



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

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

Date: 03.03.2020

**Notice Inviting Quotation for hiring of one vehicle Mahindra Bolero for the Tea Board Regional Office, Tinsukia on a fixed monthly amount of Rs.30,000 for usage of 25 days in a month**

Tea Board North Eastern Zonal office, Guwahati intends to hire one Mahindra Bolero vehicle for official duty at Tea Board Regional Office, Tinsukia for a monthly amount of Rs. 30,000 (fixed) for usage of 25 days in a month. The engagement will be for a period of one year, which may be extended to further period subject to satisfactory service and mutual consent between the parties.

Accordingly, sealed quotations are invited from well experienced and renowned agencies/ firms based and operating from Tinsukia /Guwahati, Assam for providing the said type of vehicle on hire at Tea Board Regional Office, Tinsukia on monthly basis. The engagement will be 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 Mahindra Bolero running on road with commercial number
- 2 Driver
- 3 Fuel
- 4 Day to day maintenance of the vehicle

The maximum amount of Rs.30,000 (Rs. thirty thousand only) will be paid to the agency including all applicable Taxes and charges for this engagement.

Accordingly, the agency should quote the minimum price for the maximum deliverable as per the following

1. The year of manufacture of the vehicle to be provided
2. Maximum duration in hours for which the vehicle can be engaged per day
3. Maximum Kilo meter can be covered by the vehicle per day
4. Total maximum hours of duration for which the vehicle can be engaged per month
5. Total maximum Kilo meter can be covered by the vehicle per month

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 20<sup>th</sup> March, 2020 by 1 PM. Please write on the top of the envelope **Offer for engagement of one Bolero vehicle on hire for Tea Board Regional Office, Tinsukia**. The offers will be opened on 20<sup>th</sup> March, 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 10 numbers operational vehicles in it's fleet. The minimum turnover is Rs. 30 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 as per the table given in the financial bid format 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 maximum payment of Rs. 30,000 per month will be made as per the quoted rate, agreement and terms and conditions under which the quotation has been submitted.
- 5 However, during the month, if the vehicle is not engaged for the maximum days /hours as entitled by the quoted price then out of Rs.30,000 the maximum proportionate amount taking into consideration the entitled number of days/hours, whichever amount is more will be paid to the agency.
- 6 The vehicle must be made available as per the requirement on daily basis. Payment in full or proportionate depending upon usage with a maximum ceiling of Rs.30,000 per month will be made on monthly basis.
- 7 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.
- 8 The vehicle on hire may be required to ply continuously during the day time and occasionally at night also.
- 9 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.
- 10 The agency must be in a position to provide the vehicle for hiring immediately after issuance of the work order.
- 11 In case the vehicle on hire goes out of order/withdrawn and repair, the agency must be able to provide another substitute Bolero vehicle in good condition and road worthy immediately without any delay and without any extra charges whatsoever.

- 12 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
- 13 The agency should make it's own arrangements for parking the vehicles during the tenure of hiring.
- 14 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.
- 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 to 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 reduction in hour to be engaged and Kilo meter to be covered in a month during the period of agreement including extended period, if any.
- 22 The Agreement is subject to termination at any time by the Executive Director, 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 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, 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 Regional Office, Tinsukia with an advanced stamped receipt (pre-receipted) on the 1<sup>st</sup> Week of the subsequent month.
- 26 The log book/ log sheet to be signed by both official using the car and the driver and a copy of the sheet must be attached along with the bill to be raised.
- 27 For official duty and in exigency of service the vehicle may be required to ply beyond the territorial jurisdiction of Tinsukia District for official purpose.
- 28 A cumulative/ progressive KM covered and hours in use should be recorded in log book and submitted to the Regional Office, Tinsukia on weekly basis for a snapshot of remaining KMs/ hours of service in a month.



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**Financial bid for Rs. 30,000 per month including all applicable Taxes and charges**

Make of vehicle with year of manufacture	Maximum hours can be engaged	Maximum Kilo meter can be covered
Mahindra Bolero Make in the year --,	Per day	Per day
	Per month	Per month

Total maximum number of days the vehicle can be provided for ----- days per month,

Total maximum ---- Kilo meter can be covered per month and

Total maximum ---- hours can be engaged per month

Signature with seal and date