



GOVERNMENT OF ASSAM
ASSAM STATE URBAN LIVELIHOODS MISSION SOCIETY
DAY-NULM (ASSAM)
DIRECTORATE OF MUNICIPAL ADMINISTRATION
ASSAM ::: GUWAHATI-06

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No. ASULMS(SMMU)/Admin-07/03/2017/464 Dated Guwahati, the 28th February, 2017

Notice Inviting Tender for hiring of vehicles under ASULMS

QUOTATION NOTICE

Sealed Quotations are invited from eligible company/firm, having experience of similar contract, for Hiring of Vehicles for ASULMS affixing court fee stamp of Rs. 8.25/-. The quotations must be submitted in sealed cover with mark on the cover “**Hiring of vehicles for ASULMS**” at the address mentioned below on or before 2.00 P.M. on 07.03.2017 The bids will be opened in the presence of the representatives of bidders at 4.00 P.M. on the same day.

Address for submission of Bids – Assam State Urban Livelihoods Mission Society (ASULMS), Office of the Director of Municipal Administration, Ganeshguri, Dispur, Guwahati-6

If any bidder is interested in this bidding, please visit the office address mentioned above to collect the bidding documents.

Key Details:

Name of Work	Hiring of vehicles for ASULMS
Availability of quotation form	Interested Bidders can visit the office address mentioned above to collect the Quotation documents.
EMD	Demand draft of Rs.5000/- drawn in favour of Assam State Urban Livelihoods Mission Society
Last date & time of submission of Quotation	2.00 P.M. 7 th March, 2017
Technical Bid Opening	4.00 P.M. 7 th March, 2017
Financial Bid Opening	4.00 P.M. 9 th March, 2017

Late quotation (received after date and time of submission of bid) shall not be accepted under any circumstances.

ASULMS reserves the right to accept or reject any or all proposals without assigning any reasons. No bidder shall have any cause of action or claim against the ASULMS for rejection of their proposal.

Sd/-
State Mission Director,
ASULMS, Dispur,
Guwahati-06.

QUOTATION DOCUMENT

1.0 Scope of work

1.1 The scope of work is for hiring of the vehicles for use of **State Mission Director** and **Pool Car for staff** of Assam State Urban Livelihoods Mission Society (ASULMS) with terms and conditions as detailed in **Appendix-I** and be made available for 24 hours on all days including Sundays and holidays.

1.2 Category I –For State Mission Director (1 vehicle)

Toyota Innova 2.5 G (Diesel) AC (without driver).

1.3 Category II- Pool Car for Staff (1 vehicle)

Mahindra Bolero AC SLX (without driver).

2.0 Pre-qualification Criteria

2.1 All the Vehicles supplied by the operator should be either New or not Older than 2013 make.

2.2 If the vehicles are not owned by the bidder, a consent letter from the registered owner in original shall be attached with the bid.

2.3 If the bidders intend to purchase new vehicle, an undertaking shall be given that the vehicle shall be purchased within 15 days from the issue of Letter of Acceptance.

2.4 If the registration formalities of the new vehicle purchased is not completed at the time of the bid, the documents should be made available before the signing of the contract. The bidder should produce an undertaking to this effect at the time of the bid.

2.5 The agency could be a sole proprietary concern, partnership concern or company and should be registered with the Registrar of Firms / Registrar of Companies, having **minimum three years** of experience. **[Attach copy of registration certificate and experience certificate of at least three orders with leading Govt. Organisation/PSUs/Govt. Agencies or Department/ reputed Private Organisation/Company].**

2.6 The operator should have Service Tax Registration and valid PAN.

2.7 Copies of all documents viz. RC Book, Insurance, Pollution free certificate, etc. are to be submitted along with the bid. This should be renewed throughout the contract period.

2.8 The operator should comply with the Rules and Regulations stipulated by the DTO authorities.

APPENDIX-I

3.0 Terms and conditions

- 3.1 An agreement will be entered into with the successful bidder and the same is valid for a minimum period of 3 years.
- 3.2 The vehicles should be made available for 24 hours on all days including Sundays and Holidays.
- 3.3 Spare vehicles of the same class should be provided whenever the vehicle is under maintenance, breakdown, accident or repair. In case the operator fails to provide the vehicles a penalty equal to two times of the actual average monthly charges per day for each day of such failure would be imposed on the operator.
- 3.4 Monthly rent charges **will not include** cost of fuel and driver's monthly salary but **will include** lubricants, maintenance cost and all other incidental expenditure. Toll/Parking charges will be reimbursed by ASULMS on submission of original vouchers duly certified by the executive of ASULMS who is using the vehicle.
- 3.5 The vehicle should be parked at the area informed by the user executive/staff, unless otherwise directed by ASULMS. The key of the vehicle is to be kept with the Executive/staff overnight, so as to move the vehicle in case of any need/emergency.
- 3.6 The monthly bills may be submitted immediately on completion of the month and payment will be effected by ASULMS within 15 days of submission of the invoice complete in all respects, after deducting applicable taxes. All payments will be made in electronic form to the designated bank account of the bidder only.
- 3.7 The vehicle should be made available within 7 days (in case of existing vehicles) and within 15 days (in case of to be purchased new vehicle) of the offer, failing which the offer will be treated as cancelled and the EMD will be forfeited.
- 3.8 All taxes, insurance, permit, pollution certificate charges are to be borne by the operator.
- 3.9 Any cost, damage, compensation to third parties resulting from plying of the vehicle on the road is to be met by the operator.
- 3.10 ASULMS will engage drivers for the 2 (two) vehicles on its own payroll.
- 3.11 Unless otherwise intimated the agreement will be for a period of **three years**, and if found satisfactory the agreement can be renewed for further periods on yearly basis, at the discretion of the State Mission Director, ASULMS.
- 3.12 ASULMS reserves the right to terminate the agreement by giving **30 days** notice, at any time during the contract period without assigning any reason and no compensation will be paid for such termination.
- 3.13 The agreement will be terminated without any notice if the operator violates any of the terms and conditions of the agreement accepted by the operator at any stage of the contract.
- 3.14 The tender can be modified/ postponed /cancelled at the discretion of ASULMS, without assigning any reason.

3.15 The L1 (lowest) quotation will be considered based on PRICE BIDS (ANNEXURE II).

3.16 Bid shall be accompanied with an the validity of the offer, ASULMS will be at liberty to forfeit the (EMD) of Rs. 5000/- in the form of a demand draft favouring “Assam State Urban Livelihoods Mission Society” and payable at Guwahati. The EMD will be refunded without any interest to the unsuccessful bidders after finalisation of the tender. In case any bidder revokes or withdraw its offer within the validity of the offer, ASULMS will be at liberty to forfeit the Earnest Money Deposit. Bids without EMD will be summarily rejected.

3.17 An interest free Security Deposit of Rs. 5000/- per vehicle is to be submitted by the successful bidder. The said deposit shall be released after a period of six months from the date of expiry of the contract after adjusting claims, if any. Security Deposit may be deposited in the form of a demand draft favouring “Assam State Urban Livelihoods Mission Society” and payable at Guwahati. EMD of the successful bidder shall be adjusted against security deposit.

3.18 All pages of this tender document (Quotation Notice) shall be signed by the bidder and be attached with the bids as a mark of acceptance of all terms and conditions mentioned in it.

4.0 Submission of Quotation

4.1 The agencies qualifying the above pre-qualification criteria and agree to abide by the terms and conditions given in the Appendix-I to this Annexure, may submit the **Technical** as well as **Financial bids** in a separate sealed cover super scribing- ‘**Technical Bid for Hiring of Vehicles**’ and ‘**Financial Bid for Hiring of Vehicles**’ **as per the specification given in Annexure I & II** respectively. Both these covers should be placed in a third sealed envelope super scribing “**Hiring of vehicles for ASULMS**”.

4.2 The Technical Bid in a separate sealed envelope shall contain EMD, Quotation Notice (all pages signed), and Application form for Technical Bid, Photo copies of all the proofs as mentioned. The Financial Bid with Appendix II will be in a separate sealed cover.

4.3 Completed application form along with the requisite documents shall be submitted in a sealed envelope clearly indicating the category of work on top of the envelope to:-

**The State Mission Director,
Assam State Urban Livelihoods Mission Society (DAY-NULM, Assam),
O/o the Directorate of Municipal Administration,
Ganeshguri, Dispur, Guwahati- 781006**

5.0 Selection Procedure

5.1 The Technical bid will be opened first for the necessary evaluation. The Financial bids of the technically qualified bidders only will be opened on the date prescribed in the Quotation Notice.

ANNEXURE -I

(To be printed on Official Letter Head of Bidder)
TECHNICAL BID

FOR PROVIDING VEHICLES ON HIRE BASIS TO ASSAM STATE URBAN LIVELIHOODS MISSION SOCIETY (DAY-NULM, ASSAM), O/O THE DIRECTORATE OF MUNICIPAL ADMINISTRATION, GANESHGURI, DISPUR, GUWAHATI- 781006 FOR THE USE BY ITS STATE MISSION DIRECTOR AND STAFF OF ASULMS.

1.	Name of Operator	
2.	Status (Sole Proprietor concern/ Partnership Concern/Company)	
3.	Registered Address	
4.	Office Address	
5.	Mobile Land Line Email Id Fax no.	
6.	Photocopy of proof of ID of the owner of the vehicles to be attested and enclosed (Any one of the items is required)	a) Election ID card no. Issued on____at____ b) Passport no. issued on____ at____ c) Driving licence no. issued on____ at____ d) PAN Card no. issued at____
7.	a) Details of Service Tax Registration no. b) PAN (Firm/Company) *Photocopies to be attested and enclosed	
8.	Details of vehicle offered for hire	
9.	<u>Bank account details</u> a) Account Number b) Bank name & branch IFSC code c) Type of Account d) Account holders name	

Declaration: - I/We agree for the terms & conditions prescribed by ASULMS in this regard. I / We have signed and handed over a copy of the Terms & Conditions in token of having agreed to the same.

Place:

Signature:

Date:

Name:

ANNEXURE -II

(To be printed on Official Letter Head of Bidder)

PRICE BID

FOR PROVIDING VEHICLES ON HIRE BASIS TO ASSAM STATE URBAN LIVELIHOODS MISSION SOCIETY (DAY-NULM, ASSAM), O/O THE DIRECTORATE OF MUNICIPAL ADMINISTRATION, GANESHGURI, DISPUR, GUWAHATI- 781006 FOR THE USE BY ITS STATE MISSION DIRECTOR AND STAFF OF ASULMS.

Sl. No.	Particulars of Vehicle	Rate Quoted
1.		

Name, Address and
Mobile no. of the Operator:

Signature of the Operator -----

PLACE:

DATE:

Note: Separate bid for each vehicle should be submitted.

CHECK LIST FOR ENCLOSURES

Sl. No.	Description of Items	Enclosed	Not Enclosed
1.	All Points from 2.1 up to 2.8 under 2.0 Pre-qualification criteria		
2.	Copies of RC Book		
3.	Copies of insurance		
4.	Copies of Pollution certificate		
5.	ID Proof of the owner of the vehicles		
6.	Certificate of service tax registration		
7.	Certificate of agency registration		
8.	Certificate of work orders of similar job undertaken.		
9.	PAN copy		
10.	Bank details		
11.	Undertaking as per Quotation Notice 2.3 & 2.4		