

BID DOCUMENT FOR NIT FOR HIRING VEHICLES UNDER ASULMS

1.0 Scope of work

1.1 The scope of work is for hiring of **Pool Cars for staff and vehicle on call basis** of State Mission Management Unit, Guwahati of Assam State Urban Livelihoods Mission Society (ASULMS) and Vehicle hire on call basis with terms and conditions as detailed in **Appendix-I** and be made available for 24 hours on all days including Sundays and holidays.

1.2 Category I- Pool Car for Staff (2 vehicles)

1. Renault Duster/Renault Lodgy (Diesel) (with driver)

2. Mahindra Scorpio/Mahindra Bolero (with driver)

or

Maruti Swift Dzire/ Tata Indigo (Diesel) AC (with driver).

1.3 Category II- Vehicle on Call basis

Maruti Suzuki Swift Dzire (Diesel) AC / Tata Indigo (Diesel) AC / Toyota Innova AC / Maruti Suzuki Ertiga AC

2.0 Pre-qualification Criteria

2.1 All the Vehicles supplied by the agency should be either New or not Older than 2015 make.

2.2 If the vehicles are not owned by the bidder, a consent letter from the registered owner in original shall be attached with the bid.

2.3 If the bidders intend to purchase new vehicle, an undertaking shall be given that the vehicle shall be purchased within 15 days from the issue of Letter of Acceptance.

2.4 If the registration formalities of the new vehicle purchased is not completed at the time of the bid, the documents should be made available before the signing of the contract. The bidder should produce an undertaking to this effect at the time of the bid.

2.5 The agency could be a sole proprietary concern, partnership concern or company.

2.6 The agency should have GST Registration and valid PAN.

2.7 Copies of all documents viz. RC Book, Insurance, Pollution free certificate, etc. are to be submitted along with the bid. This should be renewed throughout the contract period.

2.8 The agency should comply with the Rules and Regulations stipulated by the DTO authorities.

APPENDIX-I

3.0 Terms and conditions

3.1 An agreement will be entered into with the successful bidder and the same is valid for a minimum period of One year.

3.2 The vehicles should be made available for 24 hours on all days including Sundays and Holidays.

3.3 Spare vehicles of the same class should be provided whenever the vehicle is under maintenance, breakdown, accident or repair. In case the agency fails to provide the vehicles a penalty equal to two times of the actual average monthly charges per day for each day of such failure would be imposed on the agency.

3.4 Monthly rent charges **will not include** cost of fuel, but drivers' monthly salary and all other incidental expenditure will be included. Toll/Parking charges will be reimbursed by ASULMS on submission of original vouchers duly certified by the executive of ASULMS who is using the vehicle.

3.5 The vehicle should be parked at the area informed by the user executive/staff, unless otherwise directed by ASULMS. One duplicate key of the vehicle is to be kept with the Executive/staff overnight, so as to move the vehicle in case of any need/emergency.

3.6 The monthly bills may be submitted immediately on completion of the month and payment will be effected by ASULMS after submission of the invoice complete in all respects, after deducting applicable taxes. All payments will be made in electronic form to the designated bank account of the bidder only.

3.7 The vehicle should be made available within 7 days (in case of existing vehicles) and within 15 days (in case of to be purchased new vehicle) of the offer, failing which the offer will be treated as cancelled and the EMD will be forfeited.

3.8 All taxes, insurance, permit, pollution certificate charges are to be borne by the agency.

3.9 Any cost, damage, compensation to third parties resulting from plying of the vehicle on the road is to be met by the agency.

3.10 The car should be neatly maintained and the driver should be of good character and conduct and should possess valid driving license.

3.11 Unless otherwise intimated the agreement will be for a period of **1 (One) year**, and if found satisfactory the agreement can be renewed for further periods on yearly basis, at the discretion of the State Mission Director, ASULMS.

3.12 ASULMS reserves the right to terminate the agreement by giving **30 days** notice, at anytime during the contract period without assigning any reason and no compensation will be paid for such termination.

