



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

Ref. No. 1(74)/GAU/2014 / 11

Date : 25.03.2019

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Notice Inviting Offer for hiring of cars as and when required at Tea Board, Guwahati

The Tea Board, North Eastern Zonal office, 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, sealed Quotations are invited from the experienced and renowned agencies/firms based and operating from Guwahati, Assam for the last 05 years for providing the said type of cars 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 25.04.2019 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 25.04.2019 at 3 PM or any subsequent date due to any unavoidable circumstances in the presence of the willing bidders. Self certified copies of all the valid documents/papers with respect to the business establishment/ profession including PAN & GST No. should be enclosed 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 for all the 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 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 an 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.

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

Types 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)	1. For entire day (10 hrs) Rs.----- 2. Per KM, Rs.-----	1. For entire day (10 hrs) Rs.----- 2. Per KM, Rs.-----	Rs.-----
Maruti (Swift Dzire)	1. For entire day (10 hrs) Rs.----- 2. Per KM, Rs.-----	1. For entire day (10 hrs) Rs.----- 2. Per KM, Rs.-----	Rs.-----
Mahindra (Scorpio)	1. For entire day (10 hrs) Rs.----- 2. Per KM, Rs.-----	1. For entire day (10 hrs) Rs.----- 2. Per KM, Rs.-----	Rs.-----

Signature of bidder with seal and date