Tea Board India
North Eastern Zonal Office, Housefed Complex, Central Block
5th & 6th floor, Beltola Bashist Road
Dispur, Guwahati-781006

Ref. No. 1(193)/ZON/GAU/Tender hiring car/19 Date: 17.02.2020

Notice Inviting Quotation for hiring of one vehicle, Maruti Suzuki Swift Dezire (Diesel) at Tea Board India, Zonal office, Guwahati on monthly basis

Tea Board India, North Eastern Zonal office, Guwahati intends to hire one Maruti Suzuki Swift Dezire (Diesel) type vehicle for official duty at North Eastern Zonal office, Guwahati on monthly basis for a period of one year, which may be extended further subject to satisfactory service and mutual consent between the parties.

Accordingly, sealed Quotations are invited from well experienced and renowned agencies/ firms based at and operating from Guwahati, Assam for providing the said vehicle on hire at Tea Board Zonal office, Guwahati on monthly basis for an initial period of 01 (one) year as per the terms and conditions mentioned below. The requirement of the vehicle is as follows:

1 One Maruti Suzuki Swift Dezire running on road with commercial number
2 Driver
3 Fuel (Diesel)
4 Day to day maintenance of the vehicle

Sealed offers i.e. the Financial bid as mentioned separately at the end of this notice shall be submitted to the Executive Director, NE Zonal office, Tea Board Guwahati on or before 28th February, 2020 by 1 PM. Please write on the top of the envelop **Offer for engagement of Swift Dezire vehicle on hire at Guwahati** . The offers will be opened on 28th February, 2020 at 3 PM in the presence of the willing bidders. Copies of the valid relevant documents/papers such as the Trade license, certificate of incorporation of company/ partnership deed, PAN & GST No. should be enclosed with the offer.

Eligibility criteria: The agency should have a minimum 20 numbers of operational vehicles in it's fleet at Guwahati. The minimum turnover should be Rs. 75 Lakh per year for the last 03 (three) consecutive years. Copies of certified audited balance sheet should be enclosed as proof of turn over

TERMS AND CONDITIONS FOR PROVIDING VEHICLE ON HIRE

1 The vehicle should be registered with commercial registration No.

2 The agency will provide the vehicle along with driver and fuel and should carry out day to day maintenance of the vehicle throughout the entire tenure of engagement.

3 The quotation should be submitted in two components viz. i) for a fixed sum of amount payable monthly and ii) the rate per KM of running of the vehicle during the month as per the table given in the financial bid format given at the end of this notice.

4 There is no daily maximum/minimum limit of the distance covered by the vehicle 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 quoted rate, agreement and terms and conditions under which the quotation has been submitted.

5 The vehicle must be made available as per the requirement on daily basis. Payment will be made on monthly basis.

6 Vehicles on hire must have proper permit/ license/ registration etc. from the appropriate Government authorities and it should not be of a make prior to 2020.

7 The vehicle on hire may be required to ply continuously during the day time and occasionally at night also.

8 The cost of maintenance, other incidental expenses are to be borne by the agency and the agency should always keep the vehicle in good condition and road worthy.

9 The agency must be in a position to provide the vehicle for hiring immediately from the date of issue of the work order.

10 In case the vehicle on hire goes out of order, the agency must be able to provide another substitute vehicle in good condition and road worthy immediately without any delay and without any extra charges whatsoever.

11 In case of an accidents/traffic violations the agency will be solely responsible for all types of 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

12 The agency should make it's own arrangements for parking the vehicles during the course of hiring.

13 The office is empowered to return the vehicle if it is felt that it is not road worthy and no payment will be made for the said journey.

14 In case the vehicle is withdrawn for maintenance and repairs, substitute vehicle in good running condition should be arranged immediately by the agency.

15 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.

16 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", should be deposited with Cashier & receipt issued by the Cashier 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 receipt of EMD will be invalid & will not be considered.

17 Payment of the bills will be made by way of transfer of fund in electronic mode only.

18 The engagement will be for one year from the date to be intimated through work order. If both the parties are agreed to it, it can be extended /renewed for further period with the same terms and conditions.

19 Penalty will be imposed for a delay of exceeding 30 minutes,-if the vehicle is not placed at the disposal of the officer at the appointed date, time and place. The penalty will be @ Rs.200/- for each such delayed trips. In the event of undue delay and the return of vehicle without use, no payment will be made.

20 In case the vehicle is not provided by the agency on any particular day, a penalty of Rs.500/- (Rupees Five Hundred only) will be deducted.

21 The agency shall be bound by the rates quoted by it and agreed upon herein and shall not ask for any enhancement of the rates for providing the vehicle during the period of agreement including extended period, if any.

22 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 any of the stipulated conditions of the contract is not adhered to.

23 It will be the sole responsibility of the agency to ensure proper provisioning of the vehicle in good condition with valid registration, insurance etc. and to ensure proper 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 may commit and consequences thereof.

24 The Executive Director, NEZO Tea Board India, Guwahati reserves the right to terminate the agreement at any time without assigning any reason.

25 The agency shall submit the bill in duplicate to the Tea Board, NEZO Guwahati including GST component with an advanced stamped receipt (pre-receipted) on the 1st Week of the subsequent month.

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Financial bid

Type & make of vehicle with year of manufacture	Monthly fixed rate in Rs. (Including all Taxes and charges)	Rate per KM in Rs.(including all Taxes and charges) of running of the vehicle in addition to the monthly fixed rate
Maruti Swift Dezire (Diesel) Make 2020		

Signature with seal and date