3.13 The agreement will be terminated without any notice if the agency violates any of the terms and conditions of the agreement accepted by the agency at any stage of the contract.

3.14 The tender can be modified/ postponed /cancelled at the discretion of ASULMS, without assigning any reason.

3.15 The L1 (lowest) quotation will be considered based on PRICE BIDS (ANNEXURE II).

3.16 Bids will remain valid for a period of 60 (sixty) days from the last date of submission of bids, unless otherwise indicated in the bid document or changed/modified by ASULMS anytime before the date of submission of bids. Bids shall be accompanied with an EMD of Rs. 8000/- in the form of a demand draft favouring "Assam State Urban Livelihoods Mission Society" and payable at Guwahati and will remain valid for a period of 45 (forty-five) days beyond the final bid validity period of 60 (sixty) days. The EMD will be refunded without any interest to the unsuccessful bidders after expiry of the final bid validity and latest on or before the 30th day after the award of the contract. In case any bidder revokes or withdraws its offer within the validity of the offer, ASULMS will be at liberty to forfeit the EMD. Bids without EMD will be summarily rejected.

3.17 EMD of the successful bidder shall be adjusted against security deposit of Rs. 8000/- for the "**Category I- Pool Car for Staff**". The said deposit shall be released after a period of six months from the date of expiry of the contract after adjusting claims, if any.

3.18 The driver should be provided with a photo identity card and should possess a mobile phone.

3.19 The agency shall arrange for the maintenance of suitable log book supplied by ASULMS with the driver and should be got authenticated by the executive engaging the vehicle. Monthly bills submitted should be accompanied by such log sheets.

3.20 The driver should comply with the orders given by the user executive of the ASULMS or any other functionary regarding the safety and security when the vehicle is in the ASULMS's disposal.

3.21 The agency shall not replace the driver without prior approval from the ASULMS but in case of any act of misconduct from the side of the driver, the agency shall make necessary arrangements for replacing the driver immediately.

3.22 The following charges will be paid separately over and above the monthly charges –drivers' BATA if engaged after 10:00 p.m. and/or before 06:30 a.m. and an additional amount payable to the driver on occasions of overnight stay warranted at out station.

3.23 All pages of this tender document (Quotation Notice) shall be signed by the bidder and be attached with the bids as a mark of acceptance of all terms and conditions mentioned in it.

4.0 Submission of Quotation

4.1 The agencies qualifying the above pre-qualification criteria and agree to abide by the terms and conditions given in the Appendix-I to this Annexure, may submit the **Technical** as well as **Price bids** in separate sealed envelopes super scribing- '**Technical Bid for Hiring of Vehicles**' and '**Price Bid for Hiring of Vehicles**' as per the specification given in Annexure I & II respectively. Both these covers should be placed in a third sealed envelope super scribing "**Hiring of vehicles under ASULMS**".

4.2 The Technical Bid in a separate sealed envelope shall contain EMD, Quotation Notice (all pages signed), Cover Letter addressed to State Mission Director, ASULMS, Application form as per Annexure -I for Technical Bid, Photo copies of all the proofs (as mentioned) duly signed by the partner/ proprietor/ authorised representative of the firm with office seal. The Price Bid as per format in Annexure-II will be in a separate sealed cover.

4.3 Completed application form along with the requisite documents shall be submitted in a sealed envelope clearly indicating the category of work on top of the envelope to:-

**The State Mission Director,
Assam State Urban Livelihoods Mission Society (DAY-NULM, Assam),
O/o the Directorate of Municipal Administration,
Ganeshguri, Dispur, Guwahati- 781006**

5.0 Selection Procedure

5.1 The Technical bid will be opened first for the necessary evaluation. The Price bids of the technically qualified bidders only will be opened on the date prescribed in the Quotation Notice.

