



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

Ref. No. 1(64)/ZON/GAU/18 /1555

Date: 19.11.2019

Notice Inviting Quotation for hiring of one vehicle (Innova) at Tea Board, Zonal office, Guwahati

Tea Board North Eastern Zonal office, Guwahati intends to hire one Innova vehicle for official duty at North Eastern Zonal office, Guwahati for a period of one year, which may be extended further subject to satisfactory service.

Accordingly, sealed Quotations are invited from well experienced and renowned agencies/ firms based and operating from Guwahati, Assam for providing the said vehicle 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) shall be submitted to the Executive Director, NE Zonal office, Tea Board Guwahati on or before 9th December, 2019 by 1 PM. Please write on the top of the envelop **Offer for engagement of vehicle on hire at Guwahati**. The offers will be opened on 9th December, 2019 at 3 PM in the presence of the willing bidders. Copies of the valid relevant documents/papers with respect to the Trade license, PAN & GST No. should be enclosed with the offer.

Eligibility criteria: The agency should have a minimum 30 numbers operational vehicles in it's fleet at Guwahati. The minimum turnover is Rs. 75 Lakh per year for the last two consecutive years.

TERMS AND CONDITIONS FOR PROVIDING VEHICLE ON HIRE

- 1 The vehicle should be registered with commercial registration No. as per Vigilance Circular.
- 2 The agency will provide only the vehicle and maintain the vehicle throughout the entire tenure of engagement. Only Petrol/Diesel as required will be provided by the office.
- 3 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 agreement and terms and conditions.
- 4 The vehicle must be made available as per the requirement on daily basis. Payment will be made on monthly basis.
- 5 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.
- 6 The vehicle on hire may be required to ply continuously during the day time and occasionally at night also.
- 7 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.
- 8 The agency must be in a position to provide/supply the vehicle for hiring immediately from the date of issue of the work order.
- 9 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.
- 10 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
- 11 The agency should make it's own arrangements for parking the vehicles during the course of hiring.
- 12 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.
- 13 In case the vehicle is withdrawn for maintenance and repairs, substitute vehicle in good running condition should be arranged immediately by the agency.

- 14 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.
- 15 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.
- 16 Payment of the bills will be made by way of transfer of fund in electronic mode only.
- 17 The engagement is valid for one year from the date to be intimated through work order. If both the parties agree to it, it can be extended /renewed for further period with the same terms and conditions.
- 18 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.
- 19 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.
- 20 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 of vehicle during the period of agreement including extended period, if any.
- 21 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.
- 22 It will be the sole responsibility of the agency to ensure proper provision of vehicle in good condition with valid registration 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.
- 23 The Executive Director, NEZO Tea Board, Guwahati reserves the right to terminate the agreement at any time without assigning any reason.
- 24 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 & make of vehicle with year of manufacture	Monthly rate in Rs. (Including all Taxes and charges)	Conditions. (Only vehicle will be provided)
Innova		

Signature with seal and date