



**Tea Board of India,
North-East Zonal Office,
Ministry of Commerce & Industry, Govt. of India,
Housefed Complex, Central Block, 5th & 6th Floor,
Dispur, Guwahati - 781006, Assam.**

Tel : (0361) 2228944(PBX) / 945(PBX); Fax : 2234251 : E-mail : teaboardguwahati@hotmail.com ::

Website : www.teabcard.gov.in

Ref. No. 1(74)/GAU/2014 / 204

Date : 10.5.2019.

2nd Notice Inviting Offer for hiring of car as and when required at Tea Board, Guwahati.

Tea Board North Eastern Zonal office, Guwahati, intends to hire different types of **COMMERCIAL** car such as Innova, Swift Dzire and Scorpio **as and when required** for official duty at North Eastern Zonal office, Guwahati for a period of one year, which may be extended for further on mutual agreement.


Accordingly, further to Notice of even no.11 dt.25-3-2019, again fresh sealed Quotations are invited from well experienced and renowned agencies/ firms based and operating from Guwahati, Assam for the last 05 years for providing the said type of car on hire at Tea Board Zonal office, Guwahati for an initial period of 01 (one) year, as per the terms and conditions mentioned below.

Sealed offers (Financial bid as mentioned in the table below) may be submitted to the Executive Director, NE Zonal office, Tea Board, Guwahati on or before 30.5.2019 by 1 PM. Please write on the top of the envelop **Offer for engagement of car on hire at Tea Board Guwahati.** The offers will be opened on 30.5.2019 at 3 PM or any subsequent date due to any unavoidable circumstances in the presence of the willing bidders. Self certified Copies of the valid documents/papers with respect to the business establishment/profession including PAN & GST No. should be enclosed along with the offer.

TERMS AND CONDITIONS FOR PROVIDING CAR ON HIRE

1. The vehicle should have **commercial registration number**. Generally, vehicles are hired for the journey to be performed within the state of Assam. But, for official duty it might be required to travel in other states as well, even it may be required for night halt at other state.
2. There is no daily maximum/minimum limit of the distance to be covered by the vehicles on hire. It will depend as per the requirement of the Tea Board. The requirement may be even on all days of the week if necessary. The payment will be made as per the agreement and terms and conditions.
3. The vehicle must be made available as per the requirement as and when it is required. Payment will be made once in a month after production of proper certified bill.
4. The vehicles on hire must have proper permits/ licenses/ registration etc. from the appropriate Government authorities and it should not be of a make prior to 2018.
5. The vehicle on hire may be required to ply continuously during the day time and occasionally at night hours also.
6. The cost of maintenance and other expenses of incidental cost and all the expenses of the driver are to be borne by the agency and he should always keep the vehicle in good condition and road worthy.
7. The agency must be in a position to provide/supply the vehicle for hiring immediately from the date of issue of the work order.

8. In case the vehicle on hire goes out of order or if the driver is not available, the agency must be able to provide another substitute vehicle in good condition and road worthy with a driver immediately without any delay and without any extra charges.
9. In case of accidents/traffic violations, the agency will be solely responsible for all follow up remedies including legal process/expenses if any and the Tea Board will not bear any cost/responsibility in any way for the men and materials. The agency will compensate the damages for all materials and /or their parties fully without involving Tea Board and indemnify Tea Board against loss/damage occurring while the vehicle is under use. The vehicle must be insured as per Govt. norms.
10. The agency should make his own arrangements for parking the vehicles during the course of hire.
11. Mileage/Kilometer will be calculated and counted from the place of picking up and drop at plus the actual distance of the parking place or 5 Km in one way whichever is less.
12. Proper uniform, courtesy and good behavior on the part of the Driver is essentially required. The payment will be deducted as deemed proper by the Competent Authority, if any deficiency is found in uniform, courtesy and behavior of the driver.
13. The driver should maintain a Duty slip as per the standard pro forma.
14. While on duty, the driver should keep with him proper documents/records of the vehicle/ valid driving license, insurance paper, Pollution under control certificate etc. and submit the documents for verification by transport/police/ any other authorities on demand.
15. The agency is solely responsible for the payment of challan/accidents or any unforeseen happenings and Tea Board is not at all responsible on this account.
16. The office is empowered to return the vehicle if it is assessed that it is not road worthy and no payment will be made for the said journey.
17. In case the vehicle is withdrawn for maintenance and repairs, substitute vehicle in good running condition should be arranged immediately by the agency.
18. It is the responsibility of the agency to get the journey trip each day, verified with the entries made in duty slip by the officer who utilized the vehicle.
19. The agency is required to enter into an agreement with the Tea Board that the agency will abide by the terms and conditions, mentioned above.
20. A sum Rs.2,500/- (Rupees two thousand five hundred only) on account of Earnest Money Deposit in cash or DD/Pay Order in favour of "Tea Board Imprest Accounts", A/c. No.1861201002327, Canara Bank, Dispur Branch should be deposited & proof of payment should be attached with the quotation. The receipt No. of Earnest Money Deposit should invariably be noted in the quotation. Quotation not supported by the proof of payment of EMD will be invalid & will not be considered.
21. Payment of monthly bill will be made by way of transfer of fund in electronic mode only.
22. The offer is valid for one year from the date of signing the contract. If both the parties agree to it, it can be extended /renewed for further one year with the same terms and conditions.
23. Penalty will be imposed for a delay of exceeding 30 minutes, if the vehicles are not placed at the disposal of the officer at the appointed date, time and place. The penalty will be @ Rs.200/- of the claim in respect of each such delayed trips. In the event of undue delay and the return of vehicle without use, no payment will be made.
24. In case the vehicle is not provided by the agency with driver on any particular day, a penalty of Rs.500/- (Rupees Five Hundred only) will be deducted.



25. The agency shall be bound by the rates quoted by him and agreed upon herein and shall not ask for any enhancement of the rates for providing of vehicles during the period of agreement.
26. The Agreement is subject to termination at any time by the Tea Board, Guwahati by giving a notice of seven (7) days in writing to the agency, if the condition of the vehicle is not roadworthy or the driving licence is not as per the rules or any of the stipulated conditions of the contract are not adhered to.
27. It will be the sole responsibility of the agency to ensure proper provision of vehicles in good condition with valid registration etc. and to ensure proper authorized driver with proper uniform and valid license etc. and the Tea Board shall not in any way be made liable/responsible for any act(s) of omission/commission that the agency/ driver may commit and consequences thereof.
28. Due to service exigency, this Notice Inviting offer may be cancelled at any stage without assigning any reason whatsoever and the offer may be returned to the bidders along with EMDs, if any.
29. The Executive Director, NEZO Tea Board, Guwahati reserves the right to terminate the agreement at any time without assigning any reason.
30. The agency shall submit the bill in duplicate to the Tea Board, NEZO, Guwahati with an advanced stamped receipt (pre-receipted) on the 1st Week of the subsequent month.

Financial bid

Type of vehicle	For local duty within Guwahati Daily rate in Rs. (Including all Taxes and charges)	For outstation duty including hill Daily rate in Rs. (Including all Taxes and charges)	Rate for only drop at Airport from Office/residence and pick up from Airport to drop at office/residence at Guwahati (one side only)
Toyota (Innova)	3. For entire day (10 hrs) Rs. _____ 4. Per KM. Rs. _____	2. For entire day (10 hrs) Rs. _____ 2. Per KM. Rs. _____	Rs. _____
Maruty (Swift Dzire)	2. For entire day (10 hrs) Rs. _____ 2. Per KM. Rs. _____	2. For entire day (10 hrs) Rs. _____ 2. Per KM. Rs. _____	Rs. _____
Mahindra (Scorpio)	2. For entire day (10 hrs) Rs. _____ 2. Per KM. Rs. _____	31. For entire day (10 hrs) Rs. _____ 2. Per KM. Rs. _____	Rs. _____

Signature of bidder with seal and date.

Distribution:-

1. Programmer – for uploading in Board's website.
2. Notice Board – for displaying.
3. EA to ED/ Guard File.

BY ORDER

Executive Director, Tea Board, Guwahati.

Total Pages - 03 (Three) 