Sd/-
State Mission Director,
ASULMS, Dispur, Guwahati-06

Date: 30.06.2018

ANNEXURE -I**(To be printed on Official Letter Head of Bidder)****TECHNICAL BID**

FOR PROVIDING VEHICLES ON HIRE BASIS TO ASSAM STATE URBAN LIVELIHOODS MISSION SOCIETY (DAY-NULM, ASSAM), O/O THE DIRECTORATE OF MUNICIPAL ADMINISTRATION, GANESHGURI, DISPUR, GUWAHATI- 781006 FOR THE USE BY ITS STATE MISSION DIRECTOR AND STAFF OF ASULMS.

1.	Name of Agency	
2.	Status(Sole Proprietor concern/ Partnership Concern/Company)	
3.	Registered Address	
4.	Office Address	
5.	Mobile Land Line Email Id Fax no.	
6.	Photocopy of proof of ID of the owner of the vehicle to be attested and enclosed (Any one of the items is required)	a) Election ID card no. Issued on _____ at _____ b) Passport no. issued on _____ at _____ c) Driving licence no. issued on _____ at _____ d) PAN Card no. issued at _____
7.	a) Details of GST Registration no. b) PAN (Firm/Company) *Photocopies to be attested and enclosed	
8.	Details of vehicle offered for hire	a) Category I- Pool Car for Staff. _____ b) Category I -Pool Car for Staff. _____. c) Category II- Vehicle on Call basis
9.	a) Detail of RC Book b) Detail of vehicle insurance c) Detail of Pollution certificate (Photocopies to be enclosed)	
10.	<u>Bank account details</u> a) Account Number b) Bank name & branch IFSC code c) Type of Account d) Account holders name	

Declaration: - I/We agree for the terms & conditions prescribed by ASULMS in this regard. I / We have signed and handed over a copy of the Terms & Conditions in token of having agreed to the same.

Name, Address and

Mobile no. of the Agency:

Signature of Partners/Proprietor

/Authorized Representative: _____

PLACE:

DATE:

OFFICE SEAL:

ANNEXURE -II**(To be printed on Official Letter Head of Bidder)****PRICE BID**

FOR PROVIDING VEHICLES ON HIRE BASIS TO ASSAM STATE URBAN LIVELIHOODS MISSION SOCIETY (DAY-NULM, ASSAM), O/O THE DIRECTORATE OF MUNICIPAL ADMINISTRATION, GANESHGURI, DISPUR, GUWAHATI- 781006 FOR THE USE BY OFFICIALS OF ASULMS.

Sl. No.	Particulars of Vehicle	Rate Quoted
1.	a. Category I- Pool Car for Staff	
	i. Renault Duster/Renault Lodgy	In Rs. / Month
	ii. Mahindra Scorpio	In Rs. / Month
	iii. Mahindra Bolero	In Rs. / Month
	iv. Maruti Swift Dzire (Diesel)	In Rs. / Month
	v. Tata Indigo (Diesel)	In Rs. / Month
	b. Category II- Vehicle on Call basis Make & Model _____	In Rs. / day
2.	Driver's BATA for driving after 10:00 p.m. and/or before 06:30 a.m.	In Rs. / day
3.	Additional amount payable to the driver on occasions of overnight stay warranted at out station.	In Rs. / day

All the above the rates are inclusive of all taxes including GST.

Name, Address and
Mobile no. of the Agency:

Signature of Partners/Proprietor
/Authorized Representative: _____

PLACE:

DATE:

OFFICE SEAL:

CHECK LIST FOR ENCLOSURES

Please '√' mark if enclosed and 'x' mark if not enclosed

Sl. No.	Description of Items	Enclosed	Not Enclosed
1.	All Points from 2.1 up to 2.8 under 2.0 Pre-qualification criteria		
2.	Copies of RC Book		
3.	Copies of vehicle insurance		
4.	Copies of Pollution certificate		
5.	Copy of ID Proof of the owner of the vehicles		
6.	Copy of Certificate of GST registration		
7.	Copy of PAN of Firm/ Company		
8.	Bank details		
9.	Undertaking as per Quotation Notice 2.3 & 2.4		
10.	Signature of Partners/Proprietor /Authorized Representative and office seal on all enclosures and supporting documents		

Name, Address and
Mobile no. of the Operator:

Seal & Signature of the Operator:

PLACE:
DATE: