15	Hyundai Ascent		
16	Hyundai Verna		
17	Maruti SX4		
18	Scoda		
19	Xylo		
20	Swift Desire		

Note:

1. Relevant taxes as may be applicable will be deducted from the hire charge bill.
2. Service tax, VAT etc. as applicable to be shown extra while quoting the rates.
3. Rates for AC/Non-AC vehicles to be specified separately.

Signature of Bidder with Official Seal

**Light Motor Vehicle/SUV**

Annexure II, PART B

Sl. No.	Particulars	Local (within Guwahati)		Outside Guwahati			Rate for half day		Rate for Airport Pickup/Dropping
		Rate per day	Rate per Km for POL	Rate per day	Rate per Km for POL	Haltage charges per day, if any	Rate per day	Rate per Km for POL	
1	Maruti Van (5/7 seater)								
2	Tata Sumo								
3	Tata Sumo Deluxe(AC)								
4	Indica (Diesel)/ Vista								
5	Indica Diesel (AC)								
6	Indica Vista								
7	Indigo								
8	Bolero								
9	Scorpio/ XYLO								
10	Swift								
11	Tata Safari Dicor								
12	Tavera								
13	Ford Icon								
14	Innova								
15	Hyundai Ascent								
16	Hyundai Verna								
17	MarutiSX4/ Swift Desire								
18	Scoda								
19	Xylo								
20	Swift Desire								

Note:

1. Relevant taxes as may be applicable will be deducted from the hire charge bill.
2. Service tax, VAT etc. as applicable to be shown extra while quoting the rates.
3. Rates for AC/Non-AC vehicles to be specified separately.

Signature of Bidder with Official Seal

Annexure II, PART C

Rate should be quoted including all expenses including POL

Sl. No.	Particulars of Vehicles	Rate per day within Guwahati ( up-to 100 Km)	Rate per day outside Guwahati ( up-to 200 Km)	Rate for addl. Km. (per Km.)
1	Winger			
2	Mini Bus 35 seaters			
3	1210 Bus			
4	Any other (Luxury Coach) pls. specify			

Note:

1. Relevant taxes as may be applicable will be deducted from the hire charge bill.
2. Service tax, VAT etc. as applicable to be shown extra while quoting the rates.
3. Rates for AC/Non-AC vehicles to be specified separately

Signature of Bidder with Official Seal