

Atal Amrit Abhiyan Society  
O/o Chief Executive Officer  
3<sup>rd</sup> Floor, Nayantara Super Market Building  
Guwahati-781022

TENDER DOCUMENT  
FOR  
**HIRING OF VEHICLES**

**NOTICE INVITING TENDER**

Tender on behalf of the Chief Executive Officer, Atal Amrit Abhiyan Society, Assam are invited in two bid system i.e, Technical bid and Financial bid for hiring of registered vehicle on monthly basis and on call basis of latest model not older than Jan, 2018.

<b>Schedule of Tender</b>		
<b>S.No.</b>	<b>Activity Description</b>	<b>Schedule</b>
1	Tender No.	AAA/Assam/Vehicle Tender/2019-20/87 dtd. 28/06/2019
2	Start date of submission of Bid	<b>28<sup>th</sup> June 2019</b>
3	Time and last date of submitting bid	<b>18<sup>th</sup> July 2019</b>
4	Time and date of opening of Technical bid	<b>22<sup>nd</sup> July 2019</b>
5	Validity of tender offer	1 month from opening of Tender
6	Amount of EMD to be deposited	<b>Rs. 10000/- (Rs. 5,000/- for SC/ST)</b>
7	Likely date of Commencement of Contract	Immediately after finalization of rate contract

The contracts will be initially for a period of one year. However, the contract may be extended subsequently, on mutual consent, and on same terms and conditions for a period of not more than six months at a time (upto a maximum of one year) on review of performance, depending upon the requirements and administrative conveniences of the office.

The requirement of vehicles shall be as under:

S.No.	Description	Model	Quantity
1	Vehicles on monthly basis	Compact Sedan/Compact SUV (Innova-Toyota, Swift Desire-Maruti, Tata Indigo, Tata Zest, Xcent-Hyundai, Verna-Hyundai, Bolero-Mahindra, Scorpio-Mahindra, Xylo-Mahindra, Sumo-Tata) or equivalent	As and When Required
2	Vehicle on Call Basis	Compact Sedan/Compact SUV (Innova-Toyota, Swift Desire-Maruti, Tata Indigo, Tata Zest, Xcent-Hyundai, Verna-Hyundai, Bolero-Mahindra, Scorpio-Mahindra, Xylo-Mahindra, Sumo-Tata) or equivalent	As and When Required

- (i) The tender documents may be downloaded from the websites of [www.aaa-assam.in](http://www.aaa-assam.in) from **28<sup>th</sup> June 2019** to **17<sup>th</sup> July 2019** (upto **3:00 PM**)
- (ii) The intending and eligible bidders may submit their tenders at office of the CEO, Atal Amrit Abhiyan Society, Nayantara Building 3rd Floor Six Mile Guwahati-22 from **28<sup>th</sup> June 2019** to **18<sup>th</sup> July 2019** (upto **2:00 PM**)
- (iii) The applicant has to deposit Earnest Money (EMD) of **Rs. 10,000/- (In words Ten Thousand Only)**. In case of SC/ST the EMD will be Rs. 5000/- (Rupees Five Thousand Only) provided SC/ST certificates from the competent authority, in the form of a Demand Draft from any scheduled/ Nationalized Bank drawn in favor Atal Amrit Abhiyan Society, Assam payable at Guwahati in a proper sealed Envelop Superscribed at “Tender for Vehicle Hiring”. Bidders are requested to write their name and full address at the back of Demand Draft (Overleaf).
- (iv) The duly filled-in tender documents shall not be accepted if they have not submitted the EMD.
- (v) The Technical Bids will be opened on **22<sup>nd</sup> July 2019** at **3:00 PM** by a Tender Opening Committee of this office. At the first stage of the technical bids shall be evaluated by the Tender Evaluation Committee (TEC) constituted for the purpose by this office. At second stage, the Financial Bids of only those bidders who qualify in the technical bid will be opened for which the date and time will be intimate later on. The Tender Evaluation Committee (TEC), after evaluation of the Financial Bids, will give its specific recommendation(s) regarding the lowest responsive bid, which is to be selected along with a comparative statement duly signed by the Members of the TEC
- (vi) This Office reserves the rights to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders without giving any notice or assigning any reasons thereof. The decision of the Chief Executive Officer, Atal Amrit Abhiyan Society, Assam in this regards shall be final and binding on all.
- (vii) The Bidder is expected to examine all instructions, forms, specifications, terms and conditions in the Bid Documents. Failure to furnish all information and documents required as per the Bid Documents or submission of bids not substantially responsive to the Bid Documents in every respect will be at the Bidder's risk and shall result in rejection of the bid.

Chief Executive Officer  
Atal Amrit Abhiyan Society, Assam

## SECTION-I

### GENERAL TERMS AND CONDITIONS

1. **Parties:** The parties to the Contract are the Contractor (the tenderer to whom the work is awarded) and the Chief Executive Officer, Atal Amrit Abhiyan Society, Assam.
2. **Addresses:** For all purpose of the contract including arbitration there under, the address of the Contractor mentioned in the tender shall be final unless the Contractor notifies a change of address by a separate letter sent by registered post to the Chief Executive Officer, Atal Amrit Abhiyan Society, 3<sup>rd</sup> Floor, Nayantara Supermarket Building, Six Mile, Guwahati-781022. The contractor shall be solely responsible for the consequences of any omission or error to notify change of address in the aforesaid manner.
3. **Earnest Money Deposit (EMD):**
  - a. Earnest Money of of **Rs. 10,000/- (In words Ten Thousand Only)**. In case of SC/ST the EMD will be Rs. 5000/- (Rupees Five Thousand Only) provided SC/ST certificates from the competent authority, shall be paid in the form of a Demand Draft from any scheduled/ Nationalized Bank drawn in favor Atal Amrit Abhiyan Society, Assam payable at Guwahati in a proper sealed Envelop Superscribed at “Tender for Vehicle Hiring Charge”. Earnest Money in cash or in the form of cheque or in any other form will not be accepted.
  - b. The Earnest Money of tenderer will be refunded without interest within reasonable time after final decision of the tender on submission of an application from the Tenderer.
  - c. Request for transfer of any previous deposits such as previous earnest money or security deposit or payment of any pending bill for transfer towards earnest money shall not be entertained.
  - d. Tenderer shall not be permitted to withdraw his offer or modify the terms and conditions thereof. In case the tenderer fails to observe and comply with the stipulations made herein or backs out after quoting the rates the aforesaid amount of earnest money will be forfeited.
  - e. The tenders without Earnest Money Deposit will be rejected.
4. **Period of validity of Bid:** Bid shall be valid for 30 days after the date of opening of bids.
5. **Period of Contract/Duration:** The contract will be initially for a period of one year. However, the contract may be extended subsequently, on mutual consent, and on same terms and conditions for a period of not more than six months at a time (upto a maximum of one year) on review of performance, depending upon the requirements and administrative conveniences of the office.
6. **Preparation and Submission of Tender:** The tenders have been invited under two bid system i.e, Technical Bid and Financial Bid.

#### **Envelope 1: Technical Bid:**

(The list of documents to be submitted in a sealed envelope super scribed as “Technical Bid for Vehicle Hiring to Atal Amrit Abhiyan Society”)

- (i) Self-Attested copy of Registration of firm/company.
- (ii) Self-Attested copy of Experience certificate issued by Central/State Government/Public Sector companies for the last Three years.
- (iii) Self-attested copy of PAN card of firm/company/individual.
- (iv) Self attested copy of the IT-Return filed for the last three financial years.
- (v) Turnover Certificate duly sealed and signed by competent Chartered Accountant.

- (vi) An up-to date Affidavit of Non-Blacklisting on Non Judicial Stamp Paper in any Govt./Semi Gov./PSU deptt. from public notary/competent legal authority.
- (vii) Self attested copy of Goods and Service Tax (GST) registration of certificate from competent authority.
- (viii) Self attested copy of the documents showing current insurance of the vehicles.
- (ix) Self attested copy of Registration Certificate of vehicles.
- (x) Self attested copy GST Return copy for the FY 2017-18 & 2018-19.
- (xi) Self attested copy of up-to date trade license.

All the documents mentioned above are for establishing the eligibility and non-submission of these documents will result in rejection of the tender. Original of all such documents shall be liable to produced for verification, failing which such documents shall be rejected.

### **Envelope 2: Financial Bid:**

The quotation should be filled in the financial bid document should be quote the rate for the specific items both words and figures neatly. Taxes are as applicable to shown separately and duly signed by authorized person of the firms. The envelope should be sealed properly and super scribed as “Financial Bid for Vehicle Hiring to Atal Amrit Abhiyan Society”).

- 7. Signing of Tender:** Individual signing the tender or other documents connected with contract must specify whether he sign as:
- a. A “sole proprietor” of the concern or constituted attorney of such sole proprietor.
  - b. A partner of the firm, if it be a partnership firm, in which case he must have authority to execute contracts on behalf of the firm and to refer arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm.
  - c. Director or a principal officer duly authorized by the Board of Directors of the Company, if it is a Company.

### **Note:**

- (i) In case of partnership firms, a copy of the partnership agreement, or general power of attorney duly attested by a Notary Public, should be furnished on stamped paper duly sworn or affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney.
- (ii) In the case of partnership firms, where no authority to refer disputes concerning the business of partnership firm has been conferred on any parties, the tender and all other related documents must be signed by all partners of the firm.
- (iii) A person signing the tender form or any documents forming part of the tender on behalf of another person should have an authority to bid on behalf of such other person and if, on enquiry it appears that the persons so signing had no authority to do so, the Chief Executive Officer, Atal Amrit Abhiyan Society may, without prejudice cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.
- (iv) All the pages of tender should be serial numbered, signed by the bidder and affix his firm’s stamp at each page of the tender document and all its Annexures as the acceptance of the offer made by the tenderer will be deemed as a contract . NO PAGE SHOULD BE REMOVED/ DETACHED FROM THIS NOTICE INVITING TENDER.

**8. Technical Bid:**

- a. The Technical bid should be submitted in the o/o Chief Executive Officer, Atal Amrit Abhiyan Society, 3<sup>rd</sup> Floor, Nayantara Supermarket Building, Six Mile, Guwahati-781022 mentioned above in **ENVELOPE 1**.
- b. All documents asked must be submitted as a part of Technical bid.

**9. Financial Bid:**

- a. The Financial Bid should be submitted in **ENVELOPE 2** mentioned above. The Financial Bids of those bidders who are found qualified, will be opened on a specified date and time to be intimated to the respective bidder. A duly constituted Tender Evaluation Committee (TEC) will evaluate the Financial Bids.
- b. The rates quoted shall be firmed and final for the entire period of contract.
- c. Terms of payment as stated in the Tender Document shall be final.
- d. At the time of payment of bills, the income tax and other taxes, if any, shall be deducted at source as per Government rules and guidelines as may be prevailing at the time of payment.

**10. Opening of Tender:** The bidder is at liberty either to be present himself or authorized not more than one representative to be present at the opening of the tender. The representative attending the opening of the tender on behalf of the bidder should bring with him/her a letter of authority from the bidder. The tender shall be opened at o/o Chief Executive Officer, Atal Amrit Abhiyan Society, 3<sup>rd</sup> Floor, Nayantara Supermarket Building, Six Mile, Guwahati-781022.

**11. Criteria for Evaluation of Tenders:**

The evaluation of the tenders will be made first on the basis of technical information furnished in form given in Envelope-1 and then on the basis of Financial information furnished in form given in Envelope-2. The Financial bid of such firms found short listed based on technical parameters (as per Envelope-1) will be opened on the date, time and venue to be announced after evaluation of the Technical Bid. It must be kept in view that no decision will be given by the Tender Evaluation Committee or any inference drawn during the meeting of this Committee by the tenderers or their representatives will be their own view and the Department will not be responsible and abide by the same. The reasons for selection or rejection of a particular tender will not be disclosed.

**The successful bidder is required to submit tender document, duly signed on all pages for having read, understood and accepted all the terms & conditions associated with the bid and the resultant contractual obligations.**

**12. Right of Acceptance:**

- a. The Chief Executive Officer (CEO), Atal Amrit Abhiyan Society, Assam reserves all rights to reject any or all tenders including of those tenderers who fail to comply with the instructions without assigning any reason whatsoever and does not bind itself to accept the lowest or any specific tender. The decision of the CEO, Atal Amrit Abhiyan in this regard is final and binding.
- b. Any failure on the part of the tenderer to observe the prescribed procedure and any attempt to canvass for the work will prejudice the tenderer's quotation.

**13. Communication of Acceptance:** Successful Bidder will be informed of the acceptance of his tender through email.

**14. Security Deposit:**

- a. The successful tenderer will have to deposit a performance security (security deposit) for an amount of 10% (Ten Percent) of the value of the contract in the form of a Bank Guarantee for the validity period of 18 months. The Security deposit will not be adjusted against any payment due to the firm from the office of the Atal Amrit Abhiyan Society, Assam.

- b. The Security Deposit can be forfeited, wholly or partly, by order of the competent authority in the event of any breach or negligence or non-observance of any condition of contract or for unsatisfactory performance or for non-acceptance of the work order. On expiry of the contract, such portion of the said security deposit as may be considered by the o/o Chief Executive Officer, Atal Amrit Abhiyan Society, Assam, sufficient to cover any incorrect or excess payments made on the bills to the firm, shall be retained until the final audit report on the account of firm's bill has been received and examined.
- c. A letter of intent will be issued to the successful bidder/bidders. Successful bidder shall have to submit a performance security bond within 14 (fourteen) days from the issue of the letter of intent, from scheduled bank.
- d. The final work order will be issued only after the production of the performance security bond and EMD of successful bidder shall be refunded within a week of the receipt of the performance security bond.

#### **15. Penalties:**

- a. Vehicles should be made available on call any day in the week at any hour. In case of failure to supply the vehicle, a penalty of Rs.1000/= will be imposed on each occasion, in addition to the pro-rata deduction of rental in the monthly bill.
- b. In case of breakdown, if the vehicle is not replaced within one & half hour, penalty of Rs.200/= per occasion will be imposed, in addition to the pro-rata deduction of rental in the monthly bill.
- c. O/o Chief Executive Officer, Atal Amrit Abhiyan Society, Assam reserves the right to call the vehicles before stipulated duty hour and beyond duty hour. Vehicles should be made available on call basis beyond the office hours in the week days as well as holiday, failing which the penalty of Rs. 500/- will be imposed on each occasion.

#### **16. Terms of payment:**

- a. No payment shall be made in advance.
- b. The contractor shall submit the monthly bill in the first week of following month in respect of previous month (in case of monthly payments) for sanction of the amount of bill and passing the bill for payment, with supporting log sheets duly signed by the users.
- c. All payment shall be made by RTGS/NEFT.
- d. The competent authority shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties mentioned in this tender.
- e. Wherever applicable all payments will be made as per rate schedule of payments stated in Section-IV of the submitted bid of the successful bidder.

#### **17. Termination of Contract:** Competent authority, without prejudice to any other remedy, for breach of contract, may terminate the contract in whole or in parts.

- a. If the contractor fails to arrange the supply of any or all of the vehicles within the period(s) specified in the contract or any extension thereof granted by competent authority.
- b. If the contractor fails to perform any other obligation (s) under the conditions of the contract and all clauses of this tender which are integral part of this tender.
- c. Competent authority may without prejudice, to other rights under law or the contract provided get the hiring of vehicles done at the risk and cost of the contractor, in above circumstances.
- d. **Termination for Insolvency:** The competent authority may at any time terminate the Contract by giving written notice to the contractor, without compensation to the contractor. If the contractor becomes bankrupt or otherwise insolvent as declared by the competent court.

**18. Agreement:**

The successful bidder will have to enter an agreement initially for a period of one year, further extendable subject to clause 5 of General Terms and Condition. Cost of execution of agreement shall be borne by the contractor. The draft format of the agreement is at Annexure - II. Final format of agreement shall be issued by o/o Chief Executive Officer, Atal Amrit Abhiyan Society, Assam, at the time of the signing of the agreement with the successful bidder, and that final format shall be binding on the successful bidder. Final work order shall be issued only after execution of the agreement by the successful contractor. Apart from other things, all clauses of this tender document shall form the integral part of the agreement.

**19. Force Majeure:**

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 21 days from the date of occurrence thereof, neither party shall by reason of such events be entitled to terminate this contract nor shall either party have any claim for damages against the other in respect of such on performance or delay in performance under the contract shall be resumed as soon as practicable after such an event may come to an end or cease to exist, and the decision of the purchaser as to whether the supplies/services have been so resumed or not shall be final and conducive, 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.

**SECTION - II****TENDER SPECIFIC TERMS AND CONDITIONS**

- 1. Eligibility:** Documentary evidence for the under mentioned items should be submitted along with the bid:
  - a. The bidder should own or have on lease minimum of 5 vehicles of latest model **not older than January 2018** registered vehicles in their names or firm's name for use as vehicles. The proof of ownership or lease holding should be produced along with the Technical bid documents.
  - b. The lowest bidder shall make available the vehicle at the place, to be decided by the dept. for inspection. If the dept. is satisfied with the condition of the vehicles, only then, work order shall be awarded to the lowest bidder. If the lowest bidder is not able to provide vehicle (s) in good condition resulting in non issue of work order, the earnest money of such bidder shall be forfeited.
  - c. The bidder shall submit the proof of ownership in case of own vehicle or in case of leased/ hold vehicles a power of attorney/affidavit, authorizing the bidder to use the vehicle for hiring, on stamp paper from Notary.
  - d. The bidder shall have experience of supplying vehicles to Central/State Govt. organization / PSU for minimum 3 year.
  - e. The bidder must have registration for Goods Service Tax (GST).
  - f. The annual turnover of the bidder should be **25 Lakhs per year** or average of last 3 years.
- 2. Services to be provided:**
  - a. Provision of registered vehicles with licensed drivers, on Hiring basis for Vehicles on call basis running in state of Assam. However if for official purpose, vehicles has to go to adjoining states the arrangements will be made by the contractor. In such case, tax levied by other states for journey will be reimbursed on production of receipt.
  - b. **Normal Duty Hours:** Ten hours per day on all days of month except on Gazetted Holidays notified by Govt. However actual duty hours shall be specified by actual users of vehicles.



- c. **Quantity:** Estimated number of vehicles is as required on actual basis. However the actual quantity ordered will depend on the requirement from time to time. O/o Chief Executive Officer, Atal Amrit Abhiyan Society, Assam reserves the right to increase or decrease the required quantity without any changes in the hiring charge of the offered quantity and other terms and conditions.
- d. **Reporting place:** O/o Chief Executive Officer, Atal Amrit Abhiyan Society, 3<sup>rd</sup> Floor, Nayantara Supermarket building, Six Mile, Guwahati, Assam, 781022. The users of the vehicle shall specify the actual place of reporting.
- e. **Notice Period:** For regular requirements one day in advance. Telephonic/Verbal intimation shall be considered as notice.
- f. **Calculation of distance:** From garage to garage but chargeable distance in this respect shall not be more than 5 KM in each way.
- g. **Accuracy of the meters:** The meter reading should tally the actual distance of run at any instant and authorized officer shall have full power to check up the meter for its correctness and to take action accordingly.

### 3. Special Requirements:

- a. Intending bidder must have a Mobile number and where the requisition of vehicle can be conveyed round the clock (24 hrs) for 365 days. The driver of the vehicle must be provided with mobile telephone so that he may be contacted at any point of time.
- b. Parking and toll charges, if any, may be claimed by producing the parking/toll slips.
- c. Any changes in the vehicle/driver should be informed at least one day before the day of such changes.
- d. No mileage will be allowed for lunch/breakfast or for filling of petrol/diesel etc.

### 4. Amendment to tender document:

- a. At any time, prior to the date of submission of bid, purchaser may, for any reason whether at its own initiative or in response to a clarification required by a prospective bidder, modify the bid documents by amendments.
- b. The amendments shall be notified in writing to all prospective bidders and these amendments will be binding on them. A prospective bidder, requiring any clarification on the Bid document shall notify the purchaser or hirer in writing. The purchaser shall respond in writing to any request for the clarification of bid document which it receives not later than 7 days prior to the date of opening of Tender.

### 5. Special conditions of Contracts:

- a. In case in the opening of bid, the office happens to be a holiday or non working day, bandh etc for an unforeseen incident, then the opening of the bid shall be opened on next working day.
- b. 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 Contractor and shall indemnify the purchaser. Any breach of such Laws on regulation shall be deemed to be breach of this contract.
- c. The contractor shall supply the vehicles properly cleaned from outside and properly cleaned & totally dust free inside. Seats of the vehicle should have cover of white towels and towels should be washed weekly. Also, driver should be properly dressed & well behaved. Taxis to be provided by the Contractor should be in perfectly sound working condition and suitable for use by senior officers of the dept. Engine of the supplied vehicle should be noise-free.
- d. Driver and vehicle should not be changed frequently. If in most unavoidable circumstances the change of driver/vehicle is required, prior intimation should be given to the user concerned.
- e. The contractor should send the vehicle for periodical servicing at the cost of the contractor. Purchaser will not pay any mileage run for such

servicing. The cost of lubricant, repairs, maintenance, Taxes, Insurance etc will be the contractor liability.

- f. In case of change of vehicle by the contractor during the currency of the contract, the proof of ownership in case of own vehicle or in case of leased/ hold vehicles a copy of power of attorney/affidavit should be submitted within 7 (seven) days of such change for such changed vehicles.
- g. **Control of the Vehicles:**
  - i. The vehicles shall be supplied to o/o Chief Executive Officer, Atal Amrit Abhiyan Society, 3<sup>rd</sup> Floor, Nayantara Supermarket building, Six Mile, Guwahati, Assam, 781022, accordingly letter/work order shall be issued by o/o Chief Executive Officer, Atal Amrit Abhiyan Society and other rights & liabilities (during the currency of the contract), as per the agreement to be signed with the successful bidder.
  - ii. Monitoring of performance of the services to be provided by contractor under this tender shall be responsibility of o/o Chief Executive Officer, Atal Amrit Abhiyan Society, for their vehicles under their control. In case of any deficiency, o/o Chief Executive Officer, Atal Amrit Abhiyan Society may take action as per terms & conditions of this tender and agreement to be signed, for the vehicles under their control.
  - iii. Decision as to whether penalties would be levied or not for violation of terms & condition laid down in this tender shall be taken by o/o Chief Executive Officer, Atal Amrit Abhiyan Society, for the vehicles under their control. If decided so, penalties shall also be levied by o/o Chief Executive Officer, Atal Amrit Abhiyan Society for the vehicles under their control.
  - iv. o/o Chief Executive Officer, Atal Amrit Abhiyan Society, will have the sole rights & responsibilities with respect to, extension of contract as per clause 5 of Section I, and custodian of performance security deposit.
- h. In case the o/o Chief Executive Officer, Atal Amrit Abhiyan Society is not satisfied with the quality/condition of the vehicle/make of the vehicle, the contractor shall change the vehicle/ make necessary repairs to the satisfaction of the department.

#### 6. Payment Terms:

Payment will be made by way of RTGS/NEFT against the submission of monthly bills (in triplicate) with Log Book duly signed by the designated user(s). Bill shall be prepared as per clause 7 below. The monthly bill shall be paid only after tax deduction at source (TDS) and Goods and Service Tax (GST) as applicable from time to time.

#### 7. Rate of hire charges:

- a. Rates quotes should be exclusive of all taxes and mention the GST rate (CGST/SGST/IGST) separately as per HSN/SAC Code of Goods and Service Tax.
- b. Duty hours will be calculated on the basis of the difference between reporting time and releasing time on each day as noted on the duty slip by the user.
- c. **Calculation of distance:** From garage to garage, but chargeable distance in this respect shall not be more than 5 km in each way.
- d. The bill should be prepared on the basis of above figures and the amount will be claimed on the basis of kilometers covered including those during holidays, and period of duty beyond office hours & holidays (if vehicles are used on holidays) as overtime.
- e. Number of working days in a week may be increased by o/o Chief Executive Officer, Atal Amrit Abhiyan Society anytime and the supplier will have no extra claim for this.

## SECTION- III

**PROFORMA FOR TECHNICAL BID**

Sl. No.	Particulars			
1.	Name of Tendering Company/ Firm/ Agency/ Individual			
2.	Nature of the Concern (i.e, Sole Proprietor Or partnership firm or a company under Company Act 1956			
3.	Full Address of Office of the Company/Firm/Agency/Individual  a. Telephone/Mobile No b. Fax No. (if any) c. E-Mail Address			
4.	PAN / GIR No. of the Company/Firm/ Agency/Individual (Attach attested Copy)			
5.	Income tax returns for the last three Financial Year (Attach attested copy)			
6.	Goods and Service Tax (GST) Registration No. (Attach attested copy)			
7.	Goods and Service Tax (GST) paid during the F.Y 2017-18 and 2018-19			
8.	The Company / Firm / Agency should have at least 3 (Three) years of experience in providing services of supplying vehicles to Central/State Govt. organization / PSUs etc. (Attach the attested or original copies of relevant experience documents)			
9.	Details of Earnest Money of Rs. 10,000/- (Rs. 5000/- for SC/ST) D.D.No._____Drawn on _____Bank in favor of Atal Amrit Abhiyan Society, Assam			
10.	Whether each page of tender and its annexure have been signed and stamped: _____.(Yes/No)			
11.	Bidders bank, its address and Bank account no:			
12.	Infrastructure capabilities: Particulars of vehicles available with the Bidder. (please attach the attested copies of the proof of the ownership or lease holding/power of attorney (duly notarized) documents of the vehicles and proof of registration of the vehicles as vehicle)	<table border="1"> <tr> <td>Type of Vehicle</td> <td>Registration number</td> </tr> </table>	Type of Vehicle	Registration number
Type of Vehicle	Registration number			

I/We hereby declare that the information furnished above is true and correct.

Place:

Signature of Bidder/Authorized Signatory  
with seal of the firm

Date :

Name of the Bidder\_\_\_\_\_

**SECTION- IV  
FINANCIAL BID**

1. The BOQ format is given below:

<b>Tender Inviting Authority:</b> Chief Executive Officer, Atal Amrit Abhiyan Society			
<b>Name of work:</b> Hiring of Vehicles			
<b>Contract No.</b> AAA/Assam/Vehicle Tender/2019-20/87 dtd. 27/05/2019			
<b>Name of the Bidder/Bidding Firm/Company</b>			
<b>PRICE SCHEDULE – “A” (Hiring of Vehicle on Monthly Basis)</b>			
Sl. No.	Item Description	Basic Rate in Figures to be entered by the Bidder (in INR) (Excluding Taxes)	Millage KM Per litre
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b>A</b>	Toyota – Innova		
<b>B</b>	Maruti - Swift Desire		
<b>C</b>	Tata – Indigo		
<b>D</b>	Tata – Zest		
<b>E</b>	Hyundai – Xcent		
<b>F</b>	Hyundai – Verna		
<b>G</b>	Mahindra – Bolero		
<b>H</b>	Mahindra Scorpio		
<b>I</b>	Mahindra – Xylo		
<b>J</b>	Tata - Sumo		

<b>PRICE SCHEDULE – “B” (Hiring of Vehicle on Daily Basis)</b>						
S. No.	Item Description	Local (Within Guwahati)		Outside Guwahati		
		Rate Per day (in INR) (Excluding Taxes)	Millage per KM Per litre (Excluding Taxes)	Rate Per day (in INR) (Excluding Taxes)	Night Halt Charge per day (if any)	Millage per KM Per litre
<b>1</b>	<b>2</b>	<b>3</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
<b>A</b>	Toyota – Innova					

<b>B</b>	Maruti - Swift Desire					
<b>C</b>	Tata – Indigo					
<b>D</b>	Tata – Zest					
<b>E</b>	Hyundai – Xcent					
<b>F</b>	Hyundai – Verna					
<b>G</b>	Mahindra – Bolero					
<b>H</b>	Mahindra Scorpio					
<b>I</b>	Mahindra – Xylo					
<b>J</b>	Tata – Sumo					

I/We have read and understood the tender for supply of registered vehicles on hire basis vide No. AAA/Assam/Vehicle Tender/2019-20/87 dtd. 27/05/2019 and other documents issued by you, we hereby quote the rates (Exclusive of all taxes) as under for supply of registered vehicles on hire basis as detailed below:

**Note:**

1. The bills should be prepared on the basis of above figures and the amount will be claimed on the basis of kilometers covered.
2. Number of working days in a week may be increased by the o/o Chief Executive Officer, Atal Amrit Abhiyan Society, Assam anytime and the supplier will have no extra claim for this.
3. Above rates are exclusive of all taxes/duties (Central, State, Municipal, Goods and Service Tax (GST) etc.

Place:

Signature of Bidder/Authorized Signatory  
with seal of the firm

Date :

Name of the Bidder\_\_\_\_\_

**ANNEXURE – I**  
**BID FORM**

**To**  
**Chief Executive Officer**  
**Atal Amrit Abhiyan Society**  
**3<sup>th</sup> Floor, Nayantara Super Market Building**  
**Six- Mile, Guwahati-781022**

**Date: \_\_\_/\_\_\_/2019**

**Tender No:**

**Sir,**

1. Having read the terms & conditions of the above-mentioned tender and services to be provided, we undersigned, offer to provide light registered vehicle in conformity with the conditions of contract and specifications for the sum shown in the schedule of prices attached herewith in separate sealed cover and made part of this Bid.
2. We undertake, to enter into agreement within 1 (one) week of being called upon to do so and bear all expenses including charges for stamps etc and agreement will be binding on us.
3. If our Bid is accepted, we will obtain the bank gurantees from a Scheduled Bank for a sum as mentioned in this tender document for due performance of the Contract.
4. We agree to abide by this Bid for a period of 30 days from the date fixed for Bid opening and it shall remain binding upon us and may be accepted at any time before the expiry of that period.
5. Until an agreement is signed and executed, this Bid together with your written acceptance thereof, in your notification of award shall constitute a binding contract between us.
6. Bid submitted by us are properly sealed and prepared so as to prevent any subsequent alteration/ or replacement.
7. We understand that you are not bound to accept the lowest or any bid, you may receive.
8. O/o Chief Executive Officer, Atal Amrit Abhiyan Society, Assam reserves the right to cancel the tender without assigning any reasons thereof.
9. O/o Chief Executive Officer, Atal Amrit Abhiyan Society, Assam reserves the right to reject any or all tenders without assigning any reasons whatsoever.

**Dated this ..... Day of ..... 2019**

**Signature of** \_\_\_\_\_

**In capacity of** \_\_\_\_\_

**Duly authorized to sign the bid for and on behalf of** \_\_\_\_\_

**Signature** \_\_\_\_\_

**ANNEXURE – II**  
**AGREEMENT**

This agreement is made on this \_\_\_\_\_ day of 2019 between \_\_\_\_\_ (herin after called the Transporter whose term includes its successor and assignees) who's registered office at \_\_\_\_\_

\_\_\_\_\_ and acting through its authorized official Mr./Ms/Mrs. \_\_\_\_\_ and Chief Executive Officer, Atal Amrit Abhiyan Society, Assam.

Now these presents witness and it is hereby agreed and declared by and between the parties to these present as followings.

1. The Transporter shall during the period of this contract that is to say from \_\_\_\_\_ to \_\_\_\_\_ or until this contract is determined by such notice as herein after mentioned, will provide \_\_\_\_\_ vehicle not older than January 2018 model, on the rates accepted as described in Section IV to this agreement. It is agreed by the Transporter that number of vehicles required is likely to change and may be demanded according to the exigencies of service by o/o Chief Executive Officer, Atal Amrit Abhiyan Society.
2. The Transporter shall comply with all the terms and conditions of tender documents contained which are part and parcel of this agreement and forms integral part of this agreement and also the following.
3. The authorities of Atal Amrit Abhiyan Society, Assam shall place an order for their requirement and will receive acknowledgement from the Transporter for supply of vehicles. It is anticipated that the Transporter will supply vehicles to these authorities on regular basis until such time the contract is valid and the parties in agreement are satisfied with the performance of the contract.
4. The Transporter agrees with the Atal Amrit Abhiyan Society, Assam and with each authority competent to order that every contract of hire order should be subject to the terms of this Agreement for vehicle Hire and in the event of a conflict between these terms and the terms in hire order, the terms of this Agreement for vehicle Hire shall prevail.
5. Transporter will provide vehicle to O/o Chief Executive Officer, Atal Amrit Abhiyan Society, Assam not older than one year (say 2018 model) and registered for the purpose of commercial and others only and taxes; insurance etc. due on such vehicle shall be the liability of the transporter.
6. The transporter should provide the particular model or make of vehicle as agreed upon in the contract. If for any reason whatsoever the O/o Chief Executive Officer, Atal Amrit Abhiyan Society is not satisfied with the condition of the vehicle provided, the Transporter's nearest office will be informed immediately and they should accept and liability to replace it as per requirement. If for any reason the Transporter is not in a position to provide a substitute vehicle as demanded by the O/o Chief Executive Officer, Atal Amrit Abhiyan Society, Assam then the O/o Chief Executive Officer, Atal Amrit Abhiyan Society, Assam will be free to engage a vehicle from the open market and debit the expenditure on account of it on the claims payable to the Transporter.
7. The contractor shall submit the monthly bill in the first week of following month in respect of previous month (in case of monthly payments) for sanction of the amount of bill and passing the bill for payment.
8. The driver of the vehicle shall be provided with the duly slips by the contractor where date, time, Kms reading and places visited are to be filled in and signed by the users/ Atala Amrit Abhiyan Society, Assam officials. On the basis of these duty slips, the bills shall be raised to O/o Chief Executive Officer, Atal Amrit Abhiyan Society, Assam by the transporter. Counting of distance will be from garage to garage, but chargeable distance shall not be more than 5 Kms in each way between user delivery address and the garage/normal parking place.
9. If the Transporter fails to provide the vehicle to O/o Chief Executive Officer, Atal Amrit Abhiyan Society, Assam and if the service is not found satisfactory enough, the /o Chief Executive Officer, Atal Amrit Abhiyan Society, Assam shall have the right to terminate the contract in whole or part as per Clause 17 of Section -1 of the Tender document.

10. In the event of any mechanical failure/breakdown of vehicle after it's reporting duty, the transporter shall arrange for replacement by another Vehicle. Non-compliance may attract penalty as per the Clause 15 of Section 1 of Tender Document.
11. In the event of the failure on the part of transporter to supply vehicle as mentioned in the preceding paragraph, penalty as per Clause 15 of Section 1 of Tender Document shall be imposed.
12. In case of any accident resulting in loss or damage to property of life, the sole responsibility for any legal and financial implication would vest with the transporter. O/o Chief Executive Officer, Atal Amrit Abhiyan Society, Assam shall have no liability whatsoever.
13. That transporter is liable for any legal dispute/claims that have arisen or may arise during the Contract period of this agreement in respect of vehicles provided by transporter, O/o Chief Executive Officer, Atal Amrit Abhiyan Society; Assam will not be liable for any loss, damages, etc. suffered/to be suffered by transporter or third party as the case may be.
14. If for any reason the O/o Chief Executive Officer, Atal Amrit Abhiyan Society, Assam is dissatisfied in any way with the standard of the vehicle or felt deficiency in service during the hire period, it will be reported to the Transporter in writing. The Transporter without raising any dispute on such assessment by the O/o Chief Executive Officer, Atal Amrit Abhiyan Society, Assam regarding the standard of the vehicle provided or quality of service rendered by them may immediately replace it with another vehicle on receipt of such complaint.
15. The Transporter shall also be liable for all fines, penalties, and the like of parking, traffic and other criminal offences arising out of or concerning the use of the vehicle during the hire period and any toll charges or entry taxes payable locally and the Transporter accordingly indemnifies the O/o Chief Executive Officer, Atal Amrit Abhiyan Society, Assam against all such liability.
16. The Transporter shall not act as a broker for other hire companies or any individuals and the Contract will be valid only if the company signing the contract supplies the vehicles themselves from their own fleet.
17. If the Transporter institutes any legal proceedings against the O/o Chief Executive Officer, Atal Amrit Abhiyan, Assam to enforce any of its rights under this agreement it shall be in the legal jurisdiction of O/o Chief Executive Officer, Atal Amrit Abhiyan Society, Assam where the vehicles has been hired and not the place where the Transporter has his registered office.
18. Vehicles shall be supplied by the contractor with the following rates (inclusive of all taxes and duties:

<b>Tender Inviting Authority:</b> Chief Executive Officer, Atal Amrit Abhiyan Society			
<b>Name of work:</b> Hiring of Vehicles			
<b>Contract No.</b> AAA/Assam/Vehicle Tender/2019-20/87 dtd. 27/05/2019			
<b>Name of the Bidder/Bidding Firm/Company</b>			
<b>PRICE SCHEDULE – “A” (Hiring of Vehicle on Monthly Basis)</b>			
Sl. No.	Item Description	Basic Rate in Figures to be entered by the Bidder (in INR)	Millage KM Per litre
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b>A</b>	Toyota – Innova		
<b>B</b>	Maruti - Swift Desire		
<b>C</b>	Tata – Indigo		



<b>D</b>	Tata – Zest		
<b>E</b>	Hyundai – Xcent		
<b>F</b>	Hyundai – Verna		
<b>G</b>	Mahindra – Bolero		
<b>H</b>	Mahindra Scorpio		
<b>I</b>	Mahindra – Xylo		
<b>J</b>	Tata - Sumo		

**PRICE SCHEDULE – “B” (Hiring of Vehicle on Daily Basis)**

S. No	Item Description	Local (Within Guwahati)		Outside Guwahati		
		Rate Per day (in INR)	Millage per KM Per litre	Rate Per day (in INR)	Night Halt Charge per day (if any)	Millage per KM Per litre
1	2	3	5	6	7	8
<b>A</b>	Toyota – Innova					
<b>B</b>	Maruti - Swift Desire					
<b>C</b>	Tata – Indigo					
<b>D</b>	Tata – Zest					
<b>E</b>	Hyundai – Xcent					
<b>F</b>	Hyundai – Verna					
<b>G</b>	Mahindra – Bolero					
<b>H</b>	Mahindra Scorpio					
<b>I</b>	Mahindra – Xylo					
<b>J</b>	Tata – Sumo					

Signed \_\_\_\_\_

Signed \_\_\_\_\_

For and on behalf of O/o Chief Executive Officer, Atal Amrit Abhiyan Society, Assam

For and on behalf of the Transporter

Name : \_\_\_\_\_

Name : \_\_\_\_\_

Position : \_\_\_\_\_

Position: \_\_\_\_\_

Date : \_\_\_\_\_

Date : \_\_\_\_\_

In the presence of Witnesses

- 1.
- 2.

In the presence of Witness

- 1.
- 2.

**ANNEXURE – III**  
**Tender checklist Sheet for Bidders**

Sl. No.	Documents				Yes/No
1.	EMD*	DD No.	Amount	Date	
2.	Bid Form (Annexure – I) filled				
3.	Self-Attested copy of Registration of firm/company				
4.	Self-Attested copy of Experience certificate issued by Central/State Government/Public Sector companies for one year or more during the last Three years.				
5.	Self-attested copy of PAN card of firm/company/individual.				
6.	Self attested copy of the IT-Return filed for the last three financial years.				
7.	Turnover Certificate duly sealed and signed by competent Chartered Accountant.				
8.	Affidavit on Non Judicial Stamp Paper of Non-Blacklisting in any Govt./Semi Gov./PSU deptt. from public notary/competent legal authority.				
9.	Self attested copy of Goods and Service Tax (GST) registration of certificate.				
10.	Self attested copy of the documents showing current insurance of the vehicle.				
11.	Self attested copy of Registration Certificate of vehicle.				
12.	Financial bid Document (BOQ) (Annexure – II)				
13.	Goods and Service Tax (GST) paid during the F.Y 2017-18 and 2018-19				
14.	Up-to Date Trade Licence				
15.	Courtfee				

-----END OF TENDER DOCUMENT